



Southeast Polk Junior High
Student Handbook

2018-2019

www.southeastpolk.org

8325 NE University Avenue
Pleasant Hill, IA 50327

967-5509

Mike Dailey, Principal
Jacob Bartels, Associate Principal

Monica Capper, Student Assistance Manager

**ENGAGE ALL STUDENTS IN LEARNING A CHALLENGING CURRICULUM DELIVERED THROUGH
QUALITY INSTRUCTION.**

LEARN. LEAD. LIVE.

Success for college, career, and civic life.

SCHOOL POLICIES AND PROCEDURES

The district's complete listing of polices can be found on the website at www.southeastpolk.org. In addition, required annual notifications can also be found on the district's website.

DISTRICT RESPECT CODE

At Southeast Polk Community Schools...
 We respect ourselves, others, property, and class time.
 We strive to be and do our best.
 We treat others the way we want to be treated.
 We respect the property of the school and others.

BOARD OF EDUCATION

Regular meetings of the board are held on the third Thursday of each month, starting at 5:30 p.m. A work session is held on the first Thursday of the month. Meeting locations, agendas and minutes are posted on the district website, www.southeastpolk.org.

DISTRICT OFFICE ADMINISTRATORS

Dr. Dirk Halupnik Superintendent 957-3406
 Joseph M. Horton Associate Superintendent 957-3403
 Jo Ellen Latham Executive Director of Curriculum and Instruction 957-3407
 Kevin Baccam Executive Director of Financial Services 957-3413
 Dr. Margi Belger Executive Director of Human Resources 957-3402

ADMINISTRATIVE SUPPORT - DIRECTORS

Dan Schultz Director of Transportation 967-3793
 Amy A’Hearn Director of Food and Nutrition Services 957-3431
 Gary Haines Director of Buildings and Grounds 957-3434
 Jason Kurth Director of Technology 957-3403
 Charlie Taylor Director of Special Education 957-3428

School	Address	Phone	Fax	Principal
Altoona Elementary	301 6th Street SW, Altoona 50009	967-3771	967-2079	Steve Stotts
Centennial Elementary	910 7th Avenue SE, Altoona 50009	967-2109	967-7076	Lori Waddell
Clay Elementary	3200 First Ave. So, Altoona 50009	967-4198	967-2018	Lea Morris
Delaware Elementary	4401 E 46th Street, Des Moines 50317	262-3197	264-8239	Kevin Walker
Four Mile Elementary	670 SE 68th Street, Pleasant Hill 50327	265-1972	262-1933	Randy Mohning
Mitchellville Elementary	308 Elm Avenue, NW, Mitchellville 50169	967-4274	967-4934	Blake Kielman
Runnells Elementary	6575 SE 116th, Runnells 50237	966-2068	966-2396	Michael Nicodemus
Willowbrook Elementary	300 17th Avenue SW, Altoona 50009	967-7512	967-1620	Robin Norris
Spring Creek Sixth Grade	8031 NE University Ave., Pleasant Hill 50327	967-5533	957-3459	Scott Bauer
SEP Junior High School	8325 NE University Ave., Pleasant Hill 50327	967-5509	967-1676	Michael Dailey
SEP High School	7945 NE University Ave., Pleasant Hill 50327	967-6631	967-5117	Steve Pettit
Activities Office	7945 NE University Ave., Pleasant Hill 50327	967-2944	957-3498	Jayson Campbell

DISTRICT COMMUNICATIONS

The district and its schools communicate in various ways to students, parents and the community. Most communications are distributed electronically and require a current e-mail address.

- Digital Backpack – The digital backpack allows the district to distribute school and community information electronically to parents, staff, and students. The backpack can be found at southeastpolk.org under the community tab and is updated daily.
- Campus Portal – e-mail, text, and phone tool used to share information with parents and students.
- Follow us on social media by adding **SEPSchools** on:



Southeast Polk Junior High Is a PBIS School!

School-Wide Positive Behavioral Interventions and Supports

Our Essential Expectations are:



Respect Others

Own Your Actions

Care About Others

Keep Achieving

RAMS
ROCK

Respect Others: Own Our Actions: Care About Others: Keep Achieving

Steps to Minor Classroom Behavior Management

Minor #1 – Redirect/Re-teach appropriate behavior based upon PBIS

Minor # 2 – Parent contact (phone or e-mail) by teacher and/or other choice consequence

Minor # 3 – Required phone call home to assign 30-minute morning detention





Minor #4 - Office Referral/ required phone call by **administrator**

RAMS
ROCK

Respect Others: Own Our Actions: Care About Others: Keep Achieving



SEP Junior High Behavior Matrix for Teaching

	Building Wide	Classrooms	Hallways Lockers	Bathrooms Locker Rooms	Cafeteria
 Respect Others	<p>Address all adults with respect and a caring attitude.</p> <p>Remember the dress code helps keep <i>you</i> safe.</p> <p>Keep verbal/physical interactions appropriate. (PDA, name calling/putdowns).</p>	<p>Respect other people and their property.</p> <p>Keep hands, feet, and objects to self.</p> <p>Listen when others are talking.</p>	<p>Close lockers quietly.</p> <p>Help keep the hallways and lockers clean.</p> <p>Keep hands, feet, objects, and negative comments to yourself.</p>	<p>Help keep the restrooms and locker rooms clean.</p> <p>Show good manners.</p> <p>Respect other people's space.</p>	<p>Talk quietly.</p> <p>Single file line, stay in your place.</p> <p>Food belongs in your mouth not in the air.</p>
 Own Our Actions	<p>Cell phones and other electronics off and stored away during school hours.</p> <p>Do your part to keep the building looking new.</p> <p>Chew and dispose of gum appropriately.</p>	<p>In seat when bell rings</p> <p>Bring all materials</p> <p>Show substitutes how great SEP students are.</p>	<p>WALK on the right side of the halls.</p> <p>Please keep your lockers closed and locked.</p> <p>Have a pass during class time.</p>	<p>Make your restroom stops during passing time.</p> <p>Have a pass during class time.</p> <p>Make good choices even when you aren't being watched.</p>	<p>Clean up your space and put your tray in its place.</p> <p>Where you sit, that's it.</p>
 Care About Others	<p>We will not bully others.</p> <p>We will help students who are bullied.</p> <p>We will include students who are left out.</p> <p>If we know that somebody is being bullied, we will tell an adult at school and an adult at home.</p>	<p>Treat others the way you would want to be treated.</p> <p>Help others who may need help.</p> <p>Keep a positive attitude.</p>	<p>Keep moving in the hallways.</p> <p>Walk to where you are going.</p> <p>Use a quiet voice.</p>	<p>Please wash your hands after using the restroom.</p> <p>Remember to flush the toilet after using.</p> <p>Treat others the way you want to be treated.</p>	<p>Use kind words like please, excuse me, and thank you.</p> <p>Take turns.</p> <p>Spots and seats are open to anyone – no saving seats.</p>
 Keep Achieving	<p>Always try your best and challenge yourself!</p> <p>Keep planner and student I.D. in condition as received</p> <p>Use all resources appropriately.</p>	<p>Always do your class work <i>and</i> homework.</p> <p>Stay ahead of the game.</p> <p>Talk to teacher when you are absent.</p> <p>Try your best.</p>	<p>Be to class on time.</p> <p>Use only your assigned locker.</p> <p>Keep lockers and combinations private.</p>	<p>Quickly and quietly return to class when finished.</p>	<p>Leave the cafeteria cleaner than you found it.</p> <p>“Stop, drop your voice level and roll on to class” when you leave the cafeteria.</p>



SEP Junior High Behavior Matrix for Teaching

	Office Area	Arrival & Dismissal	Sports/Clubs	Assemblies	Buses
R <i>Respect Others</i>	Wait quietly for someone to help you. Check in with the secretaries. Use the main office door.	Everyone that arrives before morning buses needs to wait in the designated area until the bell rings. Wait quietly in designated areas.	Students are to be with activity sponsor at all times.	Turn voices off when signaled. Keep hands, feet and objects to self.	Remember the bus driver is always in charge. Sit properly, facing forward.
O <i>Own Our Actions</i>	Make sure you have a signed planner. Office is used for official business only.	Food and drink containers must be sealed. Only students in supervised activities may stay after school.	Stay in designated areas. Take pride in keeping locker room and other school areas clean. Other lockers and closed areas are off limits.	Sit in designated area with assigned staff. Face the presenter(s).	Use a quiet voice. Keep hands, feet, and objects to yourself and inside the bus. Where you sit, that's it. Safety comes first.
C <i>Care About Others</i>	Use good manners. What's heard or seen in the office stays in the office.	Electronic devices may not be used in the building during school hours (from 7:40 until 2:45) without permission.	Keep all belongings locked up and secure. Treat others the way you want to be treated.	Listen to the presenter(s). Treat others the way you want to be treated.	Use kind words such as please, excuse me, and thank you. Offer to help people in need.
K <i>Keep Achieving</i>	Learn from office referrals. Go directly back to class if asked.	Enter the building through designated doors depending on arrival time.	Display good sportsmanship. Show RAM Pride!	Keep an open mind. Interact with the presenter(s) and other people appropriately.	Leave the bus cleaner than you found it.

