

# Saydel High School



## Student & Family Handbook 2024-2025

## Student Hours:

### Saydel High School

#### Phone Extensions

Dial 262-9325 and then dial the appropriate extension

Attendance	1
Activities	2
Guidance	3
Administrators	4
Main Office	0

### Saydel High School Office Hours

Monday – Friday, 7:15 AM - 3:45 PM

Doors open into the building at 7:30 AM

### Daily Schedule

#### Monday - Friday

Period	Start	End				
1	7:55 AM	8:42 AM				
2	8:45 AM	9:32 AM				
Advisory	9:35 AM	9:57 AM				
3	10:00 AM	10:47 AM				
4	10:50 AM	11:37 AM				
5A	12:09 PM	12:56 PM		1st Lunch	11:37 AM	12:07 PM
5B	11:39 AM	12:26 PM		2nd Lunch	12:26 PM	12:56 PM
6	12:58 PM	1:45 PM				
7	1:48 PM	2:35 PM				
8	2:38 PM	3:25 PM				

Note: Breakfast is served daily, when school is in session, from 7:30 - 7:55 AM

## **Foreword**

This handbook is a guide to help you plan your courses and activities in order to obtain the maximum benefits from your high school years. The faculty, administrators and Board of Directors believe you will be a better student if you are properly informed of your responsibilities to yourself and your school. Sharing the contents of this handbook with your parents is your responsibility.

The Saydel Community School District does not discriminate on the basis of race, creed, color, religion, national origin, sex, marital status, sexual orientation, gender identity, socioeconomic status or marital status.

## **Welcome to Saydel High School**

Dear Students, Parents, and Saydel Community,

I am very excited to welcome you to another fantastic year at Saydel High School. We appreciate your time and commitment to our school and to your student's education. In this document, you will discover the procedures, expectations, and culture of our school community. We offer our students hundreds of course offerings. This includes taking courses through DMACC and Des Moines Central Campus. We also have numerous extra-curricular activities to choose from. Like the great Mike Ditka would say, "Success is about taking advantage of opportunity." We encourage you and your family to take full advantage of all Saydel High School has to offer.

At Saydel High we strive to embody the district's mission of meeting the unique learning needs of each student. To achieve this, we have an intense focus on academic excellence and each student's social, emotional, behavior, and mental health (SEBMH). We are constantly building relationships with students, families, and the community to truly support each of our students. We strive to provide each student with the support they need to achieve their goals and leave an Eagle Legacy that will encourage others to achieve their goals.

The resources we provide for our students enhance the learning experience for all. Each student at Saydel High School is issued a Chromebook. These tools combined with high-quality teaching help us prepare our students for life after high school. As we continue to enhance our curriculum, we are focused on providing students with career strands to not only engage them, but also prepare them for when they graduate.

We push each student to create an Eagle Legacy that they and their family will be proud of and that others will use as an example to better themselves. We are unable to do this alone and we must build a partnership to serve each of our students. Every great partnership requires great two-way communication. We will communicate extensively with students and parents about student learning and school programs. This communication will take place through our [website](#), [PowerSchool](#), [Facebook](#), [Twitter \(@SaydelHS\)](#), [Schoolology](#), etc. We will also communicate weekly and monthly through emails and phone calls. With this in mind, please verify that we have your most updated contact information for your family. Please contact us at any time with any questions you may have, improvements that we can make, or assistance we can provide. You can also use the link below my signature to schedule a meeting with me.

Always remember that your legacy is read tomorrow but it is being written today. Like Marcus Garvey once said, "Take advantage of every opportunity; where there is none, make it for yourself."

Sincerely,  
Wm. Crosby  
Principal

## SAYDEL BOARD OF EDUCATION

Gary Christensen, II– President  
Michael Mortensen – Vice President  
Julie Jennings  
Samantha McNeeley  
Jimmy Van Der Kamp  
Jennifer Van Houten  
Tricia Zies

## SAYDEL DISTRICT ADMINISTRATION

Todd Martin – Superintendent of Schools  
Traci Lust– Executive Director of Schools  
Amber Ray –Executive Director of Business Services  
Katie Despotovich – Director of Special Education  
Eric Green - Food Service Supervisor  
Tom Lust – Director of Buildings and Grounds  
Alex Stubbers - Director of Programs and Services  
Levi Hunerdosse - Activities Director

## SAYDEL HIGH SCHOOL STAFF

<p><b>Administration</b> William Crosby – Principal Shannon Mohling – Associate Principal Levi Hunerdosse - Activities Director</p> <p><b>Administrative Assistants</b> Jeanette Plascencia – Main Office Shannon Riddlebarger - Activities Leslie Nedved – Guidance</p> <p><b>Nurse</b> Rachel Demastus</p> <p><b>Art</b> Karli Killian</p> <p><b>Business</b> Rebecca Epane</p> <p><b>Family and Consumer Science</b> Emilee Bilharz</p> <p><b>Industrial Technology &amp; Agriscience</b> Tracey Coffland</p> <p><b>Spanish</b> Mallory Van Steenwyk</p> <p><b>iJAG</b> Maya Johnson Sadie Nymeyer</p> <p><b>Instrumental Music</b> Stephen Kellar</p> <p><b>Vocal Music</b> Ozzie Sanchez</p> <p><b>Physical Education/Health</b> J.R. Gebhart Steve Gebhart</p>	<p><b>Language Arts</b> Sherry Keegan-Bayeur Caroline Peetz Meredith Peetz</p> <p><b>Mathematics</b> Rod Cobian Marcey Norland Cindy Percival</p> <p><b>Science</b> Eric Clausen Tristen Ingle Kathy Meitl Hayley Pratt</p> <p><b>Social Studies</b> Cody Johnson Travis Schott Melissa Soper</p> <p><b>Special Education</b> Scott Bixby Brenda Brown Chris Mund Lora Murray David Musser</p> <p><b>Extended Learning</b> Madeline Glidewell</p> <p><b>Emergent Bilingual Teacher</b> Ashley Fredrick</p> <p><b>Eagle Academy/Gear Up Iowa</b> Justin Russell</p> <p><b>Success</b> Craig Wederquist</p> <p><b>Master Teachers</b> Kathy Meitl Justin Russell</p> <p><b>Guidance</b> Shannon Larson</p>	<p><b>Social Worker</b> Samantha Kluesner</p> <p><b>Community School Coordinator</b> Bree Meyer</p> <p><b>Teacher Associates</b> Heather Claude Kim Roberts Chase Tennant</p> <p><b>Library Associate</b> Michelle Vitiritto</p> <p><b>Kitchen Production Manager</b> Eric Green</p> <p><b>Food Service Staff</b> Erica Hernandez Janet Kimrey Heather Nelson Shantae Simon</p> <p><b>Custodians</b> Missy Brown Jim Larson Jenn Rice</p>
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## **A. STUDENT ATTENDANCE**

### **1. Entrance - Admissions ([Board Policy 501.4](#))**

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

The Board will require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. It will be within the discretion of the Superintendent to determine satisfactory evidence for proof of age.

Prior to enrollment, the parent/guardian will be asked to provide the school district with his/her health, dental, vision, and current immunization record. Failure to provide immunization records within the time period set by the Superintendent will be reason for denying admission to the student.

### **2. Student Transfers (reference [Board Policies 501.6](#) and [501.7](#))**

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district, as mandated by state regulations.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the Superintendent will make the grade level determination. The Superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the Board.

The Superintendent will determine the number of credits to be transferred. If the student has not previously attended an accredited school, it is within the Superintendent's discretion to accept or reject credits or grades. The Board may deny admission if the student is not willing to provide the Board with the necessary information.

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district, as mandated by state regulations.

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they will notify the principal/counselor in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, etc. They must also have their sign-out sheet signed by someone in the school kitchen (head cook) regarding their hot lunch account.

The notice will state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents will notify the principal/counselor in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records. Parents have the right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the principal/counselor that the student is receiving competent private instruction and file the necessary competent private instruction reports with the Director of Curriculum and Student Services at the district office.

### **3. Open Enrollment Transfers (reference [Board Policies 501.14](#) and [501.15](#))**

The school district will participate in open enrollment as a receiving and sending district. Open enrollment forms are available at the District Office or on the [Iowa Department of Education website](#).

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the Board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Parents of students whose open enrollment requests are approved by the Board will be responsible for providing transportation to and from the receiving school district without reimbursement. The Board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation. The Board will not approve transportation into the sending district.

An open enrollment request from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the original school district until the final determination is made.

#### **4. Compulsory Attendance ([Board Policy 501.3](#))**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Board. Students will attend school the number of days school is in session in accordance with the school calendar. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationary approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving competent private instruction; or
- are receiving independent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

#### **5. Dual Enrollment Students (reference [Board Policy 604.7](#))**

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district will apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, and payment of the fees required for participation.

#### **6. School Building Attendance Hours**

Saydel High School	7:55 AM – 3:25 PM
Woodside Middle School	7:45 AM – 3:15 PM
Cornell Elementary	8:05 AM – 3:35 PM

#### **7. Truancy – Unexcused Absences ([Board Policy 501.10](#))**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Any enrolled student who is absent from school without the knowledge and permission of the parent/guardian or the knowledge of school authorities will be considered truant. Any student who is absent from school without approval more than five (5) days in part or whole during any one semester will be considered a chronic truant.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the Board.

Students are subject to disciplinary action for truancy. It will be within the discretion of the principal/assistant principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

A concentrated effort will be made to prevent and remedy truancy in its early stages. School personnel, wherever possible and as much as possible, will seek the cooperation from parents/guardians in remedying truancy. In an attempt to keep the channels of communication open, the parent/guardian of a student will be contacted in every instance of a suspected unexcused absence or truancy.

The principal, assistant principal, counselor(s), and/or social worker will work together to determine the cause for a student's truancy. If they are unable to secure the truant student's attendance, they should discuss the next step with the Superintendent. If after this action, the student is still truant, the principal or assistant principal will refer the matter to the county attorney. The principal or the assistant principal, or designee, will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It will be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

## 8. Attendance Procedure

Regular attendance at school and classes is essential for students to obtain the maximum opportunities from the educational programming Saydel provides. Attendance and engagement are important for the following reasons:

- **Academic Achievement:** Regular attendance ensures that students receive the full benefit of the curriculum. Missing classes means missing out on key lessons, discussions, and activities that contribute to academic understanding and performance.
- **Skill Development:** School attendance helps students develop essential skills such as critical thinking, problem-solving, and communication. These skills are often honed through classroom interactions, group projects, and hands-on activities.
- **Social Interaction:** Attending school allows students to interact with their peers and teachers, building important social skills. These interactions help students learn how to work collaboratively, resolve conflicts, and appreciate diverse perspectives.
- **Routine and Discipline:** Regular attendance helps students develop a routine and understand the importance of discipline and time management. These habits are valuable for success in both academic and professional settings.
- **Educational Opportunities:** Being present in school provides access to a range of educational resources and opportunities, such as extracurricular activities, special programs, and access to libraries and laboratories.
- **Support and Guidance:** Teachers and school staff provide support and guidance that can help students with both academic and personal challenges. Regular attendance ensures that students can take advantage of this support system.
- **Future Success:** Consistent attendance is linked to higher graduation rates and better job prospects. Employers often look for candidates who demonstrate reliability and commitment, traits that are reflected in consistent school attendance.

