

2017-18 STUDENT HANDBOOK

**APLINGTON-PARKERSBURG HIGH SCHOOL
610 JOHNSON STREET
PARKERSBURG, IA 50665**

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Answering Machine for Reporting Student Absences
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School Web Site
www.apl-park.k12.ia.us

A-P COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

*"The Aplington-Parkersburg Schools are committed to promoting
Life Long Intellectual and Personal Growth."*

WELCOME !!!

The information in this handbook will acquaint you with the policies governing the Aplington-Parkersburg High School. Since you will be held responsible for this information, it is important to read the entire handbook carefully and know its contents. Not knowing this information will not be accepted as a valid excuse for noncompliance. The information in this handbook applies to everyone in this high school. There are many changes, most small, since the tornado - yet another reason to read through this handbook!

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ACADEMIC AWARDS

Scholarship is recognized and encouraged through academic awards. An honor roll list will be compiled at the end of each trimester. Any student with a 3.0 average or above will be listed on that honor roll.

An Academic Awards ceremony will be held once per trimester to present awards based on academic achievement for the previous trimester. This award has nothing to do with cumulative GPAs. Academic awards criteria is as follows and pertains to the previous trimesters grades only:

A-Team Medal Recipient = first time at 3.95 or above GPA

A-Team = 3.95 or above GPA

Academic Letter Recipient = first time at 3.33 or above GPA

Academic Bar = 3.33 or above GPA repeater

Honor Roll = 3.00 or above GPA

Improvement = 0.50 GPA improvement from last Academic Awards ceremony

ACCEPTABLE APPAREL POLICY

Iowa's educational standards (Iowa Code Section 256.11, 1987 Supplement) require that students from grades one through twelve be taught about the effects of alcohol, tobacco, drugs and poisons on the human body as part of their health and physical education. Any message depicting the use of alcohol, tobacco or drugs runs counter to our educational mission. Likewise, to maintain appropriate community standards of decency, any apparel bearing a sexually explicit message will be treated in the same manner.

Dress and personal appearance should be safe, healthful and not interfere with or distract from the educational process. Any written material which advertises a service not permitted to minors will be discouraged. In addition, no obscene, vulgar material or pictures on any clothing will be allowed. Such materials include, but are not limited to, buttons, badges, t-shirts or other such clothing. Hats, stocking caps, sweatshirt hoods or bandanas may not be worn in school after classes start. Clothing must cover all undergarments and midriffs. Also, backs need to be covered. Spaghetti straps and shoulderless tops are not allowed.

Abuse of these rules may result in detention, suspension, or the student being required to change their clothing. These rules apply for all areas of school activities including PE, lunch and athletic practices. **IF IN DOUBT, DON'T WEAR IT!**

ACTIVITIES

A wide variety of school activities and organizations are available. All students are encouraged to take advantage of at least one of these activities. The following regulations apply to the activity program.

1. Meetings or other activities of a school organization must be approved and supervised by the group's sponsor(s).
2. Student behavior policies apply for all school-sponsored activities.
3. If guests who do not attend Aplington-Parkersburg High School are to be invited, their names are to be submitted to the Principal's office.
4. Plans for any event must be made well in advance of the date of the activity and must be submitted to the Principal's office.
5. No Sunday activities are held without the approval of the Principal or his designee.
6. Once a person leaves an event, it is assumed that he/she will not return.
7. Students must present their activity cards to be admitted to any event.
8. All signs and posters must have approval from the Principal's office before they are posted in the building.
9. Dances are restricted to high school students unless otherwise indicated by the Principal.

Please note that on days that school is delayed either for one or two hours. If school is delayed for one hour and you have an activity scheduled that morning, the students may come in at 8:20; if school is running two hours late,

then student may come in at 9:20; therefore, on delayed weather days, students may come in one hour before the start of school.

ANNOUNCEMENTS

Announcements are posted in the Media Center, on the office window, and on the school Web Page found at www.apl-park.k12.ia.us. They also emailed to each student daily. It is the student's responsibility to be aware of all announcement information.

ANTI-BULLYING / HARASSMENT

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. places the student in reasonable fear of harm to the student's person or property;
2. has a substantially detrimental effect on the student's physical or mental health;
3. has the effect of substantially interfering with the student's academic performance; or
4. 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.

Sexual harassment includes, but is not limited to:

1. verbal, physical or written harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks to a person with sexual or demeaning implications; and
4. suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

1. verbal, physical, or written harassment or abuse;
2. repeated remarks of a demeaning nature;

3. implied or explicit threats concerning one's grades, job, etc.; and
4. demeaning jokes, stories or activities.
5. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

ASBESTOS INFORMATION

The High School was a new building in 2009. Even though the High School in Parkersburg and the building in Aplington are both asbestos-free, Asbestos Program Coordinators are assigned to the District. Ron Westerman (319+404-8837) is the Coordinator in Parkersburg, and Ron Westerman (319+404-8837) is the Coordinator in Aplington.

The Parkersburg Elementary building is on the AHERA three-year asbestos reinspection schedule. Asbestos surveillance inspections are made every six months between reinspections. No major repair or removal projects are planned for the upcoming school year. Only small-scale response actions will be conducted if needed.

For information regarding prior and future response activities, removal projects or general asbestos-related information for the Aplington-Parkersburg Community School District, contact Ron Westerman or review the Asbestos Management Plan located in each school building's main office.

ASSAULT

An employee of a school district or an AEA staff member providing services to a school district, who intervenes in a fight on school premises, will be immune from assault charges. This applies if the force used to intervene was reasonably necessary to restore order and protect the safety of others.

ATTENDANCE POLICY AND RULES

PHILOSOPHY: Educational research has shown that regular attendance at school is an important factor in determining a student's success in the classroom. It is in the best interest of the student and the school as a whole to have policies that encourage regular attendance and punctuality. Parental support is necessary to help a student develop regular attendance. We recognize that circumstances arise that make perfect attendance impossible. However, in order for the Aplington-Parkersburg High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. Attendance records become a part of a student's permanent school record and are frequently requested by prospective employers and post-secondary schools.

NOTIFYING THE SCHOOL: Every absence from school will require an excuse, written or verbal, from the parent/guardian. We ask that parents/guardians call the high school office (319-346-1571) before 9:00 a.m. when your daughter or son will be missing from school for any reason. If your son or daughter is gone for any type of an appointment, WE MUST HAVE A DOCTOR'S NOTE for your son/daughter to be excused and eligible for competition. This note must accompany the student back to school. A parent simply calling in notifying the school that their student has an appointment WILL NOT BE AN EXCUSED ABSENCE. If a parent calls the school and tells the office that their son/daughter is running late that still does not make it an excused absence. It will remain a tardy unless there is a reason the administration feels it reasonable. We will attempt calling home to find out why the student is absent if we have not received a call. If contact has not been made, a note should be sent with the student when he/she returns to school with reason for absence signed by the parent/guardian. If your son or daughter is gone for five consecutive days we will also need a doctor's note advising the school nurse on the medical condition of your student and how to help best care for them or integrate them back into school.

ANTICIPATED ABSENCES: Students who are aware of a pending absence must get an anticipated absence form from the office. This form is presented to each teacher and must be returned to the office BEFORE the absence, otherwise the absence may be considered unexcused. This form must be signed by a parent/guardian in lieu of a separate written excuse.

MEDICAL/COURT APPOINTMENTS: Students must submit a note from the Doctor's office or Courthouse for any absences for the absences to be excused and the student to be eligible. After 5 consecutive missed days of school for illness the student will need a medical note and information for the high school nurse.

EXCESSIVE ABSENCE/ATTENDANCE POLICY: One key component to a student being successful and maximizing their education is to be in class and to be present at school. If a student is missing multiple days of school and it is hindering their academic performance the teacher will notify the principal and or counselor. Parents may also be notified by the teacher and or administrator to make sure all parties are aware of the number of absences of the student. The principal and or counselor does have the right to remove a student from class if the student attendance falls below a 70% attendance rate. Notification and contact will be made to a parent(s) and or guardian(s) prior to removal to try and improve attendance.

EXCUSED/UNEXCUSED ABSENCES: The school recognizes legitimate reasons for being absent from school. Excused absences include but are not limited to the following:

1. Illness
2. Funerals or death in family
3. Medical appointments
4. College visitations prearranged with the counselor
5. School sponsored field trips
6. Court appointments
7. Family trips/days prearranged with an administrator

These absences are among the types which are unexcused:

1. Oversleeping
2. Shopping
3. Missing the bus
4. Working without a school work release form signed by an administrator
5. Running errands
6. No excuse - truant

The Principal decides whether a student's absence is excused or unexcused. If a student misses school for an unexcused reason, even with the knowledge and consent of the parent/guardian he/she may receive additional work to compensate for class time due to absences. In addition, points or percentages for attendance and class participation could be lost.

A student missing school without the knowledge of the school or parent/guardian will be considered truant. Truancy is defined as an absence from school or any class without valid reason and/or permission from parent/guardian, (this includes when a student leaves school at anytime during the school day, including the lunch period, without specific permission from the office and parent/guardian). Students will be subject to disciplinary measures by an administrator.