JUNIOR HIGH SCHEDULE

7th Grade Schedule

Black and Gold Day

Period	Start Time	End Time
CNN10	7:35	7:50
1	7:50	8:35
2	8:39	9:24
3	9:28	10:13
4	10:17	11:02
5A lunch	11:04	11:34
5B Flex	Support or Flex	
5B Lunch	11:36	12:05
5A Flex	Support or Flex	
Advisory	12:10	12:22
6	12:22	1:07
7	1:11	1:55
8	1:59	2:43
Announcements	2:43	2:45

8th Grade Schedule

Black and Gold Day

Period	Start Time	End Time
CNN10	7:35	7:50
1	7:50	8:35
2	8:39	9:24
3	9:28	10:13
4	10:17	11:02
5	11:06	11:51
Advisory	11:51	12:03
6A Lunch	12:05	12:35
6B Flex	Support or Flex	
6B Lunch	12:37	1:07
6B Flex	Support or Flex	
7	1:11	1:55
8	1:59	2:43
Announcements	2:43	2:45

WELCOME

The administration, faculty and school personnel would like to welcome each of you to Southeast Polk Junior High. We hope that you will have a rewarding and pleasant year.

YOU are a very important person. You are the reason this school, its staff and its programs exist.

Our responsibility is to make available, to young people, those basic elements of education, which are necessary for lives of service and satisfaction in a democratic society.

Your responsibility is to make the most of both academic opportunities and the activity programs. The best any school can do is to make opportunities available and attractive. In the end, whether a student takes full advantage of them is a decision that he/she, with help and encouragement of his/her parents, can make.

In order that you may benefit from all aspects of your education, it is very important that you are well informed of the procedures followed in the junior high. From time to time you may have a problem

with which you would like assistance. Who should I see for help? Where are the various classes located? What subjects may I take? How should I dress? What extra-curricular activities may I participate in during the year? These are probably a few of the questions that you might like to have answered. This handbook is for the purpose of answering these questions, so read it carefully and you will have a better understanding of your school and responsibilities.

SOUTHEAST POLK RAMS FIGHT SONG

Onward Rams to win this game.
This will help to spread our fame.
We've got to fight with all our might,
We've got to work and really fight.
Come on, let's do it right.

Black and Gold, our colors true.
Come on Rams, we are for you.
So don't give in, give one more fight.
Another victory's in sight.
Yea, Rams, let's win tonight.
Rah, Rah, Rah Rah, Rah!
Rah, Rah, Rah Rah, Rah!
Rah, Rah, Rah Rah, Rah!

TEAM! TEAM! TEAM!

STUDENT RIGHTS AND RESPONSIBILITIES

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. Students may not demonstrate excessive displays of affection such as holding hands, hugging, kissing, and other sexual relations.

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, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed

is based upon the facts and circumstances surrounding the incident and the student's record.

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

A supervised detention program is in place at Southeast Polk Junior High. Detentions are scheduled before and after school. It will be the responsibility of the student/family to provide transportation to/from school.

An alternative suspension program is in place for students of Southeast Polk Junior High. The alternative suspension program is housed in the junior high.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved, whether they are school-sponsored or school-approved, whether they are an event or an activity or whether they are held on or off school grounds.

CLASSROOM PROCEDURES

The classroom should be a place where meaningful learning takes place; therefore, students must endeavor to make the atmosphere conducive to learning.

The teacher is in charge and has the responsibility to establish and maintain an orderly process in the room.

A student causing any type of disturbance in the class will be disciplined by the teacher, principal or both.

HALLS AND RESTROOMS

All students will be expected to observe the standards of decency and good manners at all times. This does not permit running, loud talking or loitering in the

halls or restrooms. Students are to use restrooms during passing time, not during class time.

Upon entering the building at 7:25 a.m., get your books and go immediately to your first class.

SCHOOL GROUNDS

The junior high school will be open to students from 7:00 a.m. to 5:00 p.m. To enter the building before or remain after these hours, a student must obtain special permission and be under the supervision of a faculty member.

The same school rules that apply in the school building apply on the school grounds both during the day as well as at night activities.

Help keep the Southeast Polk campus attractive! Walk on the sidewalks to protect the lawn. Place all litter in the receptacles provided for this purpose.

Junior high students are reminded that you are NOT to walk to the high school to board buses! If you miss your bus at the junior high report to the office immediately.

If your junior high student is asked to stay after school for disciplinary reasons, for additional academic assistance, or for any purpose, a Southeast Polk Junior High staff member will be in contact with you directly by phone or email. For the safety of our student and the liability of students being unsupervised, no student should remain after school without direct supervision. Please question student or contact the school if your son/daughter is indicating they need to stay after school and you have not received direct communication from a staff member.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. The school reserves the right to implement canine searches including but not limited to lockers, book/duffle bags and vehicles on school property. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees or review of security camera video;
- information received from reliable sources;

- suspicious behavior by the student; or,
- student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

STUDENT LOCKERS AND DESKS

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

Although school lockers, desks and other spaces 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 ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Each student is assigned a locker. ALL BACKPACKS ARE TO BE KEPT IN A LOCKER DURING THE DAY. Students are expected to keep lockers clean both inside and out. Do not write on them. Do not keep food and/or drink in them. Keep them locked. Do NOT leave billfolds, purses or money in them. The school cannot be responsible for valuables or books taken from lockers. Board Policy 502.7.

FIGHTING & THREATS OF VIOLENCE

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

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

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

created by the threat; and any other relevant information from any credible source.

Fighting Consequences:

1st Offense: Out-of-school suspension for three to five days. Mandatory intake/re-entry meeting between administration and the students family.

2nd Offense: Out-of-school suspension for seven to ten days. Mandatory intake/re-entry meeting between administration and students family in which they will be informed that any future acts of violence will result in a disciplinary hearing with the board of education.

3rd Offense: Out-of-school suspension until disciplinary hearing is held with board of education. Criminal charges will be filed for this incident and the previous altercation.

WEAPONS

Weapons and other dangerous objects and look-a-likes in a school cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on the school district premises or property within in the jurisdiction of the school district.

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

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities.

LIBRARY/MEDIA CENTER

The library is to be used for research work, selecting reading materials, creating products for class assignments. The school media center is a classroom and it is expected that students conduct themselves in a manner that is not disruptive to other students. Conduct school business on school time and personal business on personal time. Come to the library expecting to learn and you can be assured that you will receive the assistance and instruction you need to be successful.

TECHNOLOGY USER AGREEMENT

The district encourages the responsible use of technology-based tools and information resources by students. These resources include district-provided computers, productivity software tools, instructional software, networks, electronic media, and telecommunications tools, such as access to Internet resources. These district-provided resources and tools are the property of the district and are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational vision, mission and core values, as well as state and federal laws and regulations.

Access to district networks and electronic information resources is a privilege and not a right, and will be provided for the student as is appropriate to the school building and grade level. Students are to use district technology and communications resources at times and locations where they are directly or indirectly supervised by district staff. Students may be given access to Internet resources external to the district without specific parent/guardian permission.