Recent legislative updates in Senate File 2435 further define the attendance process for students. A student is considered Chronically Absent if they miss more than 10% of the time in the grading period. A student who misses more than 20% of the time in a grading period is considered Truant.

Saydel will be sending out parent communication letters once a student reaches 10% absenteeism regardless of the reason for the absence. If a student were to reach 15% absenteeism the district is required to set up an Engagement Meeting with the student and parents. At this meeting, an Absenteeism Prevention Plan will be created to assist with improving student outcomes. At 20% absenteeism, the school district will be moving forward with the truancy process through the Polk County Attorney's Office.

The following are recognized as excused absences from school:

- Missing school due to legitimate medical reasons (After five missed days of school due to illness a doctor's note is required. If a doctor's note is not provided, the child will be marked as "unexcused".)
- Saydel sponsored/approved activities
- Prearranged college visits/Internships
- Court hearings with documentation by a court of record or judge
- Attending religious services or receiving religious instruction;

The following are examples of unacceptable excuses that are considered unexcused absences from school:

- oversleeping
- transportation issues
- weather conditions
- family vacations
- family conveniences
- failure to clear up an absence within one day
- student in the building and fails to report to class
- absence from class to do work for another class

### Attendance Procedure

A student's attendance becomes part of their school record. Students or parents must supply reasons for the absence from school by 3:00 p.m. on the day of return. An absence will be classified as unexcused if notification does not occur by 3:00 p.m. on the day of return. The following procedures should be followed when dealing with attendance:

- Call the school – Parents are asked to notify the school by phone on the day of the student's absence. If the school is not contacted during an absence, the school will attempt to contact parents.
- Admit—When returning to school, students should provide notes from doctors, orthodontists, or other documentation. If a student arrives late to school or is returning from an appointment, the student must sign in at the office before proceeding

to class. If a student's absence has not been resolved on the day of return, the student must acquire an admit from the office before entering class.

- Leaving during the school day – Students leaving during the school day are required to check out with the office. Parent contact in the form of a phone call, dated note, or in person will be required before the student can check out. Students are not released to anyone other than their parents unless the office receives written or verbal notification.
- Illness at school – A student who becomes ill during the school day **must** report to the school nurse. The nurse will determine the extent of the illness. Parents will be called if a student needs further attention or is to be excused from school.
- Make-up assignments - When a student is absent, it is the responsibility of the student to contact his/her teachers to obtain missed assignments and instruction (the work may be more rigorous to account for the loss of intangible academic value due to the absence). Students shall receive full credit for schoolwork made up due to absences. PowerSchool is an excellent resource to check for missed assignments.

## **9. Tardy Policy**

Students are expected to be in class on time because time in the classroom is essential for student learning. Students arriving after the bell and within the first 10 minutes of class are considered tardy.

The following outlines consequences for unexcused tardies:

- 1<sup>st</sup> tardy per class – teacher interaction with student notification
- 2<sup>nd</sup> tardy per class– teacher interaction with student notification
- 3<sup>rd</sup> tardy per class – detention, parent contact by teacher
- 4<sup>th</sup> tardy per class– detention, parent contact by teacher
- 5<sup>th</sup> tardy per class– detention, parent contact by teacher
- 6<sup>th</sup> tardy and each subsequent tardy per class– office referral, detention and potentially additional intervention

## **10. Open Campus**

To qualify for open campus

- The students must have parent permission, on-track for graduation and their own transportation.
- When students do not have a class in session they are expected to be out of the building or in the media center.

Students will not be allowed to leave for lunch. Students can not utilize a service to have food delivered (i.e. DoorDash, Grubhub etc.)

This pass may be revoked if the student does not follow the guidelines or does not meet the qualifications for the pass.

Students who have their open campus revoked will not be allowed to leave the school during their open campus period and must report to the media center. .

# **B. STUDENT ACHIEVEMENT**

## **1. Student Progress Reports and Conferences (reference [Board Policy 505.1](#))**

Students will receive a progress report at the end of each nine-week grading period. The Board encourages the notification to students and parents not making satisfactory progress, or those who have made marked improvement prior to the end of the semester.

Parent-teacher conferences will be held two times a year at the elementary, middle school, and high school levels to keep the parents informed.

Parents, teachers, or principals may request a conference for students in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

## **2. Standardized Tests**

Students are given standardized tests multiple times during the year. These tests are used to determine academic progress for individual students, for groups of students and for the school district.

## **3. Grading Policy**

The purpose of student grading is to provide a representation of student progress and learning throughout a given semester. The semester grade is used to determine student grade point average and is recorded on a student's transcript.

More detailed information can be found in the Saydel Community School District's [website](#).

## **4. Human Growth and Development (reference [Board Policy 603.5](#))**

As part of their health education, 1st through 12th grade students will receive instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, human growth and development, substance abuse and non-use (including the effects of alcohol, tobacco, drugs and poisons on the human body), human sexuality, self-esteem, stress management, interpersonal relationships, emotional and social health, health resources, prevention and control of disease, and communicable diseases (including acquired immune deficiency syndrome). The purpose of the health education program is to help each student protect, improve, and maintain physical, emotional, and social well-being.



The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that their student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the Superintendent. The Superintendent will have the final authority to determine the alternate activity or study.

### **5. Student Assistance Team**

The District's Student Assistance Team (SAT) is designed to provide students help with a variety of challenges. The program provides students with confidential counseling, referral, and support in seeking solutions to identified needs. Teachers will utilize academic and behavior data to determine which students they would like to discuss at SAT in order to problem-solve and explore available resources. Referral process will be utilized for students to be brought to the SAT team.

### **6. Inspection of Educational Materials (reference [Board Policy 605.2](#))**

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, audio visual resources, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Director of Curriculum, Instruction and Assessment at 264-0866.

### **7. Academic Honors**

An academic honor roll will be determined at the end of each quarter. The Gold Honor Roll is established for students attaining a G.P.A. of 4.00 or higher for the semester. The Green Honor Roll is established for students attaining a 3.00-3.99 G.P.A. for the semester.

To earn an academic letter, a student must achieve a 3.25 grade point average on a four point scale for two consecutive semesters. The 3.25 grade point average will be calculated only on semester grade point averages, not quarter grades. A student must take six academic subjects each semester of their freshman, sophomore and junior years.

Students are given the Saydel chenille letter for the first time they earn a letter in any activity—sports, music, or academic. An academic pin or bar will be presented to those students who meet the academic letter requirements and have already received their Saydel chenille letter.

### **8. Academic Honesty**

When a teacher assigns a task to assess learning, they assume that the work they evaluate was produced by the student whose name appears on the assignment. Instances of academic dishonesty are taken very seriously. Students who display academically dishonest behaviors will be asked to redo the assignment. Additional consequences may also accompany the academically dishonest behavior. The following is not intended to be a comprehensive list, but instead, clarify behaviors that are considered academically dishonest:

- obtaining a copy of a test or scoring device
- copying another student's answers
- providing another student with answers or test questions
- presenting someone else's work as their own (plagiarism)
- using unauthorized materials during assessments
- **utilizing AI technology to produce work**

### **9. Advisory and Flex Time**

The role of **Advisory Time** is to ensure that each student:

- Consistently monitors academic progress
- Has access to staff support in meeting the needs of their academic growth
- Has a heightened awareness of his/her own personal progress towards academic achievement
- Has time within the school day to access staff for enrichment or extension opportunities

### **10. Student Classification**

Students need to make yearly progress toward credits needed to graduate. Each semester, students must be registered for at least six classes plus physical education. Permission for an exception to this class load may be granted by the principal. If a student does not have the credits to be classified at the grade level, he/she will be designated at the grade level consistent with their credits. This will affect their registration for classes, attending events, class meetings, and other significant events. The following are the grade classifications:

- 10<sup>th</sup> grade – 12.5 credits
- 11<sup>th</sup> grade – 24.5 credits
- 12<sup>th</sup> grade – 36.5 credits

## **11. Post-Secondary Enrollment Options**

The Post-Secondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits and provide a wider variety of options to high school students.

Students who are in 11<sup>th</sup> and 12<sup>th</sup> grade are eligible to participate as well as 9<sup>th</sup> and 10<sup>th</sup> grade students who have an extended learning plan. The school district may pay up to \$400 of the cost of a course. However, students may be required to purchase equipment or supplies that will become the property of the student. The school district does not pay for the cost of summer courses. However, summer school classes are eligible for credit.

In order to be eligible to take post-secondary classes students meet at least one of the following to qualify:

- Proficiency on ISASP reading and math
- Proficiency on the most recently administered Fastbridge
- Students scoring proficient in high school classes linked to the college class.
- Have a cumulative GPA above 2.0
- Administrative approval

## **12. Updated Course Selection Guide**

As of SY2024-2025

Health has been removed as a graduation requirement as of the graduating class of 2025. Health will still be taught each year but will not be required to graduate. CPR will still be required for graduation.

. Course Audits: Students are able to audit a previous class that they earned a credit for by retaking the class and completing all course work associated with the course. Student's transcript will be updated with the new grade earned for the class and the previous class will be transcribed as an "audit". Students can audit one class per semester and only two classes in their high school career.

## **13. Commencement**

Students who are in good standing with high school administration and who meet the graduation requirements set by the Board are allowed to participate in the graduation ceremony and in senior activities. Students are not required to participate in the graduation ceremony.

Students do not have an undisputed right to receive a diploma at a commencement ceremony. If the student has committed some egregious misbehavior, the student may be banned from taking part in graduation exercises and the diploma will be mailed to the student.

## **14. Graduation Requirements**

Graduation from high school should mean that the student has accomplished some definite goals that were established early in the high school program with the help of parents, teachers and counselors. The Iowa Department of Education and the Saydel Board of Education prescribe certain requirements for graduation in order to provide pupils with a carefully planned program that will be of greatest value to them.

A credit is earned for the successful completion of an academic course that is one semester in length and meets one period per day.

<u><b>English - 8 credits</b></u> English 9 – 2 English 10 – 2 American Literature – 2 English 12 Electives– 2 (Recommendation of AP Literature for post-secondary education)	<u><b>Social Studies–6 credits</b></u> U.S. History – 2 World History – 2 Government – 1 Economics – 1
<u><b>Math – 6 credits</b></u> Algebra 1 – 2 or Algebra 1.0 and 1.5 - 4 Geometry – 2 Math Elective - 2 (Students must pass classes through Algebra 2 to be eligible for admissions into a Board of Regent University including Iowa, Iowa State and UNI)	<u><b>Science – 6 credits</b></u> Physical Science – 2 Biology – 2 Science Elective – 2 (Recommendation of Chemistry for post-secondary education)
<u><b>CPR is required</b></u>	
<u><b>Physical Ed. – 2.5 credits</b></u>	
<u><b>Electives – 20 credits</b></u>	
<b>TOTAL CREDITS – 48.5 CREDITS</b>	

## 15. Early Graduation

Students who meet the graduation requirements set by the Board of Education prior to the end of their senior year may apply to the principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of both superintendent and principal.

