SOUTHEAST POLK HIGH SCHOOL 2021-2022

FOREWORD

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

Approved by Southeast Polk Community School District
Board of Education

Learn. Lead. Live.

Success for college, career, and civic life.

Engage all students in learning a challenging curriculum delivered through quality instruction.

Core Values

Students first
High expectations
Collaboration
Integrity
Stewardship
Adaptability
Respect

Priorities

High Academic Achievement
Fiscal Integrity
Effective and Engaging Communication

www.southeastpolk.org

DISTRICT INFORMATION

BOARD OF EDUCATION

Meetings of the board are held on the first and third Thursdays of the month, starting at 5:30 p.m. Meeting locations, agendas and minutes are posted on the district website, www.southeastpolk.org.

DISTRICT OFFICE ADMINISTRATORS

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

ADMINISTRATIVE SUPPORT - DIRECTORS

Charlie Taylor, Director of Special Education 957-3428
Dan Schultz, Director of Transportation 967-3793
Amy A'Hearn, Director of Food & Nutrition 957-3431
Gary Haines, Director of Buildings and Grounds 957-3434
Jason Kurth, Director of Technology 957-3446

Altoona Elementary 301 6th Street SW, Altoona 50009 Phone: 967-3771 FAX: 967-2079 Morgan Miller, Principal morgan.miller@southeastpolk.org	**Centennial Elementary** 910 7th Avenue SE, Altoona 50009 Phone: 967-2109 FAX: 967-7076 Lori Waddell, Principal lori.waddell@southeastpolk.org
Clay Elementary 3200 First Ave. South Altoona 50009 Phone: 967-4198 FAX: 967-2018 Lea Morris, Principal lea.morris@southeastpolk.org	**Delaware Elementary** 4401 E 46th Street, Des Moines 50317 Phone: 262-3197 FAX: 264-8239 Chelsea Clark, Principal chelsea.clark@southeastpolk.org
Four Mile Elementary 670 SE 68th Street Pleasant Hill 50327 Phone: 265-1972 FAX: 262-1933 Tammy Steenhoek, Principal tamera.steenhoek@southeastpolk.org	**Mitchellville Elementary** 308 Elm Avenue, NW, Mitchellville 50169 Phone: 967-4274 FAX: 967-4934 Blake Kielman, Principal Blake.Kielman@southeastpolk.org
Runnells Elementary 6575 SE 116th, Runnells 50237 Phone: 966-2068 FAX: 966-2396 Michael Nicodemus, Principal michael.nicodemus@southeastpolk.org	**Willowbrook Elementary** 300 17th Avenue SW, Altoona 50009 Phone: 967-7512 FAX: 967-1620 George Panosh, Principal george.panosh@southeastpolk.org

Spring Creek Sixth Grade 8031 NE University Ave. Pleasant Hill 50327 Phone: 967-5533 FAX: 967-5572 Nathan Ballagh, Principal nathan.ballagh@southeastpolk.org	**Junior High School** 8325 NE University Ave. Pleasant Hill 50327 Phone: 967-5509 FAX: 967-1676 Michael Dailey, Principal michael.dailey@southeastpolk.org
High School 7945 NE University Ave. Pleasant Hill 50327 Phone: 967-6631 FAX: 967-5117 Stephen A. Pettit, Principal stephen.pettit@southeastpolk.org	**High School – Activities Office** 7945 NE University Ave. Pleasant Hill 50327 Phone: 967-2944 FAX: 957-3498 Jayson Campbell, Director jayson.campbell@southeastpolk.org

DISTRICT COMMUNICATIONS

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

- Digital Backpack– The digital backpack allows the district to distribute school and community information electronically to parents, staff, and students. The backpack can be found at southeastpolk.org and is updated daily.

- Campus Portal – e-mail, text, and phone tool used to share information with parents and students.
- Activity calendar - access from the district's homepage.

- Follow us on social media by adding **SEPSchools** on

SCHOOL POLICIES AND PROCEDURES

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

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BUILDING INFORMATION

LETTER FROM THE PRINCIPAL

Dear students, parents, and guardians,

Welcome back to school and to another year as a member of the Southeast Polk Community School District. We hope this handbook will serve you in many ways. It was designed with you in mind, whether you are the student or the guardian. Please use the table of contents to find the information that you desire. The beginning of this handbook contains basic information regarding expectations of all students and the daily schedules. The remaining information in this handbook has been divided into eight headings: Academics, Attendance, Discipline, Health, Policy, Safety, Student Activities and Student Services.

Some of this information comes directly from board policy located on the district website. Board policies are reviewed by the current school board and members of the central office administrative team on a rotating basis. The information that does not come directly from policy has been either established or reviewed by the high school administration. This edition of the handbook has also been approved by the Southeast Polk Board of Education.

We encourage students and their guardians to communicate with school employees whenever assistance or clarification is needed. **The school phone number is 967-6631**, and it will be answered from 7:30 a.m. to 3:30 p.m. whenever school is in session. Each member of our support staff, certified teaching staff, counselors and administrators has voicemail (that can be accessed through the school phone number) and email that are checked daily. We pride ourselves on timely responses and making ourselves available to help all students successfully meet challenges now and in the future.

Best wishes for the new school year. We hope this year is your most rewarding to date.

Stephen A. Pettit ..... Principal

Glenn Dietzenbach ..... Assistant Principal

Cory Goldsmith ..... Assistant Principal

Scott Belger ..... Assistant Principal

Jayson Campbell ..... Director of Activities

SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT

SOUTHEAST POLK FIGHT SONG

Onward Rams
Onward Rams to win this game
This will help to spread our fame
We've got to fight with all our might

We've got to work and really fight
Come on, let's do it right – rah, rah, rah!