With permission of the building administrator, students are allowed to bring their own electronic devices to access the district's wireless network, including the Internet, for instructional purposes and in accordance with the Responsible Use Policy. This does not include electronic games and devices devised for entertainment that distract from the educational process. We ask that these items be left at home.

Within reason, freedom of speech and access to information will be honored. The following is not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password or trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal actions.

ELECTRONIC DEVICE POLICY

Students may carry their cell phones/electronic devices at their own risk. Southeast Polk is not responsible for lost, stolen or damaged cell phones or other electronic devices.

Cell phones and electronic devices must be turned off left in a student's locker during the day. Use in locker rooms or bathrooms is strictly prohibited. At the end of the school day, students may use cell phones throughout the building but must have teacher permission to use the cell phone in a teacher's classroom. In the event of an emergency, parents/guardians and students are to use the school phones. Phones are located in the main office and every classroom. Parents/guardians may call the office to relay emergency information. If a student must use a cell phone for medical, family, vocational, or other reasons, permission must be obtained from the building administration.

Consequences:

1st Offense: Student can pick up a cell phone in the main office at the end of the day.

2nd and all subsequent offenses: Parent/guardian can pick up the cell phone after 2:45 p.m. Student is responsible for communicating with parent/guardian and making arrangements to pick up the cell phone.

violation of this policy can result in the following, up to and including but not limited to: loss of privileges, detention, Saturday school, in-school and out-of-school suspension. cell phone consequences will reset at the end of each quarter.

DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty.

Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

The following guidelines shall apply to attendance at school and all school activities and events:

- Clothing must be worn appropriately.
- Clothing that calls undue attention to anatomical details may not be worn. Examples include, but are not limited to: See-through or fishnet fabrics,

spaghetti straps, halter tops, backless tops, clothes with holes or tears that expose undergarments, off the shoulder or low cut tops, bare midriffs, swimwear, or sheer clothing without proper undergarments are prohibited.

- Extreme short skirts and short shorts are not allowed. Please note that for most students, the length of a skirt or shorts will meet the following criteria: when standing tall, arms straight at sides and fingers straight and pointing to the ground, the skirt or shorts should not be shorter than the length of the longest finger. This guideline may vary for different body types. Staff will have discretion in determining if shorts or skirts are too short.
- Pants must be worn at the waist. Sagging pants are not acceptable.
- No clothing or jewelry may be worn with suggestive or questionable language or drawings. (some examples may include, but are not limited to the following: graffiti, gang related symbols, racial, ethnic, and/or sexual slogans or innuendos, tobacco products, pictures or language about alcohol, violence, weapons, drugs, language that is blatantly disrespectful of others' beliefs, or images deemed offensive or not in good taste.)
- Coats must fit and be appropriate for the season. Hoods may NOT be worn inside the building. Heavy coats are not to be worn in the classroom under normal circumstances.
- Pajamas, bedroom slippers and sleeveless t-shirts are not allowed.
- Any attire that identifies or promotes gang activity or that could be used as a weapon should not be worn.
- Shoes must be worn at all times. Bedroom slippers, shoes with rollers, and stiletto heels are not allowed.
- Chains are not allowed. No spiked jewelry may be worn.
- Students will not be permitted to wear caps, hats, scarves, bandanas, hoods, or any headgear unless prescribed by a doctor. In addition, sunglasses cannot be worn in school unless prescribed by a doctor. Exceptions to this policy will be considered on a case by case basis by the SEP Junior High administration, based on individual student needs.

Students appearing on school grounds in violation of the dress code shall be asked to change clothes in order to dress properly for school. Parents may be called to bring additional clothes to school. Students may also be asked to put on their P.E. clothes for the day. A student who willfully and continuously violates the dress code may be subject to disciplinary action including, but not limited to, detention and/or suspension.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

If a student loses their student ID card, then the student will pay for a new card in the main office.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the office. Student agenda planners have a designated page to be used for hall pass signatures.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs, prescription medication or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted and the students may be reported to law enforcement officials.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include a consequence, loss of assignment credit, and/or use of media center or computer.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Once enrolled, dual enrolled students need to sign in and out in the attendance office. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Director of Curriculum and Instruction at the district office at 967-4294.

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 nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Daily announcements are displayed on TV monitors in the school's hallways and can be found on the district website | Schools | Junior High | Daily Announcements.

INITIATIONS, HAZING OR HARASSMENT

Harassment 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 should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor or principal
- student should complete harassment complaint form with their counselor

- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including
 - what, when and where it happened
 - who was involved
 - exactly what was said or what the harasser did
 - witnesses to the harassment
 - what the student said or did, either at the time or later
 - how the student felt
 - how the harasser responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

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

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

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc., and

- demeaning jokes, stories or activities.

Sexual violence in any form can be detrimental to children and can have long lasting health effects. Such violence can be defined as:

- Sexual harassment is unwelcome visual, verbal or physical conduct of a sexual nature. There are 2 types of harassment: when a person in authority demands sexual favors in return for a benefit for the child or youth OR when a child or youth is subjected to sexual conduct that creates an offensive, hostile or intimidating atmosphere.
- Sexual abuse refers to forced or coerced sexual behavior that may occur more than once, often within a trusting relationship.
- Sexual assault is any forced or unwanted sexual contact or activity that occurs as a single incident as opposed to ongoing sexual abuse that may continue over time.

BULLYING DEFINITION

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

JR. HIGH BULLYING AND HARASSMENT PROCEDURES

Harassment 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.

The Olweus Bullying Prevention Program is in place at Southeast Polk Junior High. For additional information for parents and students, please visit our website.

STUDENTS WHO FEEL THAT THEY HAVE BEEN HARASSED SHOULD:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask the counselor, teacher, principal or trusted adult for help.

2. If the harassment continues, the student will need to report it to a teacher, counselor or principal.
3. The school official will begin the investigation and meet with the harasser to process the bullying and harassment issue. If the issue is severe enough an immediate consequence will be issued. The school official will contact the parent/guardian of the harasser and the victim making them aware of the situation.
4. If there is another reported incident of bullying or harassment by the same student, then the consequences will increase and the school resource officer will be involved.

HOW TO REPORT BULLYING AT THE JR. HIGH

1. **Tell a trusted adult.** If you are not comfortable reporting the issue to school officials please tell a trusted adult and ask them to contact the school or law enforcement.
2. Report the issue to your counselor. Your counselor will then investigate the issue and act accordingly.
3. Print and complete the bullying and harassment reporting form from the Jr. High section of the school district. You can bring the form into the main office or e-mail the completed copy to Jacob.bartels@southeastpolk.org
4. Fill out the online Jr. High Bullying Report form. This form will be sent to the assistant principal who will work with the counselors to investigate

TRANSPORTATION

BUS RIDING GUIDELINES

Riding a school bus is an important aspect of the school day for many Southeast Polk students. Bus transportation is a privilege that can be terminated for students who cannot abide by the established school bus regulations. Information regarding behavior expectations and consequences can be found on the district's website District | Board of Education | Policies - 712-02, 712-02R1, 712-02R2

BASIC RULES FOR BUS RIDERS

For the safety of all, bus riders are expected to adhere to the established behavior guidelines when riding the

bus. When each bus rider behaves, then the driver will safely complete their responsibility. If inappropriate behavior occurs, the driver could be distracted and then all riders would be unsafe. The bus rules are all important and will be enforced.

- Remember, the bus is an extension of the classroom.
- Always follow the driver's instructions the first time.
- Remain seated while on the bus.
- Keep noise to a minimum. Use "indoor voices" and do not yell.
- The use of profanity, name-calling and disrespectful gestures is not permitted.
- For your safety, keep all parts of your body inside the bus.
- Do not eat or drink on the bus. This includes candy and gum.
- Treat the school bus with respect. Put litter in the trash can. Any damage to the bus will be billed to the parent or guardian.
- Do not fight, horseplay, push, or throw things on or around the bus.
- Students may only ride the bus they are assigned to.
- The bus driver reserves the right to confiscate any electronic device that causes a distraction or a disruption on the bus. The item will be returned at a later time.

Items that are deemed dangerous or distracting (including cell phones) will be given to the driver upon request and returned after route to the student or administrator.