## 16. Grade Point Average & Weighted Class Procedures

All transfer students will begin their year with the GPA they transferred in regardless of past participation in coursework qualifying for weighting

### Weighted Courses:

To encourage student participation in college-level and career preparation courses, students are eligible to receive weighted grading for approved courses. Any new courses approved by the Board must indicate if weighted grading is requested. Guidelines for identification for course weighting are as follows:

- ALL AP courses
- ALL DMACC Concurrent Enrollment Courses
- PSEO Courses that transfer/are accepted for credit to Regent Universities
- Credit transferred in from accredited Colleges & Universities that meets district criteria to award credit. Weighting for these courses will be awarded upon request on a case-by-case basis. Typical examples include Drake and Grandview. Students will see their counselor or administrator to initiate the request for weighted credit in these circumstances.
- Select Career Advantage Courses

## **C. STUDENT RIGHTS AND RESPONSIBILITIES**

### 1. Student Appearance (reference [Board Policy 502.1](#))

The Board believes inappropriate student appearance causes disruption to the school environment and may present a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity or reference to prohibited conduct are not allowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of an administrator, a student's appearance

or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

No student on or about school property or at any school activity shall wear, possess, use, distribute, or display gestures, jewelry, emblems, badges, symbols, signs, colors, or any other things, which are evidence of membership in or affiliation with any gang.

### **High School Dress Code**

Faculty members are permitted to specify a dress code for field or activity trips.

A student will be required to change his/her clothing if the dress code policy is not followed. Continued referrals to the office for dress code violations will be considered insubordination.

Clothing or other apparel that displays the following may not be worn: promotion of alcohol, tobacco, or drugs; obscene material; profanity; vulgar statements; gang symbols; hate messages; sexual innuendoes; suicide; intolerance; violent messages; or other messages which are interpreted as being inappropriate or offensive. In addition, clothing that calls undue attention to anatomical details or undergarments may not be worn.

Shoes or sandals must be worn at all times. In addition, sunglasses cannot be worn.

## **2. Care of School Property/Vandalism (reference [Board Policy 502.2](#))**

Students will treat school district property with care and respect. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district, and their parents will be responsible for that reimbursement. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

## **3. Student Complaints and Grievances ([Board Policy 502.4](#))**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If a licensed employee cannot resolve the complaint, the student may discuss the matter with the principal within two school days of the employee's decision. If the principal cannot resolve the matter, the student may discuss it with the Superintendent within two days after speaking with the principal.

If the Superintendent does not satisfactorily resolve the matter, the student may request to speak to the Board within seven days of the Superintendent's response. The Board determines whether it will address the complaint.

## **4. Student Lockers ([Board Policy 502.5](#))**

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It will be the responsibility of each student to keep his/her assigned locker clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advanced notice, in compliance with Board policy regulating search and seizure.

## **5. Weapons (reference [Board Policy 502.6](#))**

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

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

Parents of students found to possess a weapon or dangerous object on school property will be promptly notified. Possession or confiscation of weapons or dangerous objects and look-alikes will be reported to the law enforcement officials, and all such confiscated weapons or dangerous objects and look-alikes will be turned over to the Polk County Sheriff's Office. A student in possession of a weapon or dangerous object will be subject to disciplinary action, including suspension or expulsion.

Students bringing a firearm onto school property/buildings/grounds will be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent will have the authority to recommend this expulsion requirement be modified for a

student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poisonous gas, or otherwise defined by applicable laws.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include, but are not limited to, knives, hand-held crossbows, metal pipes, chains, nunchucks, throwing stars, katana or other swords, metal knuckles, blackjacks, fireworks, explosives or other chemicals, or simulated weapons, or otherwise defined by applicable laws.

Weapons under the control of law enforcement officials will be exempt from this policy. The Principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display will also be exempt from this policy. It will be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

#### **6. Tobacco – Alcohol - Drugs (reference [Board Policy 502.7](#))**

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The Board believes such illegal, unauthorized or contraband materials generally cause disruption of the school environment or present a threat to the health and safety of students, employees or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, e-cigarettes or like substances, tobacco or tobacco products, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance will be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the Board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

#### **7. Anti-bullying/Anti-Harassment ([Board Policy 105](#))**

The Saydel Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student's person or property.
  2. Has a substantial detrimental effect on the student's physical or mental health.
  3. Has the effect of substantially interfering with a student's academic performance.
  4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

**Filing a Complaint ([Board Policy form 105.E1](#))**

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

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

**Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Student Services and Special Education Aimee Rhode (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent or the Superintendent's designee shall also be responsible for developing procedures regarding this policy.

**Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**Publication of Policy**

The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

**INVESTIGATION PROCEDURES**

Refer to [Board Policy Code No. 105.R1](#) on the district website.

**8. Internet/Email – Appropriate Use ([Board Policy 605.6](#))**

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

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may be permitted to use the address to send and receive mail at school.

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

child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

## 9. Student Acceptable Use of Technology ([Board Regulation 106.R2](#))

### Student Acceptable Use Statement

This statement applies to all Saydel Community School District students. Use of technology-based resources within the school district, even when carried out on a privately owned computer or device that is not managed or maintained by Saydel Community School District, is governed by this statement that defines board policy. It also applies to technology-based resources, owned by the district, being used off of school property.

### Purpose

The purpose of this statement is to ensure a technology-based infrastructure that promotes the mission of the Saydel Community School District. In particular, this Statement aims:

- To promote the use of technology-based resources in instruction that furthers the mission of the District;
- To ensure the integrity, reliability, availability, and superior performance of all technology-based resources;
- To ensure that use of technology-based resources is consistent with the mission, goals and policies that govern use of Saydel Community School District facilities and services;
- To interpret the Saydel Board of Education's Acceptable Use Policy;
- To ensure that technology-based resources are used for their intended purposes; and
- To establish a policy for addressing misuse.

### Statement Sections

#### Appropriate Use of Technology-based Resources

- A. Appropriate Use. Technology-based resources may be used only for their authorized purposes, which support the mission of the Saydel Community School District. The particular purposes of any technology-based resource, as well as the nature and scope of authorized, incidental personal use may vary according to the educational needs of the student.
  1. Personal devices, including but not limited to, cell phones, smart phones, mp3 players, notebooks, personal electronic devices, and games may be used to enhance educational goals. The use of these devices is not appropriate when it interferes with the educational environment.
  2. District devices. The District will seek ways to enhance educational goals and the educational environment by infusing innovative uses of technology into the curriculum.
- B. Proper Authorization. Students are entitled to access only those elements of the technology-based resources that are consistent with their authorization. Internet and email access is a privilege granted to Users to carry out the mission of the District.
- C. Education Use. Any personal use is not private and is subject to this statement. Personal use must be incidental, occasional and kept to a minimum. Electronic communications reflect the District's image. They should be courteous and ethical. Because the District is a public institution, Users should have no expectation of privacy. Users are expected to understand and follow proper etiquette when using technology, including email.
- D. Specific Prohibited Uses. The following categories of use are inappropriate and prohibited:
  1. Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others.
  2. Use that is inconsistent with the Saydel Community School District non-profit status. This includes the use of any district technology for commercial use, such as advertising or promoting any product or service that is not an approved district function or fundraising activity.
  3. Use that suggests Saydel Community School District's endorsement of any political candidate or ballot initiative.
  4. Use that harasses, threatens or bullies.
  5. Use that indicates or suggests pornography.

6. Use of inappropriate language.
7. Use that damages the integrity of district or other technology-based resources. This category includes, but is not limited to, the following activities:
  - a. Attempts to defeat system security.
  - b. Unauthorized access or use.
  - c. Disguised use, using or attempting to use, User names, passwords, folders, or work that belongs to others.
  - d. Modification or removal of data or equipment without specific authorization.
  - e. Use of unauthorized devices without specific authorization. The use of private equipment on the District's internal network must be approved in advance. The equipment will be inspected for appropriate protection from virus, spyware, malware, or other programs that may damage or compromise the security of the network.
  - f. Use of technology that consistently uses or excessively uses network resources for non-academic uses. Examples include network feeds, weather programs and real-time conference features.
  - g. Use in violation of civil or criminal law at the federal, state, or local level. Transmitting or receiving any material, information or software in violation of federal, state or local laws and regulations, including material protected by trade secret or copyright guidelines.
8. Personal use of internet, social networking and communication tools that conflict and/or interfere with academic time.
9. Use in violation of district contracts. All use of technology-based resources must be consistent with the District's contractual obligations, including limitations defined in software and other licensing agreements.
10. Use in violation of district policy. Use in violation of other district policies also violates this statement. Relevant district policies include, but are not limited to, those regarding sexual harassment and racial and ethnic harassment, as well as district and building policies and guidelines.
11. Use that transmits pornography, anarchy, racism, treason, or discrimination.
12. Use in violation of external data network policies. Users must observe all applicable policies of external data networks when using such networks.
- E. Personal Account Responsibility. Students are responsible for maintaining the security of their own accounts and passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization by the applicable systems administrator.
- F. Data Access. Students will only access data appropriate to their educational needs. Confidential data will only be shared or disseminated in appropriate circumstances.
- G. Use of Security Scanning Systems. By attaching privately owned personal computers or other technology-based resources to the District's network, Users consent to district use of scanning programs for security purposes on those resources while attached to the network.
- H. Warranty. The District makes no warranties of any kind, expressed or implied, for technology-based resources provided to students. Resources such as files stored on the network are not backed up. Any storage is provided as a convenience to the student and no assurance is made as to the integrity or reliability of that storage.
- I. Network Etiquette. Users will be expected to abide by the following network etiquette:
  1. The use of the school network is a privilege and may be taken away for violation of Board policy or regulations. As a User of the Internet, students may be allowed access to other networks.
  2. Users will respect all copyright and license agreements.
  3. Users will cite all quotes, references and sources.
  4. Users will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

#### Monitoring and Sanctions

- A. Systems Monitoring. The District unconditionally reserves the right to monitor and examine any and all files on district computers and servers and all network and systems activity. This includes any non-district owned technology-based resources brought into the District.
- B. User Access Deactivations. The District, through the appropriate district administrator, may deactivate a User's privileges when necessary, whether or not the User is suspected of any violation of this statement, to preserve the integrity of facilities, User services or data.
- C. Reporting Observed Violations. If an individual has observed or otherwise is aware of a violation of this statement, but has not been harmed by the alleged violation, he or she may report any evidence to the appropriate administrator.
- D. Legal Liability For Unlawful Use. In addition to district disciplinary action, Users may be subject to criminal prosecution, civil liability, or both, for unlawful use of any technology-based resource.
- E. Penalties. Individuals found to have violated this statement may be subject to penalties provided for in other district policies, statements or guidelines dealing with the underlying conduct. Violators may also face specific penalties, including temporary or permanent reduction or elimination of some or all technology-based resource privileges. The appropriate penalties will be determined by the applicable administrative authority.
- F. Damages. The District reserves the right to charge a User for physical damages or electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the User.