ATTENDANCE REQUIREMENTS FOR ACTIVITIES: A student who participates in extracurricular activities must be in school by 8:45 a.m. of the day on which the activity occurs. Students with senior release 1st period have 10 minutes extra time. Those students have to be in school by 2nd period in order to participate in the activity scheduled for that day. Exceptions may be made by an administrator. Excused absences which would be allowed for the student to practice or participate would be if the absence was due to a medical or court appointment, funeral, or college visitation.

TARDIES: If students arrive late to school from home and there is a note or phone call giving a legitimate reason for the late arrival, there is, of course, no penalty. If a teacher causes a student to be late to class, it is the student's responsibility to get a pass from the teacher in order to be excused. All other tardies will be unexcused. Senior release will be lost for students who are tardy to 2nd hour 6 times in one trimester. The senior release student will be notified when they have their 5th tardy.

1st Hour Tardies: Students arriving late to school will be counted tardy on their report card. 1st hour Study Hall students should note that arriving late or missing 1st hour study hall will be counted as an unexcused tardy. On the third 1st-hour tardy in a trimester, the student will receive a detention. Then EACH tardy 1st hour after that will result in a detention for the rest of that trimester.

Between Class Tardies: A student late for class without an excused pass will be counted tardy by the teacher. After the 3rd unexcused tardy between classes, the student will receive a detention. Students receive detentions for every 3 tardies between classes. These tardies are not listed on report cards. If the student is more than five minutes late to class, this may result in an unexcused absence and count toward that student's five-absence maximum.

CHECKIN/CHECKOUT AT OFFICE: All students are required to check in or check out at the office when entering the building or leaving the building. The office should have prior notification of students checking out. If students are checking in, parents/guardians should have called in or student should have a written note from parent/guardian when signing in.

AUTOMATED EXTERNAL DEFIBRILLATOR

Aplington-Parkersburg Schools, in an effort to make our schools safe for our students, visitors and employees, have placed the Automated External Defibrillator (AED) in our facilities. At the High School, the AEDs are located outside the main gym and outside the Fitness Center. At the Middle School, the AED is located on the west wall outside of the main office.

The AED is an alarmed cabinet. When the cabinet doors are opened, a loud alarm will sound. This alerts everyone that there is a potential emergency. Staff has been trained to assist with an emergency during regular school hours.

After school hours, this is a Public Access Program. Please feel free to use the equipment if you have had the proper training. To call 911 you may use the phone located next to the AED.

If the AED is used at any time, please contact the Superintendent so we may replace materials used in the resuscitation effort.

CANCELLATION, DELAY OR EARLY DISMISSAL OF CLASSES

When adverse conditions make it necessary to close school, the following stations will be informed:

KWLO - AM 1330 - Waterloo	KFMW - FM 108 - Waterloo	KWWL - TV Channel 7 - Waterloo
KXEL - AM 1540 - Waterloo	KOKZ - FM 105.7 - Waterloo	KGAN - TV Channel 2 - Cedar Rapids
KCNZ - AM 1250 - Cedar Falls	KCRR - FM 97.7 - Waterloo	KCRG - TV Channel 9 - Cedar Rapids
KNWS - AM 1090 - Waterloo	KNWS - FM 101.9 - Waterloo	
	KWAY - FM 99.3 - Waverly	
	KKHQ - FM 92.3 - Waterloo	
	KLMJ - FM 104.9 - Hampton	
	KOEL "the hog" - FM 98.5 - Waterloo	
	KQCR - FM 98.9- Parkersburg	

Please note that in inclement weather, a student's absence will be excused and not counted toward the five-absence maximum from the attendance policy if a parent/guardian calls in to make that request. NOTE: If school is delayed because of the weather, all morning extra-curricular activity practices are canceled. Also, if school is let out early, there will be no afternoon or evening practices or events.

CHILD ABUSE REPORTING PROCEDURES

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

All teachers, administrators and employees of this district are by law considered mandatory reporters of child abuse that occurs in the home environment. The three definitions of child abuse are namely: Physical abuse, Sexual abuse and Neglect and are directed to the "person responsible for the care of a child".

For alleged child abuse by school personnel, the building principal is the initial investigator, and the alternate is the Superintendent. Mandatory reporters are reminded that pursuant to Chapter 232 of the Iowa Code (juvenile justice), any oral report of suspected child abuse must be followed up by a written report to the Department of Social Services within 48 hours.

All teachers must have on file within six months of initial employment a certificate of child abuse reporting training.

In compliance with the child abuse policy passed by the State Board of Education, the school designates the following investigators of physical and sexual abuse of students by school employees:

1. Primary Investigators will be the building principals:
 - a. Aaron Thomas, Secondary Principal, 610 N. Johnson St., Parkersburg, IA 50665 (319)346-1571
 - b. Amy May, Elementary Principal, 602 Lincoln St., Parkersburg, IA 50665 (319)346-2446
 - c. Brian Buseman, M. S. Principal, 215 10th St., Aplington, IA 50604 (319)347-6621
2. Alternate Investigator will be Superintendent Jon Thompson, 610 N. Johnson Street, Parkersburg, IA 50665 (319) 346-1571

RECOMMENDED CLASS CONTRIBUTIONS - FINES- FEES- SENIOR TRIP

Class contributions have been set at the following amounts: Freshmen - \$15, Sophomore - \$15. Students should pay their dues to the office.

Note: Students **MUST** pay **ALL** class contributions set by their individual class along with any fines assessed by teachers. If **ALL** of your Freshmen and Sophomore class contributions and fines are not paid by the time you are a Junior, you **CANNOT** go to Prom. The office keeps track of teacher-assessed fines until those fines have been paid.

With the reduction of class dues from \$40 per year to \$15 per year only your freshman and sophomore year, classes will not have the budget for a senior trip. If money is remaining in the class account, a committee can work with the principal to try to organize a day trip somewhere for the class. The trip would more than likely have to occur on a Wednesday in the month of April. The trip must be planned prior to the start of the 3rd trimester

All Seniors attending the trip **MUST** be in good standing in the class and have met the deadline of payment at the date set by the trip committee and principal to attend the trip. Any student who violates the good conduct policy will not be allowed to go on the senior trip. He/She is not entitled to a refund of any fees paid to the class prior to the suspension.

All funds from all student organizations and activities residing in the school district funds including the student activity fund are owned by the school district. The students are not owners of the funds and the funds do not meet the legal requirement of description to be specific identifiable money (1967 Senior Class of Pekin vs. Tharp, Supreme Court of Iowa, December 12, 1967). An excess of revenues over expenditures for any student activity remains under the control of the Board and may not be distributed to any individual member of such activity. Residual interest in all student activity moneys belongs to the district. Upon dissolution of such activity, such as a graduating class, drama club, etc., the surplus may be used to support other student activities in the student activity fund at the discretion of the board.

Community Service Graduation Requirements

Community service is service without pay to a non-profit agency/organization, an individual, or a group in need.

- Students are expected to participate in the planned community service days set by the school district.
- Students must complete the district planned community service activities before commencement ceremony of their senior year. Service may begin freshmen year.
- Service must be performed under the supervision of the classroom teacher or approved supervisor and directly tied to the curriculum. (Service-Learning)
- For students enrolled after their freshmen year, the requirement will be prorated the remaining school years attending. Example: If a student enrolls their junior year, the student will be required to complete two of the three service day requirements.
- Students who have missed a service day because of illness or another activity may complete their required service with a pre-approved community service option. Students must complete a community service pre-approval form.
- All community service that is not part of the planned service day must be pre- approved by the community service-learning coordinator (Mr. Thomas).
- Childcare/babysitting count only when done for a non-profit organization. Helping family members is done out of love and is not considered community service.

Each student must successfully meet all deadlines in order to pass the ***Community Service Graduation Requirement***. If the service requirement is not met, the student will not receive their diploma until it is completed.

Pre-Approved Community Service Options Organization

Aplington City Hall - 347-2425, Aplington Public Library - 347-2432, Church Organizations - (Individual Contact), Kid Quest - 347-6366, Maple Manor Village Care Center - 347-2309, Parkersburg City Hall - 346-2262, Parkersburg Public Library - 346-2442, Parker Place Retirement Community - 346-9771, Red Cross - (See School Organizer)

Note: You must submit the *Community Service Pre-Approval Form* to the office and obtain administrative approval before you start any community service that is not part of the planned yearly activities.



Aplington-Parkersburg High School Community Service Pre-Approval Form

Student Name (Print) _____

Grade _____ E-Mail _____

Home Address _____

Phone Number (Cell or Home) _____

Volunteer Activity Site and Address:

Description of Community Service provided:

Student Signature & Date _____

(I have reviewed the Community Service Graduation Requirements and understand the expectations)

Parent//Guardian Signature & Date _____

(I have reviewed the Community Service Graduation Requirements and understand the expectations)

Service Organization Supervisor Signature & Date _____

(I have reviewed the Community Service Graduation Requirements and understand the expectations)

School Official Signature & Date _____

COMPUTER NETWORK POLICY

The primary purpose of Aplington-Parkersburg's computing resources is to enhance and support the educational mission of the Aplington-Parkersburg Schools. These resources include all computers and local area networks along with connections to other networks including the Internet. All students, faculty and staff are responsible for using the computing resources in an effective, ethical and lawful manner.