BUS SURVEILLANCE

In an effort to increase the safety of transporting students to and from school, the district employs a system of 'bus-cams' to record student behavior on buses. This may be done in a random manner, and parents and students are advised this may be employed on all buses throughout the school year. All video will be handled as any other student records, according to the Privacy Act and viewing of these video is limited to individuals having a legitimate educational purpose. A log will be kept of those individuals viewing the video.

BUS ROUTE PLANNING

Bus drivers operate on a timed schedule, although in some occasions they may deviate from this schedule because of road conditions or weather. Students need to be ready, watching and waiting for the bus five minutes early. The bus will NOT wait for students. The bus stop is completed once the bus stops and opens the door, there is no wait time. To help buses stay on schedule, call the transportation office if a student will not be riding.

Students may only ride the bus to the stop they are assigned to. There are no bus passes which allow students to ride another bus or with friends.

Parents are reminded that they are responsible for the appropriate behavior of their children at the bus stop. Homeowners near a bus stop have a right to expect that their property will be free of damage.

FEE-BASED TRANSPORTATION PLAN

Fee-based transportation service is available to students who reside within the 2-mile distance from K-8 school buildings and within the 3-mile distance from the 9-12 school building. Students who reside within these limits and wish transportation services will be charged an annual fee of \$180.00 per student or two payments of \$90.00 per semester. No multiple transportation fees will be charged.

- Students who are picked up or dropped off at more than one stop will be charged an annual fee.
- Any student who lives less than 10 blocks from school and has access to sidewalks will not be provided service.
- Multiple address, open enrolled, and parent-waivered students will be assessed a fee to ride the bus.
- Any student who has signed up for busing and not paid the transportation fee will be turned over for collection of their payment.
- If a student uses a daycare, the transportation fee may still be charged, if the residence meets the first requirement.

Further information may be obtained by calling the Director of Transportation, 967-3793.

STUDENT COMPLAINTS

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

- If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- If unsatisfied with the employee’s response or if there is no employee involved, talk to the principal within 5 school days of the employee’s response or the incident;
- If unsatisfied with the principal’s response, talk to the superintendent within 5 days of the principal’s response;
- If unsatisfied with the superintendent’s response, students may request to speak to the board within 5 days of the Superintendent’s response. The board determines whether it will address the complaint.

TEXTBOOKS AND MATERIALS

In most courses, if not all, students will be provided texts, equipment and/or materials necessary for the course. In some cases, there is a fee requirement to the course to offset the cost of the equipment or materials being furnished. In courses such as band, the students may, as a convenience, purchase necessary materials from the instructor. This also provides the advantage of lower prices due to quantity purchases and school discounts. Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed, contributed to excessive wear or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

FOOD AND NUTRITION PROGRAM

Southeast Polk operates a National School Lunch and Breakfast program under the direction of the United States Department of Agriculture (USDA) for all students and staff. School meals are designed to supply the proper nutritional levels and calories based on the age of the student.

At lunch, there is always a protein source, whole grains, fruits, vegetables, and milk. At breakfast, milk, juice, fruit, and whole grains are always offered. Menus are available from the district website under Quick Links at the top of the page. Students and parents can download a free app called School Lunch by Nutrislice to receive menus and nutrition information on their smartphone or tablet.

PAYMENT PROCESS

There are 2 avenues to make payments- online or check/cash. Online payments can be made from the

district website under Quick Links called RamMall. Click the icon for Food Payments. Follow the prompts to complete the online payment. Checks and cash may be delivered to the school offices for deposit.

MEAL CHARGE POLICY

Per School Board Policy 711-04, all students will be served a lunch no matter the balance in their account. When the meal account balance reaches \$0.00 or less, students are not allowed to charge breakfast, extra items or a la carte. Students who qualify for free meals will never be denied a breakfast or lunch but must have sufficient funds in their account to purchase extra items and a la carte.

A student may not borrow another student’s ID card for purchase of breakfast or lunch, nor may a student buy a lunch for another student.

2018-19 MEAL PRICES

Elementary Breakfast	\$ 1.70
Elementary Lunch	\$ 2.80
Spring Creek Breakfast	\$ 1.80
Spring Creek Lunch	\$ 2.75
Junior High Breakfast	\$ 1.85
Junior High Lunch.....	\$ 2.85
High School Breakfast	\$ 1.85
High School Lunch	\$ 2.95
Adult Breakfast	\$ 2.30
Adult Lunch	\$ 3.65
Milk	\$ 0.50
Breakfast (Reduced).....	\$ 0.30
Lunch (Reduced).....	\$ 0.40

FREE OR REDUCED MEAL PROGRAM

To become eligible for free or reduced price meals, families must annually complete the Iowa Eligibility Application (one per family). These applications are available each year after July 1 online at the food service page of the district website and paper copies are available at every school office. Applications will be processed as quickly as possible. Families will be notified of the outcome by a letter or email. If families are receiving food assistance, their children may be directly certified for free meals and will be notified via letter or email. In which case, they do not need to fill out an application. Free and reduced eligibility is strictly confidential.

LUNCH OPTIONS

Families may elect to send lunch from home for their children. Please think of food safety and realize lunches may be at room temperature for more than four hours. Also, appropriate nutrition is essential for students who bring cold lunch as children need a good source of protein, fruits, vegetables and whole grains. Milk can be purchased at school for \$0.50. Carbonated beverages /soft drinks are not allowed at any time. Parents may not bring fast food lunches to school. For any questions or concerns about the school nutrition program, please contact the Food & Nutrition Services Department at 515-957-3432 or email at school.nutrition@southeastpolk.org.

DIET MODIFICATION REQUESTS

If your student has a special dietary need, download the Diet Modification Request Form from the district website. Once completed, submit the form to your school nurse. No special diets or substitutions will be made unless this form is properly completed and approved by the Food Service Director. Substitutions must be made if the licensed physician says the student has a disability. If the medical authority says it is a medical condition, not a disability, providing the substitution is at the discretion of the school district.

USDA NONDISCRIMINATION STATEMENT

All FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally,

program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: 202-690-7442; or
email: program.intake@usda.gov

This institution is an equal opportunity provider.

IOWA NONDISCRIMINATION STATEMENT

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

MULTIPLE-FAMILY HOUSEHOLDS

Students impacted by a multiple-household family situation must be handled effectively and legally. Knowledge of custodial arrangements is important for school personnel. A copy of the parenting section of the court document should be provided and kept in the child's cumulative folder. All parents are encouraged to be involved in their child's education, including attending conferences and other school-related functions.

Parents receive a variety of newsletters, announcements of special events, and report cards. Non-custodial parents are encouraged to register their contact preferences in the Campus Portal to receive email, phone and text notifications. Contact your school office to have an account created.

ATTENDANCE POLICY

I. WHY ATTENDANCE IS IMPORTANT

Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from the instructional program; to develop habits of punctuality, self-discipline and responsibility; and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Absences always cause some disruption in the educational progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only negatively impacts their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

II. SOUTHEAST POLK ATTENDANCE POLICY

It shall be the policy of the Board of Education, Southeast Polk School District to encourage regular attendance on the part of its students. Students who are absent from school without a reasonable excuse shall be subject to disciplinary measures, which may include, but not be limited to, detention, short-term and long-term suspension.

A. WHAT TO DO WHEN ABSENT

All students who are absent from school for any reason shall have a parent telephone the junior high guidance administrative assistant before 9:00 a.m.

B. EXCUSED ABSENCES

Absences from school will be considered excused for the following reasons:

- Personal illness;
- Death or serious illness in the immediate family or household;
- Medical or dental appointments which cannot be made other than during school time; Please bring a note from the doctor or dentist to excuse the absence.
- Reasons for absence from school which can be justified from an educational standpoint may be approved by the principal of the attendance

center. Permission for such absences should be obtained in advance of the absence from school. Failure to obtain prior permission may result in the absence being considered unexcused.

C. UNEXCUSED ABSENCES

Absences from school for the following reasons, unless prior arrangements have been made with the principal's office, will generally be treated as unexcused absences:

- Shopping trips;
- Vacations/Out of town;
- Work for parents or employer;
- Oversleeping or missing the bus.