### 1. Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:



- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may contact us at the following address: Family Policy Compliance Office/U.S. Department of Education/400 Maryland Avenue, SW/Washington, D.C. 20202-5920

## **11. Substitute Teachers**

A substitute teacher will periodically teach students. The most common reason for using substitute teachers occurs when the regular teacher is ill or on a special leave. Students are expected to be courteous to substitute teachers.

## **12. Student Transportation/Use of Video Cameras on School Buses (reference [Board Policy and Regulations 711.2](#), [711.2R1](#) and [711.2R2](#))**

Students utilizing school transportation will conduct themselves in an orderly manner, with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It will be the responsibility of the driver to report misconduct to his/her supervisor.

The Board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The real and electronic files are student records subject to school district confidentiality, Board policy and administrative regulations.

A Building Administrator or designee will have the authority to suspend transportation privileges of the student or impose other appropriate discipline for unacceptable behavior.

It will be the responsibility of the Superintendent, in conjunction with the building principals, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

## **13. Restraint, Physical Confinement, and Corporal Punishment**

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- A. Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.

- To obtain possession of a weapon or other dangerous object(s) within a student's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

B. Using incidental, minor, or reasonable physical contact to maintain order and control.

## **D. Behavioral Expectations**

### **1. Positive Behavioral Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is based on the idea that students learn appropriate behavior in the same way they learn to read—through instruction, practice, feedback, and encouragement.

Key features of PBIS include:

- clearly defined positive expectations and behaviors,
- teaching of expected behaviors,
- recognition of meeting expected behaviors,
- monitoring and correcting errors in behavior,
- using data-based information for decision-making, monitoring, and evaluation.

### **2. Building-Wide Expectations**

Students at Saydel High School are expected to be **Safe, Happy, Engaged and Respected**.

<b>Behavioral Expectation</b>	<b>Classroom/Bus</b>	<b>Hallway/Commons</b>	<b>Cafeteria</b>	<b>Assemblies/Activities</b>
<b><u>Safe</u></b>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Keep hands &amp; feet to yourself</li> <li>• Use equipment and materials properly</li> <li>• Maintain a positive digital footprint</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands &amp; feet to yourself</li> <li>• Use positive words and actions (no bullying)</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands &amp; feet to yourself</li> <li>• Wash hands prior to eating</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated student section</li> <li>• Drive safely/buckle up when traveling to &amp; from events</li> </ul>
<b><u>Happy</u></b>	<ul style="list-style-type: none"> <li>• Encourage and help other students</li> <li>• Believe in yourself &amp; try your best</li> </ul>	<ul style="list-style-type: none"> <li>• Remind others to be on time</li> <li>• Smile &amp; greet each other</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate friendly &amp; kind conversation</li> <li>• Include all students</li> </ul>	<ul style="list-style-type: none"> <li>• Be supportive of all our teams/activities</li> <li>• Demonstrate school spirit</li> <li>• Be confident and encouraging toward your peers</li> </ul>
<b><u>Engaged</u></b>	<ul style="list-style-type: none"> <li>• Attend class &amp; be on time</li> <li>• Bring materials to class</li> <li>• Complete work &amp; prepare for tests</li> <li>• Use passes</li> <li>• Follow rules on the bus and listen to the driver's instructions</li> <li>• Engage in class activities from bell to bell</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of time</li> <li>• Use passing time effectively (restroom, locker, etc.)</li> <li>• Use passes</li> <li>• Follow the dress code</li> <li>• Keep your belongings safe and secure</li> </ul>	<ul style="list-style-type: none"> <li>• Throw away trash after eating</li> <li>• Push in your chair</li> <li>• Stay in cafeteria for the entire period</li> <li>• Keep track of your account &amp; pay back charges</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate model citizenship at all times</li> <li>• Appreciate the efforts of students, coaches, &amp; sponsors</li> <li>• Be an active listener</li> <li>• Keep your belongings safe and secure</li> </ul>
<b><u>Respected</u></b>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Address staff appropriately (Mr., Mrs., Ms., Coach)</li> <li>• Be courteous to teachers, classmates, &amp; guests</li> <li>• Take care of equipment (books, technology, desks, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Keep moving</li> <li>• Use appropriate language</li> <li>• Refrain from PDA</li> <li>• Take pride in our school's appearance (throw away trash, no graffiti, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• No cutting in line</li> <li>• Be respectful to cafeteria staff</li> <li>• Say "please" &amp; "thank you"</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Show respect during the National Anthem (be quiet, remove headgear, &amp; face flag)</li> <li>• Stand during school song</li> <li>• Refrain from PDA</li> <li>• Show respect toward opponents/officials/coaches</li> </ul>

### 3. Passes

All students will need to have a pass to request to leave a classroom or learning center. Examples of pass use include: restroom, office, guidance office, band & vocal lessons, or another teacher's classroom (a pre-signed pass from the teacher needs to accompany the request). Any time a student leaves a classroom or learning center, the pass must show where he/she is going.

## **E. STUDENT DISCIPLINE**

### 1. Citizenship ([Board Policy 603.11](#))

Being a citizen of the United States, the State of Iowa and the Saydel Community School District entitles students to special privileges and protections as well as requires the students to assume civil, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students will be instructed in the elements of good citizenship and the role citizens play in their country, state and school district community.

### 2. Student Conduct (reference [Board Policy 503.1](#))

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

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

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

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school owned or school operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the Board President. The Superintendent will review the suspension to determine whether to impose further sanctions against the student, which may include a recommendation to the Board for expulsion. Assault for purposes of this section of this policy is defined as:

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

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

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

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

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

Event attendance includes any event or activity conducted inside or outside of regular school hours that does not impact the student's grade or ability to participate fully in their academic programming.

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

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

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

### **3. Good Conduct Rule (reference [Board Policy 503.4](#))**

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

To retain eligibility for participation in the Saydel Community School District's extra-curricular or co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. It is a privilege and an honor to be able to participate in activities and represent the Saydel schools. The student and school are judged by the participants' character and conduct at all times. Saydel students who participate in activities serve as a model to many people, and their attitude has an important impact on others. Any student whose habits model to many people, and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, during both the school year and the summer, are not consistent with the ideals, principles and standards of the Saydel Community School District will be declared ineligible because they have violated the Good Conduct Policy. This policy will be in effect for the entire calendar year (365 days).

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

It will be the responsibility of the Superintendent or designee to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

### **4. Due Process**

Students in the Saydel Community School District are entitled to the following due process procedures with regard to discipline matters:

1. Notice of what the student is accused of,
2. Opportunity to be heard regarding those charges.

Parents should be notified by phone or by letter of all but minor disciplinary consequences.

### **5. Search and Seizure (reference [Board Policy 502.8](#))**

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas, or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The school district reserves the right to implement searches by criminal detection canine teams including, but not limited to, lockers, books, bags, and vehicles on school property. The search will be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities. The Board believes that such illegal, unauthorized or contraband materials causes disruption to the school environment, and presents a threat to the health and safety of students, employees or visitors on the school district premises or property.

### **6. Expulsion ([Board Policy 503.2](#))**

The removal of a student from the school environment, which includes but is not limited to classes and activities, is an expulsion from school. Only the Board may remove a student from the school environment.

Students may be expelled for violations of board policy, school rules or the law. It will be within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It will be within the discretion of the Superintendent to recommend to the Board the expulsion of a student. Only the Board may take action to expel a student and to re-admit the student. The principal will keep records of expulsions in addition to the Board's records.

When a student is recommended for expulsion by the Board, the student will be provided, in writing, with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the Superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the Board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination will be made whether the student is actually guilty of the misconduct. A staffing team will determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting will be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

## **7. Bus Conduct (Guidelines for Students and Parents)**

### **At the Bus Stop**

Be 3-5 minutes early to your stop.

Wait in a safe place, clear of traffic and 5 feet away from the curb.

Wait for the door to open completely before trying to load

If you cross the street to get to the bus, wait for the bus to come to a complete stop, check for other traffic, watch for directions from the driver, and walk at least 10 feet in front of the bus.

### **Boarding and Leaving the Bus**

Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Form a single line. Do not push.

Be courteous toward all other riders.

Enter or leave the bus only at the front door, except in case of an emergency.

Go directly to your seat; do not block the aisles.

Leave the bus only with the driver's consent.

Wait for the bus to come to a complete stop before standing to unload.

### **Rules On the Bus**

No Eating, Drinking, or Chewing Gum on any bus

No Foul Language, No Bullying – Be Respectful

Keep hands and feet to yourself and inside the bus at all times

No yelling in or out of bus; use a quiet voice

Remain seated at all times (Back, Bottom, Feet), keep aisles clear and remain in your assigned seat at all times

Music & electronics may be used with headphones and kept to a reasonable volume so it can't distract the driver.

If you need to move because you have 3 in a seat, please ask permission before moving – never move while the bus is moving.

### **The bus is an extension of the classroom**

Families and Students are reminded that the bus is an extension of the school. All violations of bus practices and rules are subject to discipline under the student code of conduct. Students that are in violation of these rules are subject to bus consequences including but not limited to:

1<sup>st</sup> infraction – Written warning/call to parents

2<sup>nd</sup> infraction – Written warning/call to parents

3<sup>rd</sup> infraction – 2 day suspension from riding the bus

4<sup>th</sup> infraction – 5 day suspension from riding the bus and meeting with busing and school personnel prior to returning to bus services

5<sup>th</sup> infraction - 10 day suspension from riding the bus and meeting with busing and school personnel prior to returning to bus services

6<sup>th</sup> infraction –suspension from riding the bus for the remainder of the semester or a minimum of 45 days

Fighting and use of illegal substances on the bus will immediately result in moving to step three.

Any individuals wanting to meet with Durham personnel in person please make arrangements to do so at your child's school building and involve a school representative. The bus facility is a secure area and unauthorized personnel are not allowed due to safety.

### **9. Detention (Also see Student Conduct)**

Detention assigned by a staff member for inappropriate conduct or attendance issue needs to be made up in a timely basis. Teacher shall notify the student that they have been assigned a detention and give them a filled out detention slip. The teacher will contact parents to make arrangements and make them aware of the reason for the detention. A conference between the student and teacher must take place during the detention to determine a plan of action moving forward to ensure the student's future success in the class. Failure to serve a detention will result in the student being assigned to in school suspension or other consequence determined by administration, where the conference between the student and the teacher must take place.

Students assigned to a detention or after school support time will not be able to participate in school-sponsored activities until arrangements have been made or the commitment has been fulfilled.