The intent of this statement is to give an overview of acceptable and unacceptable uses without exhaustively enumerating all such uses and misuses.

Acceptable use:

1. Use consistent with the mission of the Aplington-Parkersburg Community School Districts.
2. Use for purposes of, or in support of, education and research.
3. Use related to administrative and other support activities considered consistent with the mission of the Aplington-Parkersburg Community Schools.

Unacceptable use:

1. Use of Aplington-Parkersburg Community Schools computers and/or networks that violates Federal, State or local laws or statutes.
2. Proving, assisting in or gaining unauthorized or inappropriate access to the computing resources.
3. Use of computers or networks for unauthorized or inappropriate access to systems, software or data at other sites.
4. Use of computers or networks to access materials inappropriate for educational purposes (i.e. pornographic material, games, threatening messages, etc.)
5. Activities that interfere with the ability of others to use computing resources or other network-connected services effectively.
6. Activities that result in the loss of another person's work or unauthorized access to another person's work.
7. Distribution of obscene, abusive or threatening messages via electronic mail or other means.
8. Distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion of the network.
9. Distribution of personal information such as name, address, telephone number, photographs, parents' work address/telephone number or the name and location of the school
10. Distribution of inappropriate picture of individuals to other students violates child pornography laws and is a violation of the school code conduct policy.
11. Logging into work station as anyone other than yourself

Child Internet Protection Act

Aplington-Parkersburg Community Schools installed a proxy server (4/15/02) that logs student activity and blocks inappropriate material. Web sites can be blocked by URL, IP address and keyword. Examples of the sites blocked would be <http://www.xxx.com> and <http://www.sexxx.com>. These sites have been determined to be inappropriate for student use and cannot be reached from our network. This system was discussed in an open meeting in accordance to the Child Internet Protection Act (CIPA) on March 11, 2002. The system was deemed suitable by the School Board and approved for use in our district. In accordance with CIPA, all computers in the Aplington-Parkersburg District will have this protection system in place. Computers on our network will be forced to use this proxy server by blocking all other traffic at the Internet connection point not from the proxy server. This applies to both wired and wireless traffic.

Conditions

Violations of this policy will result in disciplinary action initiated by the teacher and may be directed to the building administrator, superintendent and the Board of Education. Action may include, but is not limited to, loss of all computer privileges for the violator. Any civil or legal action taken as a result of inappropriate use of computer resources will be the responsibility of the perpetrator.

A parent/guardian will be asked to sign an agreement at fall registration whereby they agree their student will abide by these guidelines.

CONDUCT

All students at Aplington-Parkersburg High School are responsible for their actions. To succeed, discipline must ultimately be self-discipline. Where a student is not capable of exercising appropriate self-discipline, sanctions will be imposed by the school.

Students shall be expected to conduct themselves in keeping with the usual standards of good behavior. A student shall not, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other such conduct, cause disruption or obstruction of any process, function or lawful mission on the school. Neither shall the student urge other students to engage in such conduct. Students shall not be insubordinate or fail to comply with the reasonable directions of the teachers, student teachers, teacher aides, bus drivers, custodians, secretaries, principals or other authorized school district personnel any time when the student is under the authority of school personnel.

These sanctions can result in suspension, expulsion, being held out of extra-curricular activities (including Prom), referral to law enforcement agencies or other appropriate action. Such disciplinary action can result from, but shall not be limited to, the violation of the following rules, either at a school-sponsored activity or during the regular school day:

1. failure to abide by a reasonable request of a staff member
2. disruption of school and/or school activities -- Any student(s) asked to leave an extra-curricular activity because of behavior will not be allowed to attend any activities for a period of two weeks.
3. Repeated detentions may result in removal from class and/or suspension from school.
4. Failure to serve a detention may result in further detentions and/or suspension from school.
5. unsportsmanlike conduct at a school-sponsored activity
6. consumption, possession, sale, or use of alcoholic beverages, tobacco, e-cigarette, illegal drugs or drug paraphernalia on school property or at a school-sponsored activity -- furthermore, any student who is under the influence of alcohol or drugs or who has alcohol detected on his/her breath or clothing will be subject to disciplinary action.
7. damage, destruction or theft of school property and/or personal possessions
8. storage, possession or transmission of dangerous weapons on school property
9. verbal or physical abuse of a person or the use of profanity at school or school activities
10. engagement in an unlawful activity
11. student harassment in school

COURSE CHANGE POLICY

Course changes can be made the first 2 days of each trimester. Students will have their schedules prior to the new trimester beginning. Changes can be made with either the Principal or Guidance Counselor. Any changes after the two days can only be done with administrator approval.

DANCE POLICY

All school-sponsored dances must have the approval of (1) the head class sponsor, (2) the activity director and (3) the High School Principal. To obtain approval, a student group must be arranged to fulfill the following requirements:

1. Fill out and complete the "dance checklist" form which can be obtained from the head class sponsor.

2. Must obtain (1) male and (1) female staff member chaperone. Additional parent volunteers can be used to offer additional supervision.
3. Only student in grades 9-12 are allowed to attend high school dances. Dances are open to other schools with approval from the office.
4. Under NO circumstances will students or guests be allowed in to the dance if there is evidence of consumption of alcoholic beverages or other controlled substances.
5. If school personnel has suspicion of a student or guest being under the influence of alcohol or any controlled substance they can contact the police department to conduct sobriety testing.
6. All normal school rules apply; appropriate conduct from all participants is expected.
7. Students planning to attend a dance must arrive no later than one hour after the dance has started. Once admitted, students may NOT leave and return. All dances will end no later than midnight. They may end earlier, depending on the group sponsoring the dance.

DETENTION - TARDY - SUSPENSION

APLINGTON-PARKERSBURG DETENTION POLICY: Teachers will continue to use the same form we have now when giving a detention, and teachers will be responsible to monitor any detentions they give. Detentions will be held Monday through Friday. The length of time of the detention will be determined by the teacher (15 minutes minimum, 1 hour maximum). The date of the detention will also be determined by the teacher (either after school the day of the detention OR the next morning before school). Discipline detentions must be served **BEFORE** the student may compete in extra-curricular activities. If a student does not stay for the assigned detention time, the detention will double. If the student still does not serve the required time, they will be placed on one-half day in-school suspension time. This could lead to the lowering of the student's grade in the class he/she missed because of the fact that teachers may give points or a grade percentage for attendance. Also, **a student will not be allowed to participate in any school activities until the detention time is made up if that detention is the result of a discipline problem.** The Principal may determine what procedure to follow under unusual circumstances (more than three detentions in a trimester).

TARDIES: Students who receive three unexcused (overslept, missed bus, running late, no excuse) morning tardies (lates prior to 8:20 a.m.) will receive one detention to be served that day after school or the next morning before school and then will receive one detention every time they are tardy to first hour of the morning for the remainder of that trimester. For first hour of the day, any student arriving late to school, but before 8:20 will be counted tardy on their report card. First hour Study Hall students should note that arriving late to first hour study hall or missing first hour study hall completely will be counted as a tardy. On the third first-hour tardy in a trimester, the student will receive a detention. Then **EACH** tardy first hour after that will result in a detention for the rest of that trimester. The tally on morning tardies starts over at the trimester. The office will handle giving and monitoring any of these first-hour tardies.

Each time a student reaches three between-class tardies, he/she will receive a detention to be served that day after school or the next morning before school. The office will handle giving and monitoring any of these between-class tardies.

If a student does not stay for the assigned detention time, the detention will double. A student will not be allowed to participate in any school activities until the detention time is made up. The Principal may determine what procedure to follow under unusual circumstances (more than three detentions in a trimester).

SUSPENSION: Suspensions are either in-school or out-of-school. In-school suspensions are disciplinary actions which keep the student in school but isolates him/her from the rest of the student body. Half-day in-school suspensions are a full three periods long. Student will serve full-day suspensions until 3:15 p.m.. Out-of-school suspensions are disciplinary actions which involve the removal of a student from school. Suspensions may be carried over from one school term to another. Any suspension from school is reviewable through a conference with the administration. Repeated suspensions may result in the student being expelled by the Board of Education (Code of Iowa 282.4). In the event a suspension is directed by the high school Principal, the following guide is observed:

1. The student will be informed regarding the charges and given an opportunity to respond.

2. Parents and teachers will be appraised of the suspension (length and reasons).
3. The student will not be allowed to practice, participate or attend extra-curricular activities in Aplington or Parkersburg while on suspension.

DISCIPLINE

School personnel establish the rules and procedures for their areas of responsibility. These areas of responsibility include school-sponsored activities which occur before and after school as well as activities which take place during the regular school day. Students must follow these rules and procedures or be subject to disciplinary action.