Students who are found to be absent without reasonable excuse may be subject to one or more of the following disciplinary measures;

- After-school detention;
- Short-term suspension from school;
- In-school suspension;
- Removal of school privileges;
- Mediation.

Whenever a student is absent from school for more than seven days, a notice will inform the parents of next steps in regards to their student's absence.

D. SCHOOL WORK MISSED DUE TO ABSENCES

Students are encouraged to use online resources such as Infinite Campus or Moodle to access assignments and course resources.

Schoolwork missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed.

When students can anticipate absences, every effort should be made to see that schoolwork is made up in advance of the absences. The principal may determine that the completion of schoolwork in advance be a prerequisite to allowing the absence to be excused.

When an absence was not anticipated, all schoolwork must be made up within the number of school days which are equal to those of the absence. (e.g., three days absence must be made up in three school days.) Absences of more than five days must be made up as arranged with each teacher.

Parent/guardian may request homework through the Guidance Office once their student has been absent three consecutive school days.

Students who do not make up their work as required by this rule may be subject to disciplinary action.

Students shall receive full credit for schoolwork made up due to absence.

E. TARDINESS

The teacher and/or main office will record unexcused tardies and tardies to school and will inform the student each time an unexcused tardy is recorded. A tardy/tardy to school is considered a minor violation and will be recorded in the student's behavior history in Infinite Campus and consequences will follow our PBIS steps.

PARENTS AS ALLIES

Parents play an important role in developing a child's attitude toward attending school.

- Show that you have a positive attitude toward school attendance.
- Allow your child plenty of time in the mornings to get ready for school.
- Make every effort to schedule doctor, dentist and other appointments before and after school hours.
- Refuse to write excuses for anything other than legitimate absences.
- Refuse to view tardiness as acceptable behavior and discourage early checkouts.
- Plan family vacations in accordance with the school calendar as much as possible.
- If you know in advance that your child must be absent, notify the counselor or principal and make sure that your child understands his/her responsibility for making up missed work.
- Talk to your child about responsibility and the need to develop good work habits and positive attitudes.

EARLY RELEASE

All requests for early dismissals are to be taken to an administrative assistant and should be obtained before classes in the morning, if possible. These requests should be in writing signed by parent or by a phone call by parent to the school.

All students leaving the building will be required to sign a student checkout sheet located in the front office and will also sign-in upon returning.

HEALTH POLICIES

RECOMMENDED HEALTH PROCEDURE

In order to promote, maintain and restore health, these basic principles regarding ill students should be followed:

- A student dismissed from school because of illness should remain indoors and under observation for 12 hours.
- A student with a fever of 100.6 or greater must remain home until their temperature is normal for 24 hours without fever-reducing medication.(i.e.: Tylenol, Motrin)
- A student who has been vomiting or having diarrhea needs to remain home for 24 hours after the last vomiting or diarrhea episode. This will help eliminate children returning to school while still ill.
- If a student is home ill for more than three days, a note from the doctor is requested.
- The regulations set by the Iowa Department of Public Health are the guidelines used to determine exclusion and re-admittance of students with communicable diseases. Examples of those diseases are chicken pox, conjunctivitis, and strep throat.
- Head lice is a concern seen each year. Please observe your child's head for lice. If your child does contract head lice, please notify the school nurse, who can help you with treatment protocol. Parents should assume that lice are present where children are, and should screen their own children on a weekly basis. If head lice are detected, an information packet for treatment will be sent home and parents will be notified. One of the best preventatives for lice outbreaks is early detection by alert parents and staff members.
- For the safety of students and staff, all personnel will implement universal precautions when providing health care to any individual.
- Recommended procedures are as follows:
 - Good hand washing practices will be observed when administering health service to any individual.

- Disposable gloves will be utilized when handling any body fluids.
- Students will be encouraged to handle the initial care of minor injuries when possible.
- The disease Reye's Syndrome can affect children from infancy through adolescence. After a viral infection, (such as chicken pox, upper respiratory illness, and influenza) has seemingly run its course (3-7 days), the following symptoms should be treated as serious and as possibly the first indication of Reye's syndrome: persistent or continuous vomiting, listlessness, personality change, disorientation, and delirium or convulsions. Contact the doctor immediately if any of these symptoms are noted. Because of the association of aspirin with Reye's Syndrome, parents should consult their doctor before giving aspirin to their child.
- All children should be closely observed for skin rashes or sores, since illnesses that cause rashes or sores can be highly contagious (i.e., scabies, ringworm, impetigo, etc.). Children with questionable rashes may be excluded from school at the discretion of the school nurse until seen by a physician and the condition is determined as non-contagious. A doctor's note or medication prescription label showing treatment is required before the child can be readmitted to school.
- The school shall follow guidelines as established by the Department of Education and the Southeast Polk School District and/or the State Department of Health, regarding infectious disease.

IMMUNIZATIONS

Iowa law requires evidence of immunization before any student, preschool through 12th grade, can be enrolled in the Southeast Polk Community School District. A certificate documenting the required immunizations must be on file at school for each student. The certificate may be obtained from your doctor's office or from the school nurse. Students with immunizations partially completed will be issued a provisional certificate allowing an additional 60 days to complete the remaining immunizations.

Students transferring from another school system may be granted provisional enrollment, as well. If, at the end of the provisional enrollment period, the student has not submitted a Certificate of Immunization, the student may be excluded from the total school program. The student will be re-admitted

when the school has received a validated Certificate of Immunization.

TESTING AND PHYSICAL EXAMINATION

Hearing tests are conducted by audiometrists from Heartland Area Education Agency every year for preschool through 5th grade, and children with a recent history of hearing loss. Students who do not pass the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage testing. Please notify your school nurse prior to the screening dates if you do not want your child tested.

Beginning with the 2015-2016 school year, all incoming kindergarten and 3rd grade students are required to submit record of a completed vision screening to the school. Screenings should be conducted no earlier than one year before and no later than six months after the date of enrollment in both kindergarten and 3rd grade. Distance vision screenings are conducted by the school nurse in accordance with the law and as directed by the Iowa Department of Public Health. Students are not screened for up-close (reading) vision, and it is recommended that if there are vision concerns to have your child evaluated by a professional eye doctor. Parents and other school personnel may refer children not already scheduled for screening. Again, parents will be notified if a problem is identified. If your student needs a professional eye exam and you are unable to afford one, notify your school nurse for available resources.

The speech-language pathologist conducts communication adequacy screenings for students PK through 6th grade during the school year at a teacher or parent's request. Parents or guardians will be contacted if there are any concerns about a child's communication skills.

An authorized health care provider's examination is requested of all children entering preschool, kindergarten, and 7th grades. This physical can be back-dated to one year prior to enrollment. The preschool and kindergarten physicals can be on any health care provider physical form or the form supplied by the district. The 7th grade physical is required to be on the Iowa Athletic Pre-Participation Physical Examination form. In addition, any student entering 7th - 12th grades who will be participating in any school-sponsored activity, is required to have a current physical examination on file with the activities office. Families without access to health insurance or who do not currently have a medical home are encouraged to speak

with the school nurse or guidance counselor for additional resources.

Students entering kindergarten and 9th grade are required to show verification of a dental screening. For incoming kindergarten students, a screening that is done between the ages of 3 and 6 is acceptable. For incoming 9th graders, a screening completed within one year prior to enrollment is acceptable. A dentist, dental hygienist, physician, physician assistant, or nurse may provide screening for kindergarten students. A dentist or dental hygienist may provide screening for the 9th grade requirement.

Families without access to health insurance coverage for their children or who cannot afford to pay for a physical exam are encouraged to contact the school nurse, counselor, or coach.