### **10. Suspension from School**

Suspension is an earned consequence for non-compliance to school rules. Suspension is assigned at the discretion of the administration and may be in the form of in-school or out-of-school suspension.

Expectations of in-school-suspension:

- Students will work on assignments or school related projects.
- Students will not sleep.
- Students may not talk to other students without permission.
- Students will not be allowed to use a cell phone.
- Students will work through a restorative process to determine the cause of the behavior and formulate a plan to ensure future success.

While a student is serving a suspension, she/he cannot participate or attend school-sponsored activities during the duration of the suspension. A suspension on a Friday includes all school-sponsored activities on the weekend immediately following the suspension. Students will have as many days to make-up academic work as the number of days for which they were suspended. In addition, inappropriate spectator conduct at events can lead to a student being suspended from school-sponsored activities.

### **11. Student Conduct Matrix and Philosophy for Discipline**

The Conduct Matrix serves as a guide for disciplinary actions. The administration shall make the final determination of action(s) for any inappropriate student conduct.

Discipline in the Saydel Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The Discipline Code is applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The Discipline Code is developed to help students understand their obligations to others in the school setting and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to safety interests of all students, staff and community.

To honor confidentiality and privacy laws, student disciplinary actions and consequences will only be shared with parents/guardians listed in PowerSchool, staff and agencies contracted with the school as deemed necessary to further support that student. We do not share the disciplinary consequences of your child with others.

It is the responsibility of every student, staff member, and parent/guardian to participate fully in the disciplinary process including disciplinary investigations to ensure a safe and orderly learning environment. Persistent behavior in the Discipline Code will be defined as any similar conduct that occurs more than once in any school setting.

School problems can best be resolved at the building level, where problems start. In order to resolve problems students, parents, or guardians can meet or contact a teacher at appropriate times to discuss existing issues. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If further assistance is needed then parents, guardians, or students can contact or meet with a District Office Director or the Superintendent.

The descriptions of misconduct described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. Saydel Community Schools administration reserves the right to make final decisions regarding disciplinary consequences.

#### General Guidelines for Assessing Consequences

The District may impose disciplinary consequences for conduct that interferes with the educational environment, which includes all school sponsored activities/trips. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternative education placement, involvement of law enforcement or expulsion may include but are not limited to:
  - a. Seriousness of the offense
  - b. Student's age and intent or lack of intent at the time the student engaged in the conduct
  - c. Student's disciplinary history and persistent behaviors
  - d. Student's willingness to take accountability for their actions.
  - e. Potential effect of the misconduct on the school environment
  - f. State law requirements for certain disciplinary consequences
  - g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of consequences
  - h. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
  - i. In limited circumstances, minimum listed consequences may be lowered due to the developmental stage of the student after taking into account the above criteria (a. – h.)

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
<b>Disrespect for the rights of others</b>	<b>Any violation in this category could result in free (Employee and Family Resources) EFR counseling services before returning to school.</b>	<b>Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.</b>
Loud and boisterous conduct, written or verbal profanity, obscenities, name calling, or horseplay	Loud or boisterous conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, overt displays of affection, disturbing classes or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly or rowdy actions and horseplay.	Consequences are not limited to any one of the following: Reprimand Apology with Restitution Detention Parents Contacted  <u>Disciplinary Action May Include:</u> First Offense: 1-3 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension
Insubordination	Insubordination is the refusal to comply with reasonable requests or directions of school personnel. It may also include repetitious infractions (ex. repeated electronic device issues).	Law enforcement may be notified in any incident.
		Student may have to attend a minimum of 1-2 EFR counseling session(s)
		Note: EFR – Employee and Family Resources is a free service.
Threats toward another student, staff members, school property, or other visitors in the building.	Intimidating, using extortion or threatening to harm another student, school staff member or visitor is prohibited (whether you were joking or not). Use of any object in a threatening or intimidating manner is prohibited. Intimidating communication (ex. verbal, nonverbal, notes, text messaging, notebooks, journal, etc.)	

Physical attack upon any person	Attempting to apply or applying force to another student, staff member or visitor is prohibited. Fighting and/or assaulting others is prohibited.	<p><u>Disciplinary Action May Include:</u>  First Offense: 2-5 days suspension  Second Offense: 3-5 days suspension  Third offense: 5-10 days suspension  Law enforcement may be notified in any incident.</p> <p>Student must attend 2 EFR counseling sessions.</p>
Possession or use of dangerous objects.	Students are not to have knives, chemical substances or other dangerous instruments or objects that resemble dangerous instruments. Students are not to have guns/firearms, pellet guns, knives, fireworks, explosive or dangerous weapons; including look-alikes. Chemical weapons include pepper spray and mace.	<p>Confiscation of item(s) and student intent will be taken into consideration in all cases. Emphasis will be placed on ensuring the continued safety of all students and staff.</p> <p><u>Disciplinary Action May Include:</u>  First Offense: 2-5 days suspension  Second Offense: 3-5 days suspension  Third offense: 5-10 days suspension</p> <p>Possible recommendation for expulsion.</p> <p>Law enforcement may be notified in any incident.</p> <p>Student must attend 2 EFR counseling sessions.</p>

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Engaging in activities that interfere with school purposes.	Students are not to make a false report including but not limited to fire alarm, bomb threat, or convey threats or give false information concerning the placement of a bomb or other incendiary device. Students cannot call 911 on false pretenses or use technology in a malicious way.	<p><u>Disciplinary Action May Include:</u>  First Offense: 2-5 days suspension  Second Offense: 3-5 days suspension  Third offense: 5-10 days suspension  Law enforcement may be notified in any incident.</p>
<p>Bullying (including but not limited to hazing)</p> <p>Refer to <a href="#">Board Policy Code No. 105.R1</a> – Available on District Website</p> <p>Harassment (sexual, bigotry, hazing and all others). Harassment has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment. Assisting (directly or indirectly) in the promotion of any prohibited behavior under this discipline code.</p>	<p>Types of bullying may include but are not limited to: verbal bullying including derogatory comments and bad names, physical bullying such as hitting, kicking, shoving and spitting, having money or possessions taken or damaged by students who bully, being threatened or being forced to do things by students who bully, repeated harassing behaviors and/or cyberbullying.</p> <p>Harassment- may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to: verbal, use of digital/electronic methods, creation of a "hit list", 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. Intolerance or Bigotry- Racial, ethnic, religious, cultural slurs, sexual harassment, and derogatory or disrespectful statements, images or acts are prohibited</p>	<p><u>Disciplinary Action May Include:</u>  First offense</p> <ul style="list-style-type: none"> <li>· Loss of privilege/participation in school sponsored activities and events</li> <li>· Minimum .5 - maximum 5 days suspension (ISS,OSS or combination)</li> <li>· Mandatory educational session with the guidance counselor weekly for 5 weeks and Conference with administration, parent, guidance counselor, and student upon completion of counseling sessions</li> </ul> <p>Second offense</p> <ul style="list-style-type: none"> <li>· Loss of privilege/participation in school sponsored activities and events</li> <li>· Minimum .2 - maximum 5 days suspension (ISS,OSS or combination)</li> <li>· One mandatory counseling session with Employee and Family Resources (EFR)</li> <li>· Conference with building administration, parent, guidance counselor, and student upon return</li> </ul> <p>Third offense</p> <ul style="list-style-type: none"> <li>· Loss of privilege/participation in school sponsored activities and events</li> </ul>



		<ul style="list-style-type: none"> <li>Minimum 5 - maximum 10 days suspension (ISS, OSS or combination) and recommendation to the Superintendent for further disciplinary action up to and including alternative placement and/or expulsion</li> </ul>
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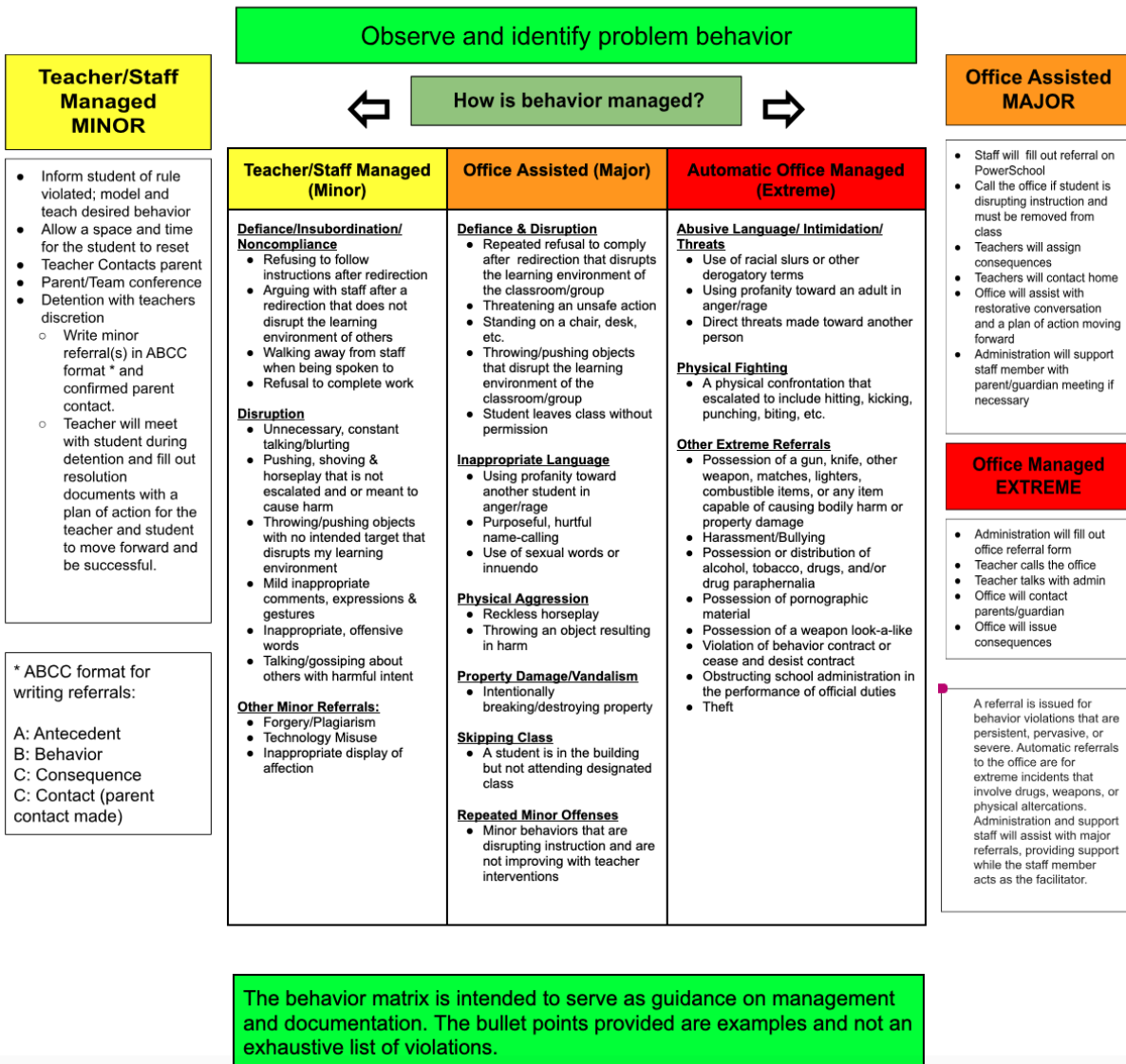
PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Disrespect for the property of others	Any violation in this category could result in free EFR counseling services before returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Damage and/or vandalism to the property of others.	Damaging the property of the school or of other individuals is prohibited; this includes writing, making marks or drawings on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the schools. This includes damage to vehicles in the school parking lot.	<p>Consequences are not limited to any one of the following:  Verbal warning (If appropriate)  Restitution  EFR</p> <p><u>Disciplinary Action May Include:</u>  First Offense: 2-5 days suspension  Second Offense: 3-5 days suspension  Third offense: 5-10 days suspension</p> <p>Severe and/or repetitious acts may be grounds for recommendation for expulsion.</p> <p>Law enforcement may be notified.</p>
Theft	The involvement in or the taking of school or another person's property is prohibited. This includes falsifying signatures of anyone.	
Trespassing	Students are not to be in school buildings or on school property without proper authorization. Students who attend an alternative program will need to have administrative permission to be on Saydel High School grounds.	
Misuse and/or abuse of technology:	Unauthorized use or misuse of district software, hardware and/or network. i.e., sharing passwords, using other's ID, using disks, unauthorized printing, using equipment and/or software for personal use, physical abuse, wiring alterations, chat non-curriculum related use (see acceptable use policy)	