Teachers have access to "discipline report" forms. At the end of each day, parents will be mailed copies of the "discipline report" forms processed through the office. Also, if it is deemed necessary by the Principal and/or teacher, discipline reports may be sent to the parents at any time during the school year.

DRIVING

Once students arrive on school property, they are to park their cars or mopeds in the designated student lot west of the school building. They are NOT to park up beside the building or south or east of the building. The west lot is the ONLY place students are allowed to park. This rule applies to any and all activities, whether before school, during school, after school or on weekends! All cars parked in the west student lot are to be parked facing east. Vehicles are not to be moved or entered during the school day without obtaining permission from the office.

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when they are on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration will have the privilege of driving a motor vehicle removed and may also be subject to additional discipline.

Students on school permits must abide by the rules set up by the State.

DUE PROCESS

All students are entitled to due process at the Aplington-Parkersburg High School. In the case of suspension or expulsion, the party involved will be required to meet with the Superintendent or his designee.

Level 2: If not happy with this decision, the parent will then state their objections in writing and can request an oral hearing with the school board. The Superintendent shall then schedule a meeting of the Board of Education within ten days upon receipt of such objections and will give at least five days written notice of such hearing unless shorter time is mutually agreeable. The Board will consider the evidence given and will make written findings of its decision within five days of the hearing, mailing a copy to the objectors.

ELIGIBILITY

The complete eligibility policy including the State association regulations, training rules, citizenship, school rules, etc. can be obtained from the activities coordinator or coach/sponsor of each activity.

1. Senior High School; State Scholarship Rule 36.15(2):
A "student with a disability" and an IEP is judged based on progress made toward IEP goals. A student who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's IEP program.
 - a. Any student participating in an extracurricular activity will be ineligible for a period of 30 consecutive school days in the activity the student participate in. 30 days

- begins on the first legal playing date.
1. Ineligibility begins when final trimester grades are issued - on the date that grades are being sent home.
 - b. Ability to use summer school or other means to make up failing grades for eligibility purposes are stricken.
 2. Extracurricular Activities
 - a. Athletics - Drill Team - Cheerleading
If a student is not passing all at the end of a grading period (trimester grade/grade on transcript), student is ineligible for the first period of 30 consecutive school days in the interscholastic athletic event if they are not involved with a sport after that grading period and a student passes all of their classes before
 - b. For a 9th grader following the first trimester grading period, they will be ineligible in the first sport they participate in after this grading period.
 3. Ineligibility for students participating in sports immediately following a grading period:
 - a. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first school day after final grades are issued (example: winter activities).
 - b. Students in summer programs will become ineligible for 30 consecutive calendar days upon school notification of grades from third trimester. They will then be eligible at the beginning of first trimester.
 - c. Ineligibility for students participating in activities not following a grading period will begin their 30 calendar days from the first legal competition date set by the State Association for the given sport in the next season.
 - d. Example of Ineligibility for a one-sport athlete: If a one-sport athlete playing only in the fall fails a course in the winter (2nd trimester) and then passes all of their classes in the spring, they can be eligible for football the next fall.
 4. Band-Vocal-Drama-Speech-FFA
If a student is not passing all at the end of a grading period (trimester grade/grade on transcript), student is ineligible for the first period of 30 consecutive school days in the trimester following the grading period.
 - a. First trimester ineligibility begins with the first day of school while ineligibility begins upon the date that final grades are issued by the school.
 - b. Ineligibility is only for competitive events that are non-graded. Most of the IHSMA events are festivals that receive a rating based on a set standard and are therefore not competitive; therefore, those festivals and home events are festivals that receive a rating based on a set standard and are therefore not competitive; therefore, those festivals are exempt from the eligibility requirement if they are receiving a grade in the course. Example: Marching band in the fall -- students would participate in band at home football games because it is part of the curriculum and grade, but would not be eligible to participate in a marching band contest. Students would not be eligible to participate in pep band during sports events during the winter because it is not part of the curriculum or grade, but would not be eligible to participate in a marching band contest. Students would not be eligible to participate in pep band during sports events during the winter because it is not part of the curriculum or grade.
 - c. A student would be ineligible for the following activities in the fall within the first 30 days of school such as FFA judging contests or conventions, Quiz Bowl, All-State auditions, OPUS auditions where we send in tapes and any marching band invitational.
 - d. A student would be ineligible for the following activities during the first 30 days of the second and third trimester following when grades are issued such as Large Group Speech contest, Jazz Band / Show Choir contest, FFA contests and Quiz Bowl.
 5. Students involved in both athletic and other extracurricular activities can face double jeopardy in their eligibility. An example would be a student who is in speech and tennis. He/she will be ineligible for the first 30 days of the next trimester and miss large group

- speech and would then be ineligible for 30 days during tennis from their first competition date.
6. Grade Notification: Any student failing a class will be notified through biweekly reports. Ineligibility will be determined solely on the trimester grades.
 7. Middle School
 - a. Eligibility will be determined by the grades received every 4 weeks.
 - b. If a student fails more than one academic course in the given period of time, he/she will be ineligible for their next scheduled event.

As far as DAILY ELIGIBILITY, a list is posted in the teacher's lounge and is e-mailed to the Elementary secretary and coaches who have provided an e-mail address. ***This list is FIRM.*** The only people who are allowed to alter this list are Mr. Thompson, Mr. Berkey and Mr. Thomas (all administration) or the high school secretaries. This list is put together in the office where attendance is monitored. To be eligible to participate on a weekday, students must be in school the ENTIRE day. They cannot come to school later than 8:45 a.m. or leave school earlier than 2:45 p.m.. The only exceptions would be doctor or court appointments, a school visit or a funeral.

EMERGENCY EXIT / SHELTER PLAN

The building is equipped with a **FIRE BELL** which may be sounded at any time. Fire drills will be scheduled without warning twice each trimester or as often as deemed necessary by the administration.

1. Close all windows and doors.
2. Students should walk rapidly with NO pushing or other disorderly actions to the exits indicated above doors. They should proceed to safe areas as instructed. Do not cross driveways on which emergency vehicles may be driving.
3. Teachers are to accompany their group from the building.
4. Students and staff will be notified when it's safe to return to your rooms. Return in an orderly fashion.

The building is also equipped with a **SEVERE WEATHER BELL** which may be sounded at any time. These drills will also be scheduled without warning twice each trimester or as often as deemed necessary by the administration. The safe shelter area for EVERYONE IN THE BUILDING AND ON SCHOOL GROUNDS is the Wrestling Room in the basement.

1. EVERYONE should STAY AWAY FROM WINDOWS!
2. Students should walk rapidly with NO pushing or other disorderly actions and follow the plan outlined below. If thinking properly, take along a book to put over your head
3. Teachers are to accompany their group to the shelter.
4. Once in the Wrestling Room, students should squat and put their heads between their knees protecting the head.
5. Students and staff will be notified when it's safe to return to your rooms. Return in an orderly fashion.

Drills are required of each school district by State law. Students should follow the instructions posted in each room. These instructions will assist in providing for your protection and safety.

EXTRA-CURRICULAR ACTIVITIES POLICY

- I. Consequences for violating Aplington-Parkersburg Extra-Curricular Activity Code: Violations of the Activity Code are accumulative from completion of the eighth grade through the summer after graduation from high school. The Activity Code is in effect for twelve months of the year.

Smoking. The Board of Education adopted the new smoking definition as definition the School Laws of Iowa Section 98.42, subsection 16, which reads:

98A.1 Smoking Defined. “Smoking” means inhaling or exhaling the smoke of, or control of, a lighted cigarette, pipe, cigar, electric cigarette or little cigar. The Board of Education goes further than this section including smoking means inhaling or exhaling the smoke of, or the possession of, all tobacco. This was adopted in a motion by Hosch, seconded by Kluiter. Motion carried unanimously.

A. Substance Abuse (alcohol, tobacco, controlled substances or other forms of substance abuse) or the possession thereof. Students who have reached the legal age for tobacco use must still adhere to the extra-curricular activity code governing participating in extracurricular activities.

1. First Violation: When a student has been determined to have violated the Activity Code, he/she may choose from the following options:
 - a. ***One-half of the present and/or future public performances***
 - b. The student may reduce their ineligibility from ***one-half to one-third (No less than 3 events or public performances) if he/she immediately enrolls in a treatment program at Monarch Therapy Services Choices Program OR self reports to an administrator, head coach or director within 24 hours of the violation.*** The student must complete the program and have verification from the program director. The cost of and transportation to the treatment program is the responsibility of the student and his/her legal custodian. If the program is not completed, the period of ineligibility reverts back to ***one-half.***
 - c. The student must enroll in the first available class following the violation, and it is the student’s responsibility to pay for the class.
2. Second Violation: When a student has been determined to have violated the Activity Code a second time, he/she may choose from the following options
 - a. Two-thirds of the present and/or future public performances
 - b. The student may reduce their ineligibility from two-thirds to ***(one-half with a minimum of 5 events or performance)*** if he/she is enrolled in Monarch Therapy Services Choices Program with an added 1 on 1 evaluation The student must complete the program and have verification from the program director. The cost of and transportation to the treatment program is the responsibility of the student and his/her legal custodian. If the program is not completed, the period of ineligibility reverts back to two-thirds.
 - c. The student must enroll in the first available class following the violation.
3. Subsequent Violations (3+):
 - a. The student is declared ineligible for a period of one calendar year.
 - b. Reinstatement Provision:
 1. Completion of a mandatory treatment program as recommended by

Northeast Council of Substance Abuse

2. Student and his/her legal custodian must go before the Board of Education to seek reinstatement after the calendar year of ineligibility.