MEDICATION ADMINISTRATION

- Only medications prescribed by an authorized health care provider will be given in school. This means that medications such as headache, cold and stomach remedies, cough medications, cough drops or any other drug purchased without a written prescription cannot be given unless accompanied by an authorized health care provider order. Only medications with a dosage schedule that cannot be adjusted for before or after school hours should be given during the day. Secondary students, grades 6-12, may be given up to 5 doses acetaminophen or Ibuprofen only with parental permission, per written medication policy.
- Medication must be brought in a container appropriately labeled by the physician or pharmacist or in the original container in which the medication was packaged. The pharmacy will, for a nominal charge, provide parents with a separately labeled bottle to send medication to school. All medications must be brought to and from school by the parent/guardian or an adult designated by the parent/guardian.
- Medications will be kept in the nurse's office and dispensed from there. No medications are allowed in students' bags, desks, or lockers. Exception is made for inhalers used for asthma or other respiratory conditions and epi-pens for self-administration due to allergic reactions. Students may carry the inhalers and epi-pens with them and use as needed with written parent and authorized health care provider consent.
- Written parent consent is required for administration of all medications at school. The

Medication Authorization form is available on the district website and in the nurse's office.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19 years who meet certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services, to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

SEVERE ALLERGIES

If your student has a severe allergy PLEASE make sure you communicate the information to your school nurse. The school nurse will work with you to develop an individual health plan, and if needed an emergency response plan, for your student.

BAN OF HOME-BAKED GOODS

Students, parents and staff do not bring home-baked goods to school for the consumption by Southeast Polk students.

- Students and teachers do not bring home-baked treats/snacks for classroom celebrations, projects, etc.
- Cheerleaders (and others) do not bring home-baked treats for athletes and participants in other school events as spirit activities.
- Groups do not hold sales of home-baked goods for general distribution to Southeast Polk students and families.
- Only store-bought, individually wrapped goods are used for these purposes. Only foods made in kitchens regularly inspected by state/county health departments are excluded from the store bought, individually wrapped requirement.

Team potlucks are not affected by this policy, as they are attended voluntarily.

ACCIDENTS AND ILLNESS AT SCHOOL

When a child becomes ill or has an accident at school, parents may need to be notified. It is very important that the emergency contact information be as accurate and complete as possible. When there is a change in address, parents MUST contact the school office to update that information. Updates to phone numbers and email addresses can be made by the parent in the Campus Portal. No child is sent home until arrangements have been made. In cases where

parents cannot be contacted, the school will contact the listed emergency contact. If no one can be reached and in extreme emergencies, the student will be transported to the nearest physician or hospital by the most appropriate transportation available. All information regarding your child's health will be shared with the necessary staff involved with your child unless otherwise specified.

P.E. REQUEST

Parents sometimes request that a student not participate in P.E. However, a child well enough to attend school should be well enough to participate fully in all school activities, including P.E. Requests to not participate in P.E. must be accompanied by a doctor's note. In addition, in the event of an injury, surgery, or other medical procedure or condition, it is requested that a medical release signed by the health care provider (MD, DO, ARNP, PA) be turned into the school indicating the okay to return to school, PE, and other activities.

STUDENT ASSISTANCE PROGRAM

The Board of Education provides a counseling service for students and their families who may be having problems which affect the student's behavior and performance at school. The service is confidential and available to students and their parents at no charge.

This service provides students with the opportunity to obtain appropriate assistance in evaluating and dealing with problems. Parents are encouraged to call their guidance counselor if they perceive a need for counseling for either the child or the family.

GUIDANCE PROGRAM

The goal of the developmental guidance program is to assist all students as they grow socially, emotionally and academically. To meet this goal, the counselors help students learn and practice important skills so they can better handle their everyday problems. Counselors work with parents, teachers, staff members and community agencies to help students have a positive educational experience. See the JH counseling website for more information.

STUDENT SCHOLASTIC ACHIEVEMENT

GRADE REPORTS

Students receive progress reports in the form of report cards at the end of each semester. Progress reports will be sent electronically every three weeks during each quarter. If you are not receiving electronic progress, then please contact the counselor.

Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade.

Parent teacher conferences are scheduled in the fall and spring. Please refer to the District Calendar for dates and times. Parents are invited to communicate with teachers on a regular basis. Meetings can be scheduled with a teacher or group of teachers, by contacting the teachers directly.

ELIGIBILITY

The Southeast Polk Junior High academic eligibility policy pertains to extra-curricular athletics and activities. A passing grade (D- or above) is required in all subject areas. Academically ineligible students may be allowed to practice but may not participate in contests or performances until their failing grade improves to passing. Teachers may collaborate with coaches and sponsors to provide academic assistance during practice times.

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of privileges.

INFINITE CAMPUS PARENT PORTAL

The student management program we use is called Infinite Campus. Infinite Campus provides a parent portal where you can log-in using a unique username and password. When you log on you will be able to see specific information about your student(s) enrolled at Southeast Polk Schools.

Examples of what you will be able to view will include a calendar indicating the date assignments are given, the date assignments are due, details about class assignments, course grades, access to staff email, attendance records and conduct records. Please allow several days following the due date of an assignment for teachers to record and post the scores.

Contact the office for your username and password or for Infinite Campus assistance. Please enter your

email address by clicking on Change Contact Info after logging on to the Campus parent portal.

MOODLE - ONLINE COURSE INFORMATION

The Moodle server will be a resource for interactive sharing and learning. Note that students may “enroll” in each of their courses using a unique enrollment key.

Parents will currently use the “guest login.” Username and password fields are left blank. Note that “guest login” access may be turned off for some courses. This is necessary to maintain the integrity of the copyright access to certain course material. Parents may access course material with their student when they are logged in.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

PHYSICAL EDUCATION

All students are required to have P.E. “uniforms” to wear in P.E. class. Uniforms may be shorts or sweat pants and a type of T-shirt. Students must dress for P.E. or be subject to disciplinary action. It is no different than an unexcused absence. Any doctor excuse is honored and no P.E. classes need to be made up in these situations.

If a student misses P.E. class due to an unexcused absence, then the student can make arrangements with the P.E. teacher to make up class during flex or before school weight lifting club.

SPECIAL EDUCATION SERVICES TEAM

The psychologist, speech pathologist, nurse, building level resource teacher, learning disabilities teacher, social worker and an AEA coordinator make up the special services team. Parents or teachers may request problem-solving assistance when a concern arises. Results of evaluation or consultation and recommendations are made at a conference with parents and the student’s teacher, after all evaluation is completed.

TALENTED AND GIFTED

The district provides differentiated programming for students who have been identified as possessing high intellectual abilities. The junior high gifted education program is designed to challenge students with activities that require skills in the areas of critical thinking, creative problem solving, research and

collaboration. The ultimate goal of this program is to develop within the students a desire for excellence and a sense of individual responsibility to self, family, school, community and a changing society.

MISCELLANEOUS

SCHOOL SUPPLIES AND SERVICES

Proper care must be shown to all school-owned materials because another student will be using them next year. The cost of replacing a lost or damaged book will be charged to the student to who it was assigned for the year. Students will need to provide their own pencils, paper, eraser, crayons, notebooks and other necessary supplies. Teachers will announce which supplies are necessary.

WEATHER AND EMERGENCIES

In event of any emergency such as storms, bad roads, power or heating failure, water system failure, or other emergency, parents are reminded to maintain current contact information in Infinite Campus. In an emergency, parents will be contacted via email, phone, and text. Information will also be posted on the website.

- When school is cancelled, delayed or dismissed early, parents will be notified via email, phone, and text notifications made through Infinite Campus.
- School cancellation, delay, and early dismissal information will also be broadcast, on local radio and TV stations.
- If a delay occurs, information will be posted and distributed in the same manner.
- If school is in session and an emergency occurs, students will be transported as soon as possible following the incident.
- In the event of an emergency, parents are requested not to call the school, but monitor the website, email, and text messages.

GIFT DELIVERY

The junior high request’s that flowers, balloons and similar items not be delivered to the school. These “gifts” cause building staff to have to leave their regular work to accommodate the delivery and notification of students. It should also be noted that for each student who does receive a “gift,” there are those who don’t. This type of “gift” is best handled at the student’s home.

LOST AND FOUND

If you find an article that belongs to someone else, turn it in to the main office or lost and found table. If you have lost an article, check the lost and found table and/or ask in the office if it has been found.

STUDENT TRANSFERS

Whenever a student is planning to move from our district to another school district, the following procedures will be carried out:

A transfer sheet will be filled out and sent with you to give to your new school.

All books must be checked in and all school fees must be taken care of before the transfer sheet will be filled out.