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
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<b>Alcohol, drugs, controlled or look-alike substances and paraphernalia</b>	<b>Any violation in this category could result in free EFR counseling services before returning to school.</b>	<b>Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.</b>
Possession or under the influence of alcohol, nicotine or paraphernalia	Possession of tobacco, beer, alcohol, controlled, and look-alike substances are prohibited ( Paraphernalia includes e-cigarette batteries or charging cords).	Items confiscated.  First Offense: 3-day OSS Suspension, Polk County Sheriff's warning (determined by officer).  Subsequent Offenses: 5-day OSS Suspension, Polk County Sheriff's citation (determined by officer), administrative referral to EFR, and building consequences which could include no backpacks allowed in class (left in the office), unannounced searches, restricted access to hallway and restrooms, and behavior contract.
Possession of alcohol, nicotine, or controlled substances with intent to distribute	Sale, distribution, or transmittal of alcohol, nicotine, controlled substances (includes prescribed drugs) or look-a-like substances is illegal. Intent to distribute will be determined by the Administrator and could include a student in possession of multiple nicotine pods.	First offense: 10-day OSS Suspension, Administrative referral to EFR, Polk County Sheriff Charges (determined by officer), and behavior contract.  Subsequent Offenses: Long-term suspension in lieu of expulsion. If a student returns from a long-term suspension and commits another offense, they could face another long-term suspension for the remainder of their high school tenure or expulsion.
Possession or under the influence of illegal drugs or paraphernalia	Possession of marijuana, cannabis, THC products, or other drugs as outlined by the State of Iowa by the division of Narcotics Enforcement.	First Offense: 10-day OSS Suspension, Administrative referral to EFR, Polk County Sheriff's charges (determined by officer).  Subsequent Offenses: Long-term suspension in lieu of expulsion.
Possession of illegal drugs with intent to distribute.	Possession of marijuana, cannabis, THC products, or other drugs as outlined by the State of Iowa by the division of Narcotics Enforcement with the intent to sale or distribute. Intent to distribute will be determined by the Administrator and could include a student in possession of multiple THC "vaping" pods.	First offense: Long-term suspension in lieu of expulsion.

<b>PROHIBITED BEHAVIORS</b>	<b>BEHAVIOR DESCRIPTION</b>	<b>ACTION</b>
<b>Interfering with the educational environment</b>	<b>Any action that impedes or obstructs school purposes</b>	<b>Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.</b>
Academic integrity or other acts interfering with the orderly educational process in the classroom or the school	Theft or distribution of education information, falsification of school records, forgery, plagiarism, cheating.	Consequences are not limited to any one of the following:  Conference with teacher and administrator Completion of alternate assessment Contact with parents/guardian Loss of privilege or detention Suspension Expulsion

## High School Student Behavior Management Process



## F. General Student Information

### 1. Student Parking and Registration

The parking lot directly to the west of the high school is designated as student parking. Students are to park their vehicles in the area designated as student parking and not in other parking lots. Students are to not park in the northwest lot because it is designated for bus loading.

Students must park according to painted parking slots in the designated area. Students who park inappropriately may face the following consequences: warning, fines, car towing, or loss of parking privilege. Section 279.8 of the Iowa Code empowers a school district to develop rules and guidelines, which include the safe operation of vehicles.

The school is not responsible for vandalism or theft. All cars should be locked after arriving in the morning. Cars are not to leave the parking lot during the day and are not to be used for any purpose during the school day unless the student has an approved pass or early dismissal.

## **2. Electronic Devices**

Personal electronic devices should not hinder the education process. Such devices will not be used from 7:55am-3:25pm except during the student's lunch period, passing period or instructed by a teacher. Students will be required to place their cell phones in a designated holder in each classroom for the duration of the class. If the student is observed with a personal electronic device, the office will be called and the electronic device will be confiscated by an administrator, or administrator designee, and the student will pick up the device at the end of the day. If repeated violations occur it will result in assigning detentions and parent meetings with school personnel. It will also be documented as a major referral in the student's behavior file.

Failure to relinquish an electronic device will advance to actions aligned with repeated violations as well as a major referral for insubordination.

1st Offense: Student's device will be placed in the office for the remainder of the day. Students can retrieve their device at the end of the day. Parents/Guardians will be notified via email from the front office.

2nd Offense: Student's device will be placed in the office for the remainder of the day. Parents/Guardians will be required to retrieve the devices in person. Parents/Guardians will be notified by phone from the front office.

3rd Offense: Student's device will be placed in the office for the remainder of the day. Parents/Guardians will be required to retrieve the devices in person and arrange a time to have a conference with administration to discuss the repeated violations. Outcomes of the meeting may include a technology contract. Other modifications and consequences will be communicated by school personnel.

## **3. Personal Items**

In order to provide an academic environment, students are not to bring personal, non-school items to school. Based on individual student learning needs, approved items may be used in classrooms for educational purposes. The school will not be responsible for personal items that are misplaced, broken or stolen.

## **4. Media Center**

The media center provides a place for reading, study and research from 7:55 a.m. – 3:25 p.m. In order to use the media center during study hall, students must receive a pass from the librarian prior to that class period. Food and/or beverages are not allowed in the media center. Students who violate rules of the media center may lose the privilege of using the facility.

## **5. Posting Information**

Students who wish to post or distribute information must receive permission from the principal or assistant principal at least two days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

## **6. Fundraising**

School-sponsored student organizations may raise funds for school activities. All fundraising requests must be approved by the School Board prior to the start of the fundraising activity. 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. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

## **7. Use of District Facilities**

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact the sponsor who will, in turn, contact the activities director to reserve a room. School district policies, rules and regulations are in effect during these meetings.

## **8. Dances**

The principal must approve school-sponsored dances at least two weeks prior to the event. Students who leave a dance are not allowed to re-enter the premises. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students need to be in good standing (academically and behaviorally) to attend any dance. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds.

If a student wants to bring a person to a dance who does not attend Saydel High School, the student must complete the appropriate form prior to the guest attending. Students who attend another school must bring their school ID card to the dance with them.

#### Good Standing Criteria for Dance Attendance

To be eligible for dance attendance, students must meet the following criteria:

- Credit Requirement: Students must have sufficient credits for their grade level for events that require a student to be an upperclassman
- Academic Performance: Students must have no failing grades at the time of ticket purchase.
- Attendance: Students must have no unverified absences during the week of the dance.
- Disciplinary Records: Students must have no outstanding detentions (after school or lunch) and no suspensions (ISS or OSS).

The administration reserves the right to allow students to participate in a restorative process to earn the privilege of attending the dance, provided there is adequate time to complete the process.

### 9. College Visits

Students are encouraged to visit college campuses on weekends, school holidays, or Fridays when school is not in session. If these times are not feasible, students may be excused from school with parental permission. To arrange an excused absence, please contact the front office.

### 10. Student Fines

In order to participate in commencement students need to have all fines paid or a payment plan set up with the school.

In order to provide students with quality textbooks the following fines will be administered for textbook damages.

- Lost book Current replacement cost of text
- Text damage beyond continued usage Current replacement cost of text

Computer costs:

- Laptop replacement \$300
- Broken screen repair \$110
- Broken keyboard repair \$35
- Power supply replacement \$25
- Stylus replacement \$30
- Laptop bag \$24

## **G. STUDENT ACTIVITIES**

### **1. Student Publications ([Board Policy 504.3](#))**

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the Board, and the employees or officials will not be liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech and slander. The production of official school publications will be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in [board policy 213.01](#). Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in [board policy 502.4](#).

The Superintendent is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The Superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

### **2. Distribution of Materials ([Board Regulation 903.5R1](#))**

#### I. Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, material, except expression which:

1. is obscene;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (f) is prohibited.

## II. Procedures

Anyone wishing to distribute material must first submit for approval a copy of the materials to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.
5. This publication is being provided as a courtesy to inform you of other community activities and opportunities and it is not associated with, or sponsored by, Saydel Community School District

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I, or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request will be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the Superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the Superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by the school district, the Board, the administration or the individual reviewing the material submitted.

## III. Time, Place and Manner of Distribution

The distribution of material is prohibited when it blocks the safe flow of traffic within corridors and entryways of the school or otherwise disrupts school activities. The distribution of unofficial material will be limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, said location will not block the safe flow of traffic or block the corridors of entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

## IV. Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distributing is requested;
  - (b) The material depicts or describes, in a manner that is offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts.
  - (c) The material, taken as a whole, lacks literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.  
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
6. "Distribution" means circulation or dissemination of any material by any means.

#### V. Disciplinary Action

Distribution by any student of material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

#### VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks.

### 3. Student Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion 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 will be sent to a designated area that will be supervised by a staff member.

### 4. Student Eligibility for Activities

The following activities are covered by the Board's policy:

- Athletics: Football, Cross Country, Volleyball, Basketball, Wrestling, Golf, Track, Tennis, Baseball, Softball, and shared athletics Bowling, Swimming, Soccer
- Organizations: Instrumental Music, Vocal Music, Color Guard, Drama, DECA, Speech, Cheerleading, Mock Trial, Academic Decathlon, Co-Curricular clubs (e.g. Art Club, Spanish Club), all honorary offices (e.g. Student Government, National Honor Society, and Homecoming/Prom Courts), Variety Night Activities, state contests, or any other activity where the student represents the school district outside the classroom.