B. Good Conduct In or Out of School (Criminal Mischief)

1. First Violation: When a student has been determined to have violated the Good Conduct Code for Extra-Curricular Activities, he/she may choose from the following options:

- a. One-half of the present and/or future public performances
- b. The student may reduce their ineligibility from one-half to one-third (minimum of 3 performances or contests) if he/she immediately enrolls in 15 hours of community service work under the supervision of the school administration or the city of Aplington or Parkersburg. The student must complete the 15 hours of community service, and have verification from the school administrator. If the community service is not completed, the period of ineligibility reverts back to one-half.
- c. The student must complete the community service within a month following the violation.

2. Second Violation: When a student has been determined to have violated the Good Conduct Code for extra-curricular activities the second time, he/she may choose the following options:

- a. Two-thirds of the present and/or future public performances
- b. The student may reduce their ineligibility from two-thirds to one-half (no less than 5 events or performances) if he/she immediately enrolls in 30 hours of community service work under the supervision of the school administration or designated personnel. The student must complete the 30 hours of community service, and have verification from the school administrator. If the community service is not completed, the period of ineligibility reverts back to two-thirds
- c. The student must complete the community service within a month following the violation.

3. Subsequent Violations (3+): Student is declared ineligible for a period of one calendar year

4. Reinstatement Provision

- a. Complete 60 hours of community service work under the supervision of the school administration or designated personnel.
- b. Student and his/her legal custodian must go before the Board of Education to seek reinstatement after one calendar year of ineligibility.
- c. Probationary Period: Student will be placed on a two-year probationary period after their first violation. During the probationary period, if no further violations occur, the subsequent violation will be treated as a first violation.

D. Citizenship in regard to Student Eligibility:

1. If a student demonstrates poor citizenship in school or in school activities, the high school Principal or Superintendent will determine his/her eligibility. If it becomes necessary to suspend a student from an activity for a given time, the suspension is for practice as well as public performances.

2. Students being removed more than one time from any class during an activity's season may be declared ineligible for a period of time to be determined by the Principal. This would apply only to public performances and not to practices.

II. Determination of Violation: The school administration will make the determination if a student has violated the Extra-Curricular Activity Code, and such determination will not require a legal conviction in a court of law. A student will be deemed to be in violation of the Code by any one or a combination of the following:

A. Engaging in any act that would be grounds for an arrest and/or a citation in the criminal or juvenile court system as determined by Iowa Law regardless of whether the student was actually cited, charged, arrested, convicted or adjudicated for the act(s) as determined by law enforcement officer. This excludes minor traffic simple misdemeanor violations or hunting/fishing violations. Possible determinants of grounds include an admission of guilt by the offender, a verbal and/or written statement from a law enforcement official, or any action by the offender in the form of negotiating to lessen or avoid criminal charges which include, but are not limited to, paying restitution, doing community service, issuing an apology, being placed on probation and/or being formally or informally punished by law enforcement officials in any other way.

B. Found guilty in a court of law

C. Admits to violating one of the items of the Extra-Curricular Activity Code

D. Witnessed breaking one of the items of the Code by one or more staff members

E. Being found in violation by the school administration based on a preponderance of the evidence

F. Appeals. Discipline imposed under this policy will be served during the student's appeal.

G. Is at a party and is aware of alcohol or drugs being present and the student does not leave. They are guilty for being in the mere presence of drugs or alcohol.

Only in limited circumstances (as determined by the superintendent) will a student's discipline be "on hold" pending the outcome of the student's appeal.

DETERMINATION OF VIOLATION: *The school administration will make the determination if a student has violated the Extra-curricular Activity Code, and such determination will NOT require a legal conviction or a ticket in a court of law or by a peace officer. A student will be deemed to be in violation of the code by any of the one or combination of the previous.*

FACULTY LISTING

Teaching (Activity) Assignments

Abbas, Barbara	Spanish I, Spanish II, Spanish III, Spanish IV (Plays, Spanish Club, Ass't. Speech)
Abbas, Kim	(Assistant Plays)
Ascher, Stacy	WOC Coordinator
Barrett, Rachael	Cheerleading
Becker, Brooke	Geometry, Pre-Algebra, General Math, Developmental Math,
Benning, Brian	Western Civ, Academic Skills, High School Success, Resource Program, Driver Education, Am. History, Economics, Government
Berkey, Jason	Activities Director, Character Leadership, Physical Education
Bieber, Jeff	Choir, 7 th & 8 th Choir/Band(Musical)
Buchholz, Paula	Advanced Biology, Biology, Ecology, Human Anatomy, Physical Science
Ceagske, Alexis	Geography, Western Civilization, Psychology, Modern American History, Sociology
Eilderts, Kelly	Technology Coordinator, Sound Manager
Flanigan, Gary	(Guidance Counselor, Teaching Interns)
Flanigan, Nancy	(District Librarian), Technology Integration
Furland, Katie	English I, English II, Speech (Falcon Express Newsletter, Eclipse, Speech), Business Pub
Goetsch, Cory	American History, Cont. US History, Government, Economics, H.S. Success. Computer Coding
Granberg, Mikki	Pre-Calc, Statistics, Calculus, Applied Math, Math for Lib Arts
Hoppenworth, Klay	Art I, Art II, Art III, Independent/Advanced Art, Graphic Design
Haren, Mark	Accounting I, Bookkeeping, Business Law, Career Skills, Intro to Business, Microsoft Office, Middle School Computers
Heuer, Erin	Foods, Health 1, Health 2, Child Development, Bake Shop, Interior Design, Teen Living, Fashion
Huddleson, Erin	Special Classroom with Integration - SI Program
Mahler, Thom	Band
Meether, Lisa	(Study Hall Monitor, Counselor Secretary)
Mehmen, Maggie	Special Classroom with Integration- SI Program
McQuillen, Josie	Ag Business, Animal Science, Animal Survey, Intro to Ag, Natural Resources, Plant Science Principles of Agronomy, Ag Mechanics, M.S. Computer, (FFA)
Nevenhoven, Duane	Driver Education
Pollock, Alex	Physical Education, Fitness
Schipper, Allison	Chemistry, Energy Exchange, Physical Science, Physics, Earth Science
Surratt, Brian	Architectural Drafting, Building Trades, Intro to Engineering, Power & Energy, Woodworking, Intro To Engineering Design, Product Manufacturing
Surratt, Janna	District Curriculum Coordinator
Truax, Amy	(Assistant Musical)
Thompson, Jamie	Cheerleading
Waller, Elizabeth	Nurse, Medical Terminology, Intro to Health Careers
Weaton, Anthony	American Lit, Composition I, Creative Writing, English IV, Intro to Lit, Prep Lit, Acting
Wauters, Adam	Algebra II, Pre-Algebra, Principles of Algebra, Algebra I, Transitional Algebra
Wiegmann, Jon	Driver Education

High School Extra-Curricular Coaching Assignments

Becker, Brooke	Assistant Girls Volleyball
Benning, Brian	Assistant Football, Head Wrestling
Berkey, Jason	Head Girls Basketball, Asst Boys Basketball, Cross Country, Asst. Boys Track
Dohman, Clint	Assistant Football, Assistant Boys Track, Assistant Wrestling
Flanigan, Gary	Head Golf, Assistant Boys Basketball
Goetsch, Cory	Head Girls Soccer
Good, Erin	Head Drill Team
Haren, Mark	Assistant Football, Head Boys Track
Junker, Jonna	Assistant Girls Track
Klooster, Rachel	Assistant Volleyball
Heuer, Lucas	Assistant Baseball
Oberhauser, Roger	Head Baseball, Asst. Girls Basketball
Pollock, Alex	Head Football, Head Girls Track
Reifenrath, Angie	Head Girls Tennis
Rosteck, Charity	Head Girls Softball
Surratt, Brian	Assistant Boys Basketball
Surratt, Jana	Head Volleyball
Thomas, Aaron	Head Boys Basketball
Thomas, Todd	Assistant Football
Wiegmann, Jon	Assistant Football, Head Boys Tennis

FAMILY NIGHT

WEDNESDAY night until May is designated as "family night". The school will not schedule functions, practices or games on Wednesday nights. The only exception to this is when an agency other than the local school schedules tournaments or meetings for Wednesday nights.