If and when students leave Southeast Polk Community School District, educational records will be sent to requesting schools in which students seek or intend to enroll. This will be done unless parent/students have requested, in writing, not to comply with said school requests.

The report card and other pertinent information will be brought up-to-date and sent home to the parents so it can be given to the receiving school.

The cumulative record and health record will be brought up-to-date. It will be sent to your new school district upon their request.

SCHOOL VISITORS

For the safety and security of our students, visitors to the building must check in and obtain a visitor pass. A photo ID may be required.

If you are meeting with staff, please make an appointment. School days are tightly scheduled for responding to student needs and staff collaboration. To make the best use of your time and ensure that the staff person you need to see will be available, please take a few minutes to call or email to schedule a time to meet. By doing so, you can be sure that the staff member will be available to speak with you and they will have the necessary information to respond to your questions.

Parents are always welcome to visit our school. We ask that parents not bring younger brothers or sisters to visit, as they distract the class from a normal routine. Students from other schools may not visit and spend the day at school.

Bringing visitors to school is not encouraged but has been allowed in special cases. Common courtesy suggests that you secure permission from the office in advance. Permission will not be granted to visitors

from nearby districts. We ask that parents not pick up their child and remove them from school for lunch. A parent may eat with their child in the main office. Please call ahead to make arrangements.

EMERGENCY DRILL

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

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

FIRE

The signal for fire will be the fire bell. The proper procedure is posted in each room close to the door. Students will be instructed by the teacher as to procedure. If students are asked to leave the building, they will exit quickly, without running, pushing or shoving. After the building has been evacuated and sufficient time has elapsed, the faculty member in charge will give an "all clear" signal and students are to return to their classes in an orderly manner.

TORNADO

The signal for a tornado is an announcement over the intercom. The proper procedure is posted in each room. Each student should assume a kneeling position with head down and hands clasped over the head. Remain in this position until the all clear has sounded.

EMERGENCY DRILLS

Emergency drills are safety drill procedures implemented to address emergency safety issues other than fire or tornado. Students will be instructed by the teacher as to procedure.

STUDENT ACTIVITIES

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Students attend field trips unless, for disciplinary reasons, the privilege is taken away. Students who are not attending field trips shall report to the office or designated area, during the field trip.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Parents will be notified of the field trips children will make. Students will be supervised during any field trip. If parents do not want their child to participate in these field trip experiences, they are asked to send a note or call the school.

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

STUDENT FUNDS AND FUNDRAISING

Students may raise funds for school activities upon approval of the principal. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

DANCES AND ACTIVITY DAYS

Dance and activity days are held periodically during the school year. Attendance at these types of activities are a privilege. Students may attend activities unless, for disciplinary reasons, the privilege is taken away.

EXTRA-CURRICULAR PROGRAM

RULES AND REGULATIONS

In order that the program of extra-curricular activities may be carried on under adequate and proper safeguards, the following regulations will govern the participants in these activities.

Groups meeting for after-school, evening or Saturday morning activities are restricted to the assigned area. Students shall not leave this area during the course of the meeting. Persons who are not members of the group may not attend. There must be a sponsor present.

Only regularly organized or officially recognized school groups may hold social functions in the school buildings or in the name of Southeast Polk School.

All social activities or events such as parties, picnics, etc., held in the school building or in the name of the Southeast Polk School, must first be approved by the principal and must be placed on the school calendar at least a week in advance of the proposed date. Such approval must be applied for, in person, by the faculty sponsor of the group or by a pupil committee officially designated by the sponsor and must include time, place and nature of proposed event or activity.

In order for a student to participate in any extra-curricular program, one must be in school for at least 3 1/2 hours of the regular school day.

Any Southeast Polk student serving an in-school suspension and the Suspension Program for violation of school rules will be eligible to practice for a co-curricular or extra-curricular activity but will be ineligible to participate in a performance or event. Any student serving an out-of-school suspension will be ineligible to practice or perform in an event until reinstated.

School equipment shall be returned upon the completion of a season or activity. Indefinite suspension from activities and a financial obligation shall result until the equipment is returned in acceptable condition or restitution is made. Equipment may be assigned during the summer months with the approval of the activities director.

Students transferring to Southeast Polk from another school district must transfer in good standing with their previous code of conduct to be eligible at Southeast Polk. Students will be ineligible until the length of suspension assigned by the previous school is completed.

Students must be enrolled and in good standing in a member or association member school.

Male and female athletes must complete an annual physical examination with certification from examining physician or approved personnel that the student can safely engage in athletics as well as a completed concussion form

Southeast Polk Junior High academic eligibility policy and dates apply to extra-curricular activities.

VIOLATIONS

Any student from whom there is a reasonable basis to believe, by a staff member or a law enforcement official or who admits to or at a judicial or administrative proceeding is found by a preponderance of evidence to have:

- Possessed alcoholic beverages with knowledge, intent and control thereof.
- Consumed alcoholic beverages.
- Attended functions (without their own parent or guardian supervision) where alcohol and/or controlled substances as they are defined by the Code of Iowa, without a legal prescription are present and being used illegally and not immediately leaving such functions.
- Possessed controlled substances as they are defined by the Code of Iowa without a legal prescription and with knowledge, intent and control thereof.
- Used controlled substances, as they are defined by the Code of Iowa and without legal prescription.
- Used or possessed tobacco, in any form.
- Committed stealing, damage to school property or other serious offenses, including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of his/her school; is a violation of the Good Conduct Rule.

A student may seek help from school officials with alcohol/drug/tobacco problems unrelated to a reported incident which involves a code violation. School officials shall notify parents and seek appropriate help for student without penalty.

ATHLETIC PROGRAM

Students may participate in the athletic program if they remain eligible in their academic work. A full interscholastic schedule is provided in football, basketball, wrestling, swimming, softball, volleyball, cross-country and track.

There are a number of sportsmanship rules that should be followed by all students. They are as follows:

- Remember that as a spectator you represent your school and community as much as any team member.
- Learn the rules of the game so that you can be an intelligent spectator.
- Support your team enthusiastically but with consideration and respect for the opponents, whether you are winning or losing.
- Express disapproval of rough play or poor sportsmanship by players representing your school.
- Express disapproval of any discourteous or abusive remarks from the sidelines.
- Applaud fine play or good sportsmanship by the/a visiting team.
- Be considerate of an injured visiting team member.
- Be courteous and friendly to visiting team members and spectators before, during and after the game in the school and in the community.

When you enter the junior high building, the scholastic and physical activities which you will be associated with should be looked upon as a job to be done, no different from the occupation that your parents are involved. School is not strictly to be all work and no play, but like any area in which you may encounter on completion of your education the work aspect comes first, followed by recreation.

It is our desire in the junior high school to provide you with as many educational experiences as possible which will result in making you a better individual for our growing society. Your actions and conduct will have tremendous influence on your success as a student and individual. It must be stressed that every activity in which you participate will be sponsored no differently from a class situation and the faculty member will be in charge and you will be responsible to that person. If at any time you fail to conform to these policies, disciplinary measures will be taken by the teacher, principal or both.

STUDENT CONDUCT GUIDELINES

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

Students who participate in extracurricular activities serve and should be acknowledged, as standout student ambassadors of the school district throughout the 365 days of the calendar year. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy.

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

The Southeast Polk Board of Education has approved this Student Conduct Guidelines.

Legal Reference: *Bunger v. Iowa High School Athletic Assn.*, 197 NW. 2d555281 I.A.C. 12.3 (8); 36.15 (1).

STATEMENT OF COMPLIANCE

The Southeast Polk Community School District will enforce this code of conduct for all co-curricular (extended requirements beyond regular school day associated with a credited class which meets during the regular school day) and all extra-curricular (an activity which meets outside of the regular school day and receives no credit) activities.

STUDENT PUBLICATIONS

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

- Students shall not publish or distribute materials which are obscene, libelous or slanderous.
- Commit unlawful acts.
- Violate school rules.
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity.
- Disrupt or interfere with the education program.
- Interrupt the maintenance of a disciplined atmosphere.
- Infringe on the rights of others.