This policy applies to ALL students at Saydel High School (Grades 9-12) and not just those involved in athletics, music or co-curricular activities.

### 5. Academic Eligibility (Saydel Community School District Policy)

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Receive credit in at least six full-time academic classes in the current semester;
- Have earned passing grades in ALL academic classes the previous semester ([See state policy](#));
- Be earning passing grades in ALL classes in the current semester. Grades will be checked every 2 weeks as follows:
  - Every other Friday, grades will be exported from PowerSchool.
  - Every student earning a failing grade will be notified that he or she is not meeting academic expectations.
  - The first time a student receives notification during a semester it is considered a warning. The student will remain eligible.
  - The second and each successive instance a student receives notification they will be required to raise their grade to passing before they're eligible to compete.
  - Students with accumulated detention time will not be allowed to participate in activities or other school-sponsored events.
  - time.
  - Participants **must** practice in order to maintain their status on the team; however they may not dress or warm-up for competition.
- For students in athletics, music, or speech activities, be under 20 years of age, for middle school be under 16 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for 8 semesters or less;
- For students in athletics, have not been a member of a college squad not trained with a college squad, not participated in a college contest nor engaged in that sport professionally;
- For students in athletics, have a physical on file for the current school year; parent permission, and parent must sign indicating insurance is provided at home.
- Have met all the transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- Be in attendance for the entire school day of a scheduled practice or contest to be allowed, or to participate (unless excused by the administration for special circumstances but not limited to a funeral, approved college visits, school sponsored activities, medical/mental health appointments and civil court appointments).
- All absences not verified by 3:00pm the day of practice or competition will be considered unverified and students will not be allowed to practice or compete. A doctor's note can also be used to verify an absence if a call cannot be made in time. Tardiness of more than 10 minutes is considered an unverified absence. An unapproved absence on Friday will carry over to Saturday events.

Any student not passing all subjects at the end of the semester will be declared ineligible for the time period in accordance with Department of Education and state association policy. In the absence of the Department of Education and state association guidelines and stipulations, any student not passing all subjects at the end of the semester will be declared ineligible to compete/perform in public events the following semester for 30 calendar days beginning with the finding of the academic ineligibility or the first date which competition is allowed.

Marks of incomplete will be assigned a letter grade by classroom teachers following a period of two weeks. This period may be administratively amended based on medical conditions, family emergencies, and other extenuating circumstances. Administrative approval, for a discipline or an attendance issue will be considered a withdrawal, will be recorded as a "W", and the student will receive no credit. If the student is receiving a failing grade at the time of removal, a grade of "F" will be recorded. Students requiring special education or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by administration, towards the goals and objectives on the student's IEP or accommodation plan.

## **6. Activity Code of Conduct**

To retain eligibility for participation in the Saydel Community School extra-curricular or co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. It is a privilege and an honor to be able to participate in activities and represent the Saydel Schools. The student and school are judged by the participants' character and conduct at all times. Saydel students who participate in activities serve as a model to many people and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, during both the school year and the summer, are not consistent with the ideals, principles, and standards of the Saydel Community School District shall be declared ineligible because they have violated the Good Conduct Rule. This policy shall be in effect for the entire calendar year (365 days).

The following activities are covered by the board's policy and Good Conduct Rules: Athletics, instrumental and vocal music contests, drama productions, color guard, DECA, speech, cheerleading, mock trial, academic decathlon, Co-Curricular clubs (e.g. Art Club, Spanish Club), all honorary offices (e.g. Student Government, National Honor Society, and Homecoming/Prom Courts), Variety Night Activities, state contests, or any other activity where the student represents the school district outside the classroom.

*Students violating the policy and involved in co-curricular activities will not be featured performers (e.g. fall, winter, Spring Concerts), participate in competitions or out of school performances (e.g. Show Choir, Marching Band, Jazz Band). In order to earn credit for the performance students will be assigned an alternate assessment to receive needed grades.*

### **Good Conduct Policy**

Students are in violation of the Good Conduct Policy when they admit to, or during an administrative proceeding conducted by school officials, are found by substantial evidence to have:

1. possession, use, or purchase of
  - alcoholic beverages
  - tobacco/nicotine products, including vaping products
  - illegal drugs or drug paraphernalia
2. unauthorized possession, use, or purchase of lawful drugs/products (i.e. CBD, prescriptions)
3. physical aggression resulting in a citation or school disciplinary action.
4. engaging in any act that results in an arrest or citation in the criminal or juvenile court system, excluding minor traffic violations.
5. is engaging in any behavior, in or out of school that is not considered to represent Saydel as a school of high character and moral behavior
6. engaging (including encouraging the acts of others) in any hazing activities targeting team/activity members.  
Hazing is defined by Iowa law as "intentionally or recklessly engaging in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school."

It is the belief that students who represent Saydel are looked up to and emulated by others, including younger children, and he or she should not appear to condone illegal, unhealthy, and dangerous activities or enable other students to engage in them.

### **Procedures**

The following due process shall be afforded a student who is charged with violating the Good Conduct Policy:

1. The student shall be provided a hearing with a school administrator. At this hearing the student will be given notice of which provision of the rule he/she is accused of violating and the basis of that charge. Administration will provide due process to the student.

2. A student who has violated the Good Conduct Policy shall be penalized as follows:

**First Offense:** Suspended for the amount of games equivalent to 25% of the regular season schedule of which the student is a



participant; and/or one major fine arts activity. For individuals who self-report within 48 hours of the incident, the penalty will be reduced to 10% of the total regular season games.

**Second Offense:** Suspended for the amount of games equivalent to 50% of the regular season schedule of which the student is a participant; and/or two major fine arts activities. In addition, the student will be referred to substance abuse counseling or perform community service of 5 hours, based on violation. For individuals who self-report within 48 hours of the incident, the penalty will be reduced to 33% of the total regular season games.

**For both offenses, the minimum penalty will be one contest/event. If a student is in more than one activity at the time of ineligibility, the penalties for each will be served concurrently.**

**Third Offense & Future Offenses:** Suspended from participating in athletic competitions for one (1) calendar year and/or two major fine arts activities from the date of infraction. In addition, student will be required to complete substance abuse counseling or perform 50 hours of community service, based on violation. Student will be required to provide documentation of completed counseling program or community service hours before being eligible to participate in activities.

All percentages will be rounded up to the nearest .5 of a game/event.

Self-reporting must be made to the coach or administration within 48 hours, or the next school business day, and before law enforcement has notified the school of the incident. It is understood that any coach, sponsor, or director may establish additional rules and regulations concerning practices, attendance, curfews, etc., and that such rules take effect upon notification.

3. The period of ineligibility (suspension) will commence with the week of the next performance, contest, program, or trip in which the student would have ordinarily been eligible to participate. If the time remaining in an activity is insufficient to exhaust the period of ineligibility, then any remaining period of ineligibility shall be carried forward to the next activity in which the student chooses to participate. A student who is placed on suspension must continue to practice throughout the duration of the suspension. A student who fails to attend practice or fails to successfully complete the activity shall be deemed not to have served the prescribed period of ineligibility and shall remain ineligible until the prescribed period of ineligibility is properly completed.
4. This policy shall also include the following conditions:
  - Apply to students whether or not the students have participated in school activities prior to violating this policy
  - Apply during the entire calendar year, 365 days, even when the student is not participating
  - Age is no defense to a violation involving the purchase, possession, or use of tobacco
  - Drinking under parental consent in one's own home may be legal, but in most cases will be deemed a violation of the Good Conduct Policy. Drinking in foreign countries or other states/territories where the drinking age may be lower and the student may drink "legally" may still result in a student endangering their ineligibility. Parental approval does not automatically excuse.

#### **Other Cause for Ineligibility:**

Listed below are other reasons which may cause student ineligibility for a duration determined by administration, athletic director, and head coach/sponsor:

1. Any violation of the state athletic association rules of participation
2. Student engages in any behavior that may disrupt, distract, or negatively impact the team's morale, cohesion, or focus on performances, including being a subject of a legal investigation by law enforcement, determined by administration and coaches.
3. Any cause for suspension from school. Suspended students (either in-school or out-of-school) are not eligible to participate (practice or otherwise) or compete during the days they are suspended.
4. Gambling
5. Other violations of school policies

#### **Training Rules / Student Activity Handbook**

Training rules will be established by each coach or sponsor. Be sure that you understand them prior to the season. For additional policies and further explanation of the above, please consult the Student Activity Handbook.

### **H. STUDENT RECORDS**

#### **1. Student Directory Information**

The following information may be released to the public in regard to any individual student of the Saydel Community School District as necessity or desirability arises:

- Name
- Address
- Telephone listing
- Date
- Place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent/previous school or institution attended by the student
- Other similar information

Any students over the age of eighteen, parent, or guardian, not wanting this information released to the public must make objection in writing fifteen (15) days from the date of this publication, or within fifteen (15) days of enrollment should enrollment occur after that day, to the principal or other person in charge of the school which the student is attending.

## **2. Student Records Access (FERPA) ([Board Policy 506.1](#))**

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information will be kept confidential at collection, storage, disclosure, and destruction stages. The Board Secretary is the custodian of student records. Student records may be maintained in the central administrative office or the student's attendance center.

### **Definitions**

For the purposes of this policy, the defined words have the following meaning:

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of student records collected, maintained or used by the school district.

If the parents or eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment will be made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the Superintendent has determined have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or
- directory information.

The Superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The Superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The Superintendent, however, does not need to keep a list of parents, authorized educational employees, officers, and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

The school district will provide training or instruction to employees about the parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the Superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in the parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify the parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

### **3. Student Photographs (reference [Board Policy 506.2](#))**

The Board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to pictures being taken by a commercial photographer for student "portraits." In no case will a student be required to have his/her picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent of the building administrator for such things as the yearbook, student newspaper or activity photos.

### **4. Legal Status of Students**

If a student's legal status, such as the student's name or the student's custodial arrangement, changes during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

## **I. STUDENT HEALTH AND WELL-BEING**

### **1. Emergency Forms**

At the beginning of each school year, parents/guardians must complete an emergency form through PowerSchool, providing the emergency telephone numbers of the parents/guardians as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form gives the school district permission to release the student to the alternate person in the event the parents/guardians cannot be reached. Parents/guardians must notify the office if the information on the emergency form changes during the school year.

### **2. Student Health and Immunization Certificates ([Board Policy 507.1](#))**

Students desiring to participate in athletic activities or enrolling for the first time in kindergarten or first grade in the school district will have a physical examination by a licensed health care provider and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students enrolling for the first time in other grades in the school district.

A certificate of health stating the results of a physical examination and signed by the health care provider will be on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the Superintendent.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

### **3. Administration of Medication to Students ([Board Policy 507.2](#))**

The Board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication will be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent will be on file requesting co-administration of medication, when competence has been demonstrated.