FEE WAIVER PROCEDURES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment or who are in foster care are eligible to have their student fees (includes Drivers Ed, but NOT class dues or student activity ticket) waived or charged a reduced rate. Parents or students who believe they may qualify for the waiver of school fees should contact Mrs. Grandon at the Aplington office at 347-6621. This waiver does not carry over from year to year and must be completed annually. Be aware, however, that the School board believes students should respect school district property and assist in its preservation for future use by others; therefore, students may be assessed fines, fees or charges for the materials needed in a course, for overdue school materials needed in a course, for participating in activities or for misuse of school property.

FINAL EXAMS

The final exam is intended to be a culminating activity which is designed to enhance learning. The trimester exam will count no less than 10% or no more than 20% toward the final trimester grade. Trimester exams are approximately one hour in length.

FOOD & BEVERAGES

If a student wants juice or bottled water, it is available for purchase in the lunchroom. They will be allowed to purchase these items before and after school and during their study hall in the lunchroom. Be aware that the privilege of purchasing these items may be taken away indefinitely as a result of disciplinary action to be determined by the Principal or Superintendent. No cans or containers are allowed in the lockers or hallways during the regular school days. Again...pop cans, bottles or other trash should not be stored in your locker.

Food and beverage will not be allowed in the classroom, with the exception of water. Food to be consumed outside of the Commons area or Family and Consumer Classroom must receive prior approval from the building administrator.

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is reasonably done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency or cause a material and substantial disruption of the orderly operation of the school.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

GRADING

Students are responsible for knowledge of their total number of credits accumulated toward graduation. At any time, students may check this information with the counseling office. A student's grade *MAY* be affected by classroom attendance; however, students will not lose credit or have their grade affected if absences are due to school-sponsored activities (if that student is a member of the team) or field trip (if they are a part of the class). Teachers will notify students during the first day of class on their grading policy. Points or a grade percentage may be given daily in class which could affect a student's grade. Missing the same class several times could result in the lowering of the grade in that class. Honor rolls are figured at the end of the 1st and 2nd trimesters. To be on the honor roll listing, a student must have a *GPA* of 3.0 or above for the trimester.

Marking System:	Grade	Grade Point	Percent
	A	4.0	94-100
	A-	3.7	90-93
	B+	3.3	87-89
	B	3.0	83-86
	B-	2.7	80-82
	C+	2.3	77-79
	C	2.0	73-76
	C-	1.7	70-72
	D+	1.3	67-69
	D	1.0	63-66
	D-	0.7	60-62
	F	0.0	0-59

I	Incomplete
S	Satisfactory
U	Unsatisfactory
Ex	Excused

An incomplete is given at the teacher's discretion only when emergency or by prearrangement the student has not been able to complete his/her assignments. This work, in most cases, must be made up within two weeks from the end of the trimester. If the work is not made up in the allowed time, the incomplete then may become an F. Incompletes may not be given at the end of the second trimester. At this time, students will be given a final grade.

GRADUATION REQUIREMENTS

Graduation requirements at the Aplington-Parkersburg High School require a student to complete 52 or more trimester credits. These credits must include (in the four years) the following:

English - 8	Mathematics - 6	Physical Education - 4	Completions of Community Service- 3
Social Science - 6	Science - 6	Health - 2	

The remaining units are elective. Refer to the Educational Planning Handbook for a complete listing of courses and credits.

In order to graduate early, students must have the approval of the Counselor, Superintendent and the Principal.

HEALTH SERVICES

The Nurse's Office, room #108, is located in the office area.

The following medication policy applies to the Aplington-Parkersburg Schools:

If the doctor prescribes medication to be taken two or three times per day, the student does NOT need to take these during school hours. Twice a day medications can be taken morning and evening, while three times per day can be taken morning, after school and at bedtime unless specified by the doctor.

Should a student need medication administered during school hours, prescription or non-prescription, it absolutely MUST be in its original container and properly labeled. It must also be accompanied with written

parental permission. Medication consent forms are available in the school office and on the school web site. Most pharmacies will provide an extra prescription container for school use if requested.

A reminder that medication brought to school **MUST** be accompanied with the following:

1. written parental permission with signature and date
2. original container or, if prescription, will need pharmacy label which serves as physician's permission
 - a. if sent in envelopes, plastic bags or any container other than the original one, the parent will be notified and the medication will **NOT** be given
3. complete administration instructions:
 - a. name of medication
 - b. dose to be given
 - c. time to be given
 - d. duration to be administered

Middle school and High school students may receive up to a total of five age appropriate doses of Acetaminophen or Ibuprofen in a given school year with written parent permission. After the fifth dose, the student's parent or guardian will be contacted and further options will be discussed.

Students who have the approval of the school nurse along with written authorization by parent **AND** student and who have demonstrated competence in administering their own medications may carry and self-administer their own medication.

Only the school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication.

It is the student's responsibility to come to the nurse's office or the Principal's office to take any medication at whatever time it is to be taken. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given and the time at which it is to be administered. The written note from the parent/guardian will be attached to this medication record. Each time a medication is administered, the person dispensing the medication will initial the record sheet. This sheet will be kept with the medication in a locked box.

In keeping with the standard, the Board finds that when the Nurse is unable to determine the appropriateness, safety, possible side effects or toxic effects of a drug, the nurse may not administer the drug. To do so would not be in compliance with 655 IAC 6.2(5). Therefore, the position of the Iowa Board of Nursing is that nurses may not administer natural remedies and supplements to school children, at the request of their parents or guardians, during the school day, when the nurse is unable to determine the appropriateness; safety; possible side effects, or toxic effects of the substance; the appropriate doses for a child of a specific age, weight, and body surface area; and treatment overdose.

The school assumes **NO** responsibility for students taking prescription or over-the-counter medication.

Regular strength, non-aspirin is available as needed. It will be administered to a student **ONLY** if the appropriate form was signed at registration or after parent/guardian contact is made per phone or written permission.

Mandatory Dental Screening:

Iowa law requires that any student who entering ninth grade or transferring into a new school district present documentation of a dental screening to their respective school. The purpose of the dental screening requirement is to improve the oral health of Iowa's children. For high school students, a screening completed within one year prior to enrollment is acceptable, but must be provided by a dentist or dental hygienist. Dental health forms may be found at the Iowa Department of Public Health, Oral Health Bureau's website: http://www.idph.state.ia.us/hpcdp/oral_health.asp

HUMAN GROWTH & DEVELOPMENT

The School District provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the Principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

INSURANCE

Students who participate in athletics are required to have insurance or are to have their parents/guardians indicate that they carry sufficient coverage on an insurance form. Forms are available from the Principal's office.

JURISDICTIONAL STATEMENT

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school 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 extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and to comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of policies, rules or regulations of the school district.

LATEX-SAFE SCHOOLS

At Aplington-Parkersburg Schools, we strive to provide a safe environment for our students, visitors and staff. With that goal in mind, we continue to take steps to reduce the use of latex which can cause serious allergic reactions for some people.

We need your help. Please do not send or bring traditional rubber (latex) balloons. We are unable to have them at our schools. As an alternative, we suggest mylar balloons which are latex free.

LEAVING THE BUILDING

Students must get permission to leave the building. If students are making a request to go home, the school will contact parents. Approval to leave the building to go home must be a mutual agreement between parents and administration.

Students who want to leave the building to get items from their car, sell ads or do community service errands must have permission from administration before leaving the building.

LOCKERS

Student lockers are the property of the school. In cases of suspected disorder or illegal activity, school authorities reserve the right to open and search lockers.

Students are not to have obscene posters or posters depicting the use of tobacco, drugs or alcohol in their locker. Food, pop cans, bottles or other trash should not be stored in your locker. If these items are found in your locker, school authorities will remove them for you.

Each student is provided his/her own hall locker AND gym locker. Students are not to share lockers with other students. Hall lockers are equipped with combination locks, and students are provided padlocks for their gym lockers. Students are expected to USE those locks. Not only should personal possessions (coats, books, purses, etc.) be locked in their hall lockers, it is equally important that when the student is in P.E. class, he/she is sure to lock their possessions (clothes, billfolds, jewelry, etc.) in their gym locker. Locks are provided as protection against theft. The school cannot be held responsible when personal items are NOT locked up!

LUNCH PERIOD

The lunch period is closed. Students are to eat their lunch in the lunchroom and remain at school. Students may bring their own lunch or eat the school lunch. Lunch money may be added to the family's account in the office. **THERE WILL BE NO CHARGING OF MEALS! NO EXCEPTIONS!** If a family cannot afford the cost of meals, applications for free or reduced meals are available from the Principal's offices. Students are responsible to keep their account current. They will be told in the line if their account is low.

MAKEUP WORK

The student is responsible for arranging for makeup work. As a general guideline, Aplington-Parkersburg High School conforms to the accepted policy of allowing two days for makeup for each day missed. When the student is absent for several consecutive days, is absent near the end of a grading period or has accumulated several absences, the teacher may design a special makeup schedule. **NOTE:** If a student knows of an upcoming absence due to a sports-related activity, or class-related job shadowing, the student is required to have their work done **before** the absence. In these instances, the student(s) will **not** be given two days for makeup. When a student knows of an exam or assignment prior to his/her absence, he/she may be required to take the exam or hand in the assignment immediately upon returning to school. The office will collect assignments for a student **ONLY** if that student is absent two or more days, and will collect assignments every two days following that in the case of lengthy absences.