DISTRICT NOTICES

ABUSE OF STUDENTS BY EMPLOYEES

Legislation has specific guidelines pertaining to what will be considered acts of physical or sexual abuse by school employees, including inappropriate as well as intentional sexual behavior towards students. All such

activities are clearly in violation of the policies of the Southeast Polk Community School District.

To ensure compliance, the associate superintendent, 515-967-4294, has been appointed as the district's Level I investigator, with a designated Level II as his alternate. If the complaint is found to be without grounds, the Level I investigator can cause the complaint to be dropped. If legal action is required, or the incident comes under the auspices of the Department of Human Services, then the appropriate agency is notified. The investigator may also refer the case to the Level II investigator, as can another person if they disagree with the Level I findings.

CHILD ABUSE NOTIFICATION

Neglect, sexual molestation, emotional abuse and any non-accidental physical injury suffered by a person under 18 years of age as a result of acts or omissions by parents, guardians or persons legally responsible for the child, is child abuse. School personnel, including nurses, teachers, counselors, and principals, are mandatory reporters of suspected child abuse must contact the Department of Human Services.

DISTRICT FEES

Textbook Fee.....	\$60
Student Activity Ticket (optional K-8)	\$40
Student Activity Ticket (optional 9-12)	\$50

In some instances, fees may be reduced or waived based on family income. To apply, see information in the School Nutrition Program section of this handbook.

A complete listing of fees can be found on the district website. Families who qualify for free or reduced meals may also qualify for free or reduced school fees. To be considered the required forms should be submitted within 30 days from the first day of school. If you are unable to pay fees, please contact the district business office. Unpaid fees are subject to collection.

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly 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 promote racial intolerance or hatred.

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.

HOMELESS STUDENTS

If you or your family lives in any of these situations: in a shelter, motel, vehicle or campground; on the street; in an abandoned building, trailer or other inadequate housing; doubled up with friends or relatives because you cannot find or afford housing, school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001.

You or your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- Continue in the school attended before you became homeless OR the school they last attended, if that is your choice and it is workable for your family. If a school sends your child to a building other than the one you request, the school must provide you with a written explanation and offer you the right to appeal that decision.
- Receive transportation to the school attended before your family became homeless OR the school they last attended, if you requested such transportation.
- Enroll in school without giving a permanent address. Schools cannot require proof of residence that prevents or delays school enrollment.
- Enroll and attend classes in the school of your choice even while the school and you try to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

Whenever you move, you should contact the school for help enrolling your child in the new school or arranging for your child to continue at the former school. For assistance, please contact any building principal, guidance counselor, school nurse, or the Homeless Liaison, at 967-4294.

HUMAN GROWTH AND DEVELOPMENT

Iowa law requires all Iowa school districts to provide instruction in human growth and development. The law requires the topics of personal development,

human sexuality, sex stereotypes and abuse and sexually transmitted diseases be addressed in some appropriate manner. Human Growth and Development curriculum overview can be reviewed at www.southeastpolk.org or by contacting your child's school office. If, after review, you decide you do not want your child to participate in the Human Growth and Development instruction, complete the **Pupil Excused from Instruction Form** and return it to the building principal.

PARENTAL RIGHTS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records and gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Permission is included in the annual school registration process.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327).

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

OPEN ENROLLMENT

Parents requesting open enrollment in and out of the school district for their student (1st through 12th grade) will notify the receiving and resident school districts no later than March 1 in the year proceeding the first year desired for open enrollment. The notice will be made on forms provided by the Department of Education, available on the district website – Parents | Enrollment & Registration | Open Enrollment.

Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause, as defined by the state of Iowa, for failing to meet the March 1 deadline may make an open enrollment request with supporting documentation in the same manner set forth above.

The board will take action on each open enrollment request.

The superintendent will notify the parents by mail within three days of the board's action to approve or deny the open enrollment request. Approved open enrollment requests will be transmitted by the superintendent to the resident and receiving district chosen by the parents within five days after the board's action on the open enrollment request. For further details, contact the Central Education Office, 515-957-3406.

SCHOOL PERSONNEL COMPLAINTS

The normal procedure for registering a complaint relating to a school matter or individual is to go directly to the person involved, i.e. the staff member or principal. State the problem and the concern in a discreet, courteous manner. If a staff issue is not resolved, any justified concerns should then be taken to the building principal and then, if not resolved, to the superintendent of schools. Complaints of a general nature such as disapproval of a textbook or library book should be written, dated and signed, and sent to the Southeast Polk district office.

TOBACCO-FREE AND DRUG-FREE

In an effort to provide a healthy, safe and productive environment, all district buildings vehicles, and grounds are tobacco free.

CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

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

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

The Board of Education has the following related policy that can be reviewed at the district website: 503.5 - Corporal Punishment

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website at www.educateiowa.gov

SECTION 504

Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who . . .

- Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function.

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

If there are questions, please feel free to contact the Director of Special Education, Section 504 Coordinator for the Southeast Polk Community School District, at (515) 957-3428.

EQUAL EDUCATIONAL OPPORTUNITY

Enrolled children in the school district community shall have equal opportunity for a quality public education. It is the policy of the Southeast Polk Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact;

Joseph M. Horton, Associate Superintendent, Affirmative Action Coordinator, Equity Coordinator and Title IX Coordinator,
Southeast Polk District Office
8379 NE University Ave.,
Pleasant Hill, IA 50327,

[\(515\) 967-4294](tel:(515)967-4294), joseph.horton@southeastpolk.org.

Inquiries or grievances may also be directed to the Iowa Civil Rights Commission, Des Moines, IA, 50319-0201, [\(515\) 281-4121](tel:(515)281-4121); or the U.S. Department of Education, Region VII Office of Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.

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

EQUAL OPPORTUNITY NOTICE OF NONDISCRIMINATION

It is the policy of the Southeast Polk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), 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,

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GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonable become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by

law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Southeast Polk Community School District Chromebook Computer Loan Agreement

One Chromebook laptop and charger are being loaned to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is and remains the property of the Southeast Polk Community School District of Pleasant Hill, Iowa, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this technology. The equipment will be returned to the school when requested by the Southeast Polk Community School District, or sooner, if the Student/Borrower withdraws from the Southeast Polk Community School District prior to the end of the school year.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the District's Code of Conduct, as well as, local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook laptop and on any school-owned computer.

The Southeast Polk Community School District network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

A protective plastic shell, identification and inventory labels/tags have been placed on the Chromebook laptop. These are not to be removed or modified. Students may put decals/stickers on the protective shell, but they must be appropriate. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the actual Chromebook laptop surface.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Iowa statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of the Chromebook laptop is \$220. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by the Southeast Polk Community School District.

PLEASE READ THE ASSURANCES ON THE BACK OF THIS FORM

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a Chromebook laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"> • I will supervise my son's/daughter's use of the Chromebook laptop while at home. • I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/daughter's use of the Internet. • I will not attempt to repair the Chromebook laptop. • I will ensure my child report to the school any problems with their Chromebook in a timely manner. • I will make sure that my son/daughter 	<p>Your Chromebook laptop is an important learning tool and is for educational purposes only. In order to take your Chromebook laptop home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> • When using the Chromebook laptop at home, at school, and anywhere else I may take it, I will follow the policies of the Southeast Polk Community School District - especially the Student Code of Conduct - and abide by all local, state, and federal laws. • I will treat the Chromebook laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. • My Chromebook laptop is my responsibility and will stay in my possession at all times. • I will not modify any software on the Chromebook laptop.

<p>recharges the Chromebook laptop battery nightly and have it ready for school.</p> <ul style="list-style-type: none"> • I will make sure my son/daughter brings the Chromebook laptop to school every day. • I agree to make sure that the Chromebook laptop is returned to the school when requested and upon my son's/daughter's withdrawal from the Southeast Polk Community School District. 	<ul style="list-style-type: none"> • I will honor my family's values when using the Chromebook laptop. • I will not release personal information to strangers when using the Chromebook laptop. • I will bring the Chromebook laptop to school every day. • I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. • I will clean my Chromebook laptop using only the cleaner provided by the district. • I will recharge the Chromebook laptop battery nightly. • I will return the Chromebook laptop when requested and upon my withdrawal from the Southeast Polk Community School District.
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