By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record will be on file including:

- date;
- student's name;

- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication will be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions will be posted. Medication information will be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

#### **4. Health Screenings**

Throughout the year, the school district sponsors health screenings for vision and hearing, with possible height and weight measurements. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening.

#### **5. Physical Examinations**

*Parents are encouraged to have their children receive periodic physical examinations.*

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport's practice. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the Activities Director.

#### **6. Communicable Diseases – Students (reference [Board Policy 507.3](#))**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases will be included in the school district's Bloodborne Pathogens Exposure Control Plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan will be reviewed annually by a committee appointed by the Director of Student Services.

The health risk to immunosuppressed students will be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease will be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A student or parent will notify the building principal or the school nurse when they learn the student has a communicable disease. It will be the responsibility of the Superintendent, when upon investigation by the Superintendent or school nurse, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it will not be disclosed to third parties.

#### **7. Student Illness or Injury at School (reference [Board Policy 507.4](#))**

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical personnel as quickly as possible.

It will be the responsibility of the nurse to file an accident report with the Superintendent within twenty-four hours after the student is injured.

Annually, parents will be required to complete a medical emergency authorization form indicating the procedures to be followed in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

#### **8. Wellness ([Board Policy 507.9](#))**

The Saydel Community School Board of Education is committed to the optimal development of every student. The Board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the Board commits to the following:

The school district will identify at least one goal in each of the following areas:

- Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.
- Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.
- Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and 30 minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;
- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with the law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.

The Superintendent or Superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for Board approval;

Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the School Board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;

- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and,
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

## 9. National School Lunch and Breakfast Program (reference [Board Policies 710.1](#), [710.2](#) and [710.4](#))

The school district operates both the National School Lunch and Breakfast Programs. The meals are designed to meet a student's nutritional needs at the lowest possible cost. In addition, the food service department offers a limited a la carte program at the Saydel High School. **The school district will not be collecting Free and Reduced Price meal applications for School Year 2021-22. The School District will be operating under the Community Eligibility Provision, a non-pricing meal service option for schools to allow serving breakfast and lunch at no cost to all enrolled students without collecting household applications.**

**Point of Sale** - The food service department uses Cybersoft by PrimeroEdge software program to keep track of each student's account. **Students can make a deposit to their account by bringing a check or cash to the kitchen clerk or parents can pay online.** Please make checks payable to Saydel Food Service. Write your student's name on the memo portion of the check. If you have more than one student in a school you may send one check, please indicate how much money to deposit in each account. If you have students in different buildings, you need to send separate checks to each attendance center. Students may use their accounts to purchase extra entrees, extra milk and/or a la carte items. If parents want restricted spending on their child's account, you can log into your parent online account and set up parameters. Students are encouraged to fully use their account balances before the end of each school year. Negative and positive account balances are automatically carried forward to the next school year. When students advance in grade level to another building in the Saydel district their account balances also follow them. If your family leaves the district or a student graduates you must pay the negative balance and/or you can make a request for a refund to the clerk in the kitchen. Please remember that the personal keypad number is confidential and should not be shared with other individuals.

**RevTrak— online payment and balance checking option:** You can access RevTrak through the district's web site – [www.saydel.k12.ia.us](http://www.saydel.k12.ia.us) – where you will find the payment tab at the top. First time users please select Online Payment Instructions and follow the directions. When you make payments you will need your user name and password & your student's six-digit customer ID number. This number is available to you when you register your student for school. Students in 5<sup>th</sup> through 12 grade know their number. They enter it daily as they go through the lunch line. You can obtain your student's ID number by calling the building secretary, the school kitchen, or the food and Director of Food and Nutrition Services. You can make payment using your VISA or MasterCard labeled debit/credit card. After making a payment an email receipt will immediately be sent to the parent confirming payment with a link



to your receipt that can be printed. You can also check online using the “My Account” link to securely check your payment history and create and manage your low balance email notification. PCI-DSS audit certified RevTrak does not save, store, or handle or forward bank or credit card information to ensure privacy and security for users. Once you have registered in RevTrak, you will be able to check your child’s balance in their meal account, view payment history, and sign up for email alerts. It can take 24 hours for online payments to post in your child’s meal account. If you have issues while using RevTrak or you do not get your email receipt – please call RevTrak Technical Support at 888-847-9885.

**Meal prices:** The school breakfast and lunch programs are vital parts of the school day. To encourage good nutrition, a well-balanced breakfast and lunch are offered at no cost to all enrolled students daily. Each summer the Board of Education approves meal prices. After approval, the prices are printed in the next “Saydel Communicator” and published on the district’s web site. We ask students and parents to direct their comments and suggestions to the Kitchen Manager at each building or the Director of Food and Nutrition Services at the district office.

**Notifications:** The Food Service Department utilizes an automated voice messaging system to alert parents that accounts are getting low or are in negative balance. Calls will go out around 7:00 pm Sunday through Thursday. If you don’t want calls – always keep \$0.00 or more in your child’s account. If you would rather be notified by email than by phone, please notify your child’s building secretary. In addition, you will get email alerts to a low balance when you use online payment and you can set the amount at which you want to be notified.

**Charging Policy:** Students are not allowed to purchase extra entrees, extra milk and/or a la carte items if the purchase will result in a negative balance in the child’s account. All debts must be paid by the end of the school year.

**Nutrition-** Improving the quality of school meals is a critical step in building a healthy future for our students. We continue to try to do everything possible to provide them the nutrition they need to be healthy, active and ready to learn. Students have multiple hot and cold menu choices along with fresh and canned fruit, hot and cold vegetable choices and milk. If a student brings pop into the school cafe, it will be held until after meal times are over. If you have questions, feel free to contact Food Services at 515-264-0866. **High school students with late start or early departure privileges are asked not to bring food from any restaurants into the school café.**

#### **10. Child Abuse Reporting (reference [Board Policy 402.2](#))**

In compliance with state law and to provide protection to victims of child abuse, the Board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

#### **11. Asbestos Information**

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act, a copy of the Asbestos Management Plan for each school building in the Saydel Community School District is available for review at the District Office.

Anyone wishing to review this plan should please call the District Office for an appointment at 264-0866.

#### **12. Emergency Fire and Tornado Drills (reference [Board Policy 507.5](#))**

Periodically each school holds emergency drills. At the beginning of each school year (semester for high school), 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.

### **J. OTHER**

#### **1. PowerSchool Parent Portal**

Parents of a Saydel student have the opportunity to view their child’s school information via the web. The Saydel website ([www.saydel.k12.ia.us](http://www.saydel.k12.ia.us)) provides a link to the PowerSchool Parent Portal. This tool gives parents and students access to real-time information including attendance, grades, assignments, and school messages. PowerSchool Parent Portal helps everyone stay connected; students stay on top of assignments, parents are able to participate more fully in their student’s progress and teachers can use their gradebooks to share information with parents and students.

#### **2. School Closing Announcements**

Saydel Community School District staff are sincerely concerned about the students placed in our charge. Student safety is ALWAYS our utmost concern.

Emergency situations sometimes occur that warrant the closing, delay or early dismissal of school. The primary reason for closing schools is unsafe road conditions caused by severe weather. Extreme snow, ice or cold may result in cancellation of school. In addition, failure of mechanical or electrical equipment in schools or other emergency situations could make it inadvisable to operate school on certain days.

Every effort is made to accurately assess the conditions of roads and school facilities. When the decision is made to close, delay or dismiss schools, the district will also send phone and text messages as well as notify local media outlets.

### **3. Preschool Programs**

Preschool programs are available at Cornell Elementary. Three and four year old programs are offered in the morning and a four year old class is offered in the afternoon.

Please contact the Cornell office at 244-8173 for more information.

### **4. Visitors and Guests**

The school accepts only those adult visitors who have legitimate business at school. Student guests or visitors, siblings and other family members that are not currently enrolled at Saydel High School, are not allowed at school during the regular school day. All visitors must report to the main office upon arrival to the building. Visitors will wear a visitor badge at all times. If a visitor violates any of the school rules, or causes any kind of disruption, he/she will be asked to leave immediately. If the visitor chooses not to leave, law enforcement will be contacted and asked to escort the visitor off the premises. Legal charges will be filed, if appropriate.

### **5. Teacher Qualifications**

Parents/guardians in the Saydel Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, current licensing status of the teacher and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/guardians may view this information on the Board of Educational Examiner (BOEE) website: [www.boee.iowa.gov/](http://www.boee.iowa.gov/). Click on "Search for Information on a Teacher's, Administrator's, or Coach's License or Assignment". You may also request this information from the Saydel District Office by calling 264-0866 or sending a letter of request to the Saydel District Office, 5740 NE 14<sup>th</sup> Street, Des Moines, Iowa 50313.

### **6. Public Complaints about Employees ([Board Policy 402.5](#))**

The Board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change. The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board it will be referred to the administration to be resolved. Prior to Board action however, the following should be completed:

- a) Matters concerning an individual teacher or other employee should first be addressed to the teacher or employee.
- b) Unsettled matters from a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- c) Unsettled matters regarding employees from b) above or problems and questions concerning the school district should be directed to the Superintendent.
- d) If the Superintendent cannot settle a matter satisfactorily, it may then be brought to the Board. To bring a concern regarding an employee, the individual may notify the Board President in writing, who may bring it to the attention of the entire Board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 210.8.

It is within the discretion of the Board to address complaints from the members of the school district community, and the Board will only do so if they are in writing, signed and the complainant has complied with this policy.

### **7. Abuse of a Student by a School Employee (reference [Board Policy 402.3](#))**

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with a designated investigator or any other school administrator. To generate an investigation, the report must include basic information showing that the victim of the alleged act or omission of the school employee meets the definition of abuse, and that the person allegedly responsible for the abuse is a school employee. The report will be in writing, signed and witnessed, and will contain all of the following:

1. The full name, address and telephone number of the person filing.
2. The full name, age, address, and telephone number of the student.
3. The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
4. A concise statement of facts surrounding the incident, including date, time and place of occurrence, if known.



5. A list of possible witnesses by name, if known.
6. Names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

This report may be filed with a building principal or the district's Level I investigator: Julie McKibben, Director of Curriculum and Student Services at Saydel District Office, 5740 NE 14<sup>th</sup> Street, Des Moines, IA 50313.

#### **8. Non-Discrimination and Education Equity Information (reference [Board Policies 102](#))**

It is the policy of the Saydel Community School District not to illegally 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 the district's Equity Coordinator, Alex Stubbers, Director of Special Programs, 5740 NE 14th Street, Des Moines, IA 50313; stubbersalex@saydel.net. Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

#### **9. Homeless Children or Youth**

Chapter 33 of the *Iowa Administrative Code* defines "Homeless Child or Youth" as a child or youth from the age of 3 through 21 years who lacks a fixed, regular and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not ordinarily used as a regular sleeping accommodation for human beings.
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs 1 through 3 above.

For more information on the rights of homeless students as well as available resources through the Saydel Community School District, contact the Director of Student Services at 515-264-0866.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-800-308-2145.