NCAA NEWS

There has been a change in eligibility requirements for freshmen entering Division I and Division II schools effective in 2005. The change is an increase in the number of high school core course as follows:

1. Students entering a Division I or Division II school in 2005, 2006 or 2007 must have 14 core courses, an increase from 13, to be eligible to practice, play and have financial aid.
2. Students entering a Division I school in 2008 or after will be required to have 16 core courses. This additional change from 14 to 16 core courses does not apply to Division II schools. One of the additional courses must be in math. The new breakdown of the 16 core courses is as follows:
 - a. 4 English courses
 - b. 3 math (algebra I or higher) courses
 - c. 3 natural/physical science courses (one must include a lab)
 - d. 3 social science courses
 - e. 1 additional approved course in English, math or science
 - f. 4 additional core courses from any listed above or from foreign language, non-doctrinal religion or philosophy

For more information, visit www.ncaa.org or www.ncaaclearinghouse.net

NONDISCRIMINATION NOTIFICATION

It is the policy of the Aplington-Parkersburg Community School District to not illegally discriminate on the basis of race, color, National origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator: Jon Thompson. He may be contacted at 610 N. Johnson Street, Parkersburg, IA 50665, jon.thompson@a-pcsd.net or at (319) 346-1571, if you need to discuss any of these matters.

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 for information and forms.

Parent/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the State of Iowa should be aware of the following dates: February 28, 2017 - last date for regular open enrollment request for the 2017-18 school year.

The deadline for kindergarten kids open enrolling is September 1 of the year they want the open enrollment.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents/guardians should be aware that open enrollment may result in the loss of athletic eligibility.

OUT-OF-TOWN CONTESTS

It is a policy of the school to furnish transportation for participants to all out-of-town contests. All contestants are expected to ride the transportation furnished both to and from the contest. In certain cases, students may be permitted to ride with the parents of another student or drive themselves with written permission from their parents/guardians. Be sure to check with the activity leader or Principal. This rule also applies to student buses that are occasionally provided for spectators.

PARENTS' / GUARDIANS' RIGHTS NOTIFICATION

Parents / guardians in the Aplington-Parkersburg Community School District have the right to learn about the following qualifications of their child's teacher: (1) State licensure requirements for the grade level and contest areas taught, (2) the current licensing status of your child's teacher and (3) baccalaureate / graduate certification / degree. Parents may request this information from the Office of the Superintendent by calling Jon Thompson, 346-1012 or sending a letter of request to Jon Thompson, 610 N. Johnson Street, Parkersburg, IA 50665

PASSES

When the period start bell rings, no student is to report to any area other than his/her designated class/study hall. After attendance, the student may present a signed pass from the teacher to report to another area. Students who are in the hallways during class time are expected to have a pass from an administrator or a staff member.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the Principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The Principal can explain or answer questions regarding the school rules on posting and distributing materials.

POST-SECONDARY ENROLLMENT OPTIONS UNI, IOWA, ISU, or Private Colleges

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private college or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or State university. The school district does not pay for the costs of summer school classes; however, summer school classes are eligible for credit. The student must provide his/her own transportation.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the students incapacity, death in the family or a move to another school district.

Students interested in participate in this program should contact the high school Counselor.

PUBLICATIONS

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials which are obscene, libelous or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school- sponsored publications.

RECORDS

The Aplington-Parkersburg Community School District adheres to the following guidelines in the management of educational records:

1. Students' parents and eligible students have the right to inspect and review a student's records.
2. The Aplington-Parkersburg Community School District will limit the disclosure of information contained in a student's educational records except under the following conditions:
 - a. by prior written consent of the student's parents or the eligible student
 - b. as directory information that the parent or eligible student has not prohibited from disclosure
 - c. under certain limited circumstances permitted by the "Family Educational Rights and Privacy Act" (FERPA)
3. The student's parent or eligible student has the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed.

A student record is anything concerning the instruction, guidance or educational progress of a student which is maintained in any medium including, but not limited to, written, print, film or tape for others to see or hear. A student record is distinguished from personal professional working note in that the latter two are intended for use by the collector only.

Following are policies and rules concerning identification, maintenance and dissemination of a student's personal record data at Aplington-Parkersburg High School.

1. Right to Challenge and Hearing Procedure: Parents shall have an opportunity for a hearing to challenge the contents of their child's school records to insure that the records are not inaccurate or misleading.

A parent wishing to challenge the content of the student's school record shall make written application to the building Principal. Within ten days, or at a time mutually agreed to, an informal hearing shall be held to determine the validity of the challenge.
2. Directory Information: The Principal or person in charge of each attendance center may release the following types of information to the public as he sees fit, keeping in mind the privacy of the student and the student's family and totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photo or likeness image and other similar information. This section shall not allow the release of any of the previously-mentioned information to which a parent has filed an objection in writing. When a parent so objects, the student records shall be clearly distinguished and identified as to what types of information are not to be released regarding that student. To do so, fill out and return the form on the last page of this handbook by September 1. According to Federal law, students and parents of minor students may request educational institutions not to include their names on lists of students which may be distributed to various organizations or newspapers. Such organizations include, but are not limited to, the military, local merchants, State or local newspapers, product promotional corporations, etc.. If a student or parent does not wish the lists to be distributed to include their own or their student's name, they may make that request known in writing to the High School Office. (See form on the last page of the Student Handbook.)
3. Maintenance of Permanent Records: Permanent records shall be maintained in perpetuity.
4. Maintenance of Cumulative Records: Cumulative records shall be kept objective, factual and devoid of value judgment after the student leaves the school.
5. Dissemination of Permanent and Cumulative Records: Written consent for dissemination shall be signed and dated by a parent and shall include a specification of the records to be released, the reasons for such release and the name(s) of the party to whom such records will be released. Exemptions will be made only according to the Family Rights and Privacy Act of 1974 and as amended. When a student reaches the age of 18, the permission or consent required of and the rights given to parents shall be required and granted only to the students.

6. "Parent" is broadly defined to include "a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." 34 C.F.R. 99.3. Either parent is extended the same rights unless the institution is provided with evidence of a State law, court order or legally binding document governing such matters as divorce, separation, or custody. 34 C.F.R. 99.4. Eg. Non-custodial parent or his or her spouse is a "parent" for these purposes.
7. "Education Records" means generally "those records, files, documents, and other materials" containing information directly related to a student and maintained by an educational institution or a person acting for same. 20 U.S.C.A. 1232g(a)(4); 34 C.F.R. 99.3. "Education records" does not include:
 - (a) Private notes of teachers and others as memory aids. They are not available to parents or students as long as they have not been revealed to others aside from a temporary substitution. (Sole possession exception.)
 - (b) Certain law enforcement records maintained separately from education records solely for law enforcement purposes and not made available to persons other than law enforcement officials of the same jurisdiction.
 - (c) Records relating to an employee not attending the institution as long as made and maintained in the normal course of business and relating exclusively to employment and not available for any other use. This does not apply to an individual attending the institution and employed because of his or her status as a student. 34 C.F.R. 99.3.
 - (d) Records regarding an eligible student only, created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional in that capacity as long as they are not available to anyone other than those providing treatment and made, maintained or used only in connection with treatment. However, a physician or other appropriate professional of student's choice may review them.

FERPA does not protect from disclosure those types of records exempted above. It simply does not include them in its definition of education records. Other sources of protection exist for some of those. Education records only apply to those records made during the student's attendance. 34 C.F.R. 99.3.
8. Notice of Rights: The school administration shall cause to be published at least annually, in a newspaper of general circulation in the district and/or in appropriate school publications, notification of the rights accorded students and parents under school rules governing student records.
9. The Right to Withhold Information: In the course of processing a request for information, a reasonable doubt on any aspect of the request or concern about authorization to process the request shall be deemed sufficient reason for the staff member to act in a prudent manner and withhold all or part of the information until such time as the question is resolved. Every reasonable effort shall be made to comply within 45 days of the request.
10. School districts do not need parental consent to transfer a student's records to a new school district. A school district only needs to notify the parents that the student's records have been sent, that the parents have the right to view the records that were sent and a right to a hearing to challenge the contents of the student's records sent. Also, a new school district does not need parental consent to request a student's records from a previous school district. The new school district does not need to notify the parents that the records have been requested.

REPORT CARDS

At the end of each trimester a report card indicating grades is issued. ****Trimester grades are a continuation of the whole trimester plus the trimester tests.**** At the end of each trimester, students receive report cards containing their final trimester grades in all of their courses. The grades on the trimester report card become a part of each student's permanent record. With the exception of the drivers ed grade which is there **ONLY** as part of the permanent record and for which the student gets no credit, the TRIMESTER grades on the report cards are the grades that figure in the student's grade point average and determine their class rank.

Parent-teacher conferences are held at the High School once a trimester. Parents/guardians are able to access their student's grades at any time through JMC. If the parent/guardian cannot attend conferences during any of the scheduled times, they may contact the teacher/s to schedule an alternate time to meet. At the end of the school year (usually within two weeks of the end of the school year), final report cards are mailed/mailed to the parent/guardian.

SEARCH AND SEIZURE

All school property is held in public trust by the Aplington-Parkersburg Community School District. School authorities may, without a search warrant, search a student, student locker, desk, work area or student automobile under the circumstances as outlined in the following regulations to maintain order and discipline in the school, to promote the educational environment and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school premises. Items of contraband may include, but are not limited to, nonprescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises. All non-maintenance searches must be reasonable in scope.

Students are asked to use desks and lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. School desks and lockers are not places of storage for items of a private or personal nature. All students are assigned to a desk or locker and are responsible for it and may be charged individually or equally for damage to lockers or desks. No locks may be placed on desks or lockers except those issued or approved by the school administration. Unauthorized locks may be removed or cut off. NOTE: Valuables may be brought to the office for safekeeping until the end of the school day.

I. Searches, in general

- a. Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Reasonable suspicion may be formed by considering factors such as the following: (1) eyewitness observations of school personnel, (2) information received from reliable sources, (3) suspicious behavior by the student, and (4) student's past history and school record.
- b. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: (1) age of the student, (2) sex of the student, (3) nature of the infraction, and (4) urgency requiring the search without delay.

II. Types of Searches

- a. Personal Searches: (1) A student's person and/or personal effects (ex. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items, (2) Personally-intrusive searches will require more compelling circumstances to be considered reasonable. (a) Pat-down search: If a pat-down search or search of a student's garments such as jackets, socks, pockets, etc. is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present when feasible. (b) A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. (c) It is recognized that strip searches, body cavity

searches and the use of a drug-sniffing animal to search a student's body are not to be permitted under Iowa Statute.

- b. Locker/Desk Searches: (1) Maintenance Searches: Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring that they are properly maintained. For this reason, periodic inspections are permissible to check for cleanliness and vandalism. Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals or other such referrals, depending on the severity of the situation. (2) Non-Maintenance Searches: Such searches should be conducted in the presence of another adult witness when feasible. (3) NOTE NEW STATE LAW: House File 528 eliminates the 24-hour notice requirement to inspect a locker. It now allows a school district to inspect any number of lockers at any given time, as long as the student is present for the inspection.
- c. Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched as long as the student is present for the inspection.

SPORTSMANSHIP GOALS FOR ATHLETES, COACHES & FANS

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture and are consistent with the existence of the North Iowa Cedar League. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsman ship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others.

TELEPHONES / CELL PHONES

Office phones are for approved school business only.

There is a phone in the office that can be used with permission from office personnel.

A reminder that if a student is ill and wants to go home, they need to **come to the office**. The office will contact the parent/guardian/emergency person for permission. The student will be allowed to leave **ONLY** after that contact is made by office personnel.

Cell phones can only be used in between class periods, at lunch, or with teacher approval.

Cell Phones: Students are not to use personal electronic devices (including but not limited to cell phones, personal audio/video devices and pagers) in the classroom between 8:20 a.m. and 3:15 p.m. with the following exceptions:

1. Graphing calculators and personal laptops are exempt from this policy as long as they are used for educational purposes.
2. Personal digital assistants (PDAs) such as palm pilots, may be used for educational purposes only. Individual faculty may limit their use in certain classes depending on the circumstances.
3. Personal electronic devices may be used during class time only with expressed consent of supervising teacher or coach; however, they may not be used in the hallway during class time
4. When special circumstances are present, parent/guardian may obtain permission from the student's principal explaining a valid reason (as outlined by IEP or 504 Plan) for the unauthorized use of an electronic device.
5. Cell phones may be used during passing periods in hallway, at lunch, or in an emergency situation in which the safety of anyone in our school community is jeopardized.

Electronic devices will be confiscated and turned in to the main office when:

1. devices disrupt classes in any way
2. students are seen or suspected of text messaging or playing games on their phones

- students have headphones in their ears when permission has not been given

On the first offense, these items will be confiscated and turned in to the principal's office. Following a meeting with the principal or the principal's designee, the student's phone will be returned. A second offense will require the parent/guardian to meet with the principal or the principal's designee before item(s) will be returned to the student. If further violations occur, the student's parents will be notified by administration, and a plan will be developed to correct the situation.

The following are strictly prohibited and will result in immediate confiscation of the item(s) and will require the student's parents/guardians to meet with the principal or principal's designee in order to retrieve the confiscated item(s):

- students possessing or bringing a laser pointer onto school grounds
- students using cell phones or cameras in the locker rooms or restrooms

Refusal to turn items over to a staff member will result in a half-hour detention.

Students are discouraged from bringing expensive electronic devices to school, as the District assumes no responsibility for lost or stolen items.

TEXTBOOKS

Throughout the year there will be frequent book checks. The following fines will be assessed for all damages to textbooks (paperbacks):

	<u>Older Than 2 Years</u>	<u>1-2 Years Old</u>	<u>New This Year</u>
Book Lost	1/2 price new book (same)	3/4 price new book (same)	new book price (same)
Book Ruined	1/2 price new book (same)	3/4 price new book (same)	new book price (same)
Broken Back	\$6.00 (\$2.00)	\$12.00 (\$3.00)	new book price (same)
Loose Back	\$6.00 (\$2.00)	\$9.00 (\$4.00)	\$15.00 (new book price)
Torn Pages	\$3.00 each (\$2 each)	\$4 each (\$3 each to cost of bk)	\$6 each (\$3 each to cost of bk)
Several Marks, etc.	\$6.00 (\$3.00)	\$8.00 (\$3.00)	\$9.00 (new book price)
Slight Marks, Notations, etc.	\$3.00 (\$2.00)	\$6.00 (\$2.00)	\$7.00 (new book price)

Any student who does not pay his/her fine or who fails to return textbooks/paperbacks may not be allowed to attend certain school events.

TRANSPORTATION

Every precaution is taken to see that Aplington-Parkersburg students arrive at their destination safely, whether it be on a route bus or an activity trip vehicle. Anything that happens on the vehicle to divert the driver's attention from their task endangers the safety of the riders and is not acceptable behavior. It is therefore essential that the students conduct themselves in a respectful manner at all times. The following school bus/vehicle regulations must be observed and understood by all the students and parents.

- The driver does have full authority to maintain discipline and safety at all times. Students who are disruptive and who are repeatedly disobedient of the rules will be written up by the driver. This form will be given to the Superintendent who will relay the problem to the appropriate Principal. The Principal will discipline the student. This may include suspending the student from riding the vehicle whether it be a bus or other school vehicle. Permanent suspension may result if a student is a repeat offender or has committed a serious infraction of the rules and/or has endangered the safety of the other passengers.
- The following are examples of, but not all inclusive of, undesirable contact: loud talking, yelling, whistling, swearing, throwing objects, hitting, grabbing clothing, switching seats, damaging seats or the vehicle interior, standing up, sticking hands out the window or making obscene gestures to each other or to the general public.

3. Passengers shall remain in a normal seated position while on the vehicle. Books, book or athletic clothing bags, band instruments and other belongings shall be kept out of the aisles unless approved by the driver.
4. Passengers must be especially quiet when the vehicle is approaching and crossing railroad tracks.
5. All students shall be received and discharged through the front entrance door of buses. The emergency door is for emergency use ONLY.
6. Any student not assigned to a regular bus route, but who wishes to ride must first bring a note from their parents to the bus driver.
7. A student will depart from the bus at designated points unless written permission to get off at a different location is given to the driver or school authorities.
8. Pupils who must cross the highway when being picked up or discharged from the bus shall be required to pass in front of the bus and stop and look in both directions before crossing the highway.
9. Eating candy and chewing gum on the vehicle will be left to the discretion of the driver.

VISITORS

Visitors must have legitimate business in school. Parents are welcome to stop at school to talk to their son/daughter but should check in the office area and meet with their son or daughter in the office. Parents can request a conference with a teacher at any time but this should be done in advance

WEAPONS

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

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

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Aplington Parkersburg Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal of all of or schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

Even though student addresses and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of the members of athletic teams; dates of attendance; degrees and awards received; and the most previous educational institution attended by the student and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as director information with respect to your student provided that you notify the school district in writing not later than September 1 of each school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM ONLY IF YOU WANT INFORMATION WITHHELD

Aplington Parkersburg Community School District

Parental Directions to **Withhold** Student Names, Addresses and Phone Numbers from Military Recruiters and Post-Secondary Educational Institutions for the 20__/20__ school year.

Student Name _____ Date of Birth _____
School _____ Grade _____

Signature of Parent/Legal Guardian/Custodian of Child Date _____

This form is to be returned to your child's school no later than September 1, of the current school year.

Additional forms are available at your child's school.