Black and gold our colors true
Come on, Rams, we are for you
So don't give in, give one more fight

Another victory's in sight
Yea, Rams, let's win tonight
Rah, rah, rah rah rah!
Rah, rah, rah rah rah!
Rah, rah, rah rah rah!
Team! Team! Team!

8 PERIOD DAILY SCHEDULES

21/22 Normal Block Schedule			
	Start	End	Duration
EB	7:00	7:45	45
MTSS	7:50	8:25	35
1st or 2nd	8:30	10:00	90
3rd or 4th	10:05	11:35	90
5th or 6th (lunch)	11:40	1:26	106
7th or 8th	1:31	3:01	90
*Black sections meet during the first 43 minutes of the block period			
*Gold sections meet during the last 43 minutes of the block period			
*Passing period between Black/Gold sections is 4 minutes			

21/22 Normal Lunch Schedule			
	Start	End	Duration
A lunch	11:35	12:01	26
B lunch	11:56	12:22	26
C Lunch	12:20	12:46	26
D Lunch	12:44	1:10	26
E Lunch	1:05	1:31	26

21/22 Late-Start Block Schedule			
	Start	End	Duration
Staff PD/Collaboration	7:30	9:30	
1st or 2nd	9:50	10:43	53
3rd or 4th	10:48	11:41	53
Advisement	11:46	12:12	26
5th or 6th (lunch)	12:17	2:03	106
7th or 8th	2:08	3:01	53
*Black sections meet during the first 25 minutes of the block period			
*Gold sections meet during the last 25 minutes of the block period			
*Passing period between Black/Gold sections is 3 minutes			

21/22 Late-Start Lunch Schedule			
	Start	End	Duration
A lunch	12:12	12:38	26
B lunch	12:33	12:59	26
C Lunch	12:57	1:23	26
D Lunch	1:21	1:47	26
E Lunch	1:42	2:08	26

ACADEMICS

ACADEMIC LETTER

PURPOSE

- To give more visible recognition to students for their academic achievement and efforts.
- To encourage students to excel to a greater extent in the academic areas.
- To show other area schools that Southeast Polk supports its academic programs.
- To promote academic excellence at Southeast Polk.

CRITERIA

That an established grade point of 3.500 be earned by the student (grade 10-12) for two consecutive semesters, but not as an average of two semesters. Example:

Semester 1 - 3.5 Semester 2 - 3.7 (qualifies)	Semester 1 - 3.6 Semester 2 - 3.4 (does not qualify)

- The student must be enrolled in six classes (excluding those not included in figuring grade point average).
- Qualification will be based on the student's grade point average for two consecutive semesters prior to the May Honors Assembly. Each semester may only be used one time in determining academic lettering status.

For each two additional semesters that student qualifies for an Academic Letter, the student who has been awarded a letter will be awarded a "lamp of knowledge" pin to be worn upon his/her letter.

ADVISEMENT PROGRAM

The mission of the Southeast Polk High School's Advisement Program is to ensure that each student at the high school has a personal adult advocate so he/she knows at least one adult well, feels that he/she is an integral part of the learning community, and has a heightened awareness of his/her own personal progress, career goals, and grades.

GOALS

- To develop 21st Century Skills under the Iowa Core.
- To ensure that each student has a personal relationship with one staff member and provide that student with a sense of belonging to Southeast Polk High School learning community.
- To support students as they complete Xello.

- To help students develop personal connections that support educational objectives at the high school and to serve as a reference/resource for the student.
- To develop a better line of communication between students, teachers, parents, and community.
- To help students solve problems before they become major issues.
- To improve the approachability and availability of the teachers for students.
- To promote student achievement for all students.
- To help students be aware of credits, scheduling classes, attendance, career/college preparation, and student achievement.
- To help students better understand the concept of diversity and the acceptance of everyone.

STRUCTURE

Advisement will follow 2nd period on scheduled Fridays. Student attendance is required.

Each advisor group will be composed of students in grade-alike groups.

COMMENCEMENT

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony, will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma for completion of graduation requirements.

DRIVER'S EDUCATION

StreetSmarts provides contracted driver's education services to Southeast Polk Community School students. Information about registration for driver's education is available on their website, www.streetsmartsdriversed.com, or by phone, 515-279-1112.

FIELD TRIPS

The administration must give prior authorization for all field trips and/or excursions. Written parental notification is required prior to the student's participation in a field trip or excursion outside of the school district. Field trip permission is part of the annual student registration process.

GOLD/SILVER CARDS

Students may earn a gold or silver reward card based on their previous semester's grade point average. Students must receive a 4.0 GPA to earn a gold card or a 3.5 GPA to earn a silver card. The cards are valid for one semester, and they will be available in the assistant principals' office. The benefits of each card are listed below:

GOLD CARD	**SILVER CARD**
• Discount at school dances of $1 • Nine 50¢ punches at concession stand • Free admission to home athletic events • One day of planned absence	• Discount at school dances of $1 • Seven 50¢ punches at concession stand

GRADING SYSTEM AND REPORT CARDS

An automated progress report will be generated by Infinite Campus and emailed to students and parents approximately every three weeks. The progress report includes an update of the current grade, number of absences, and number of times tardy to class, for each enrolled course. Note that this automated progress report will be sent electronically, so please update your email address in the Campus Portal. Printed report cards will no longer be mass mailed to all parents. Report cards may be printed from Infinite Campus at any time by parents. You can request a printed copy of a report card by contacting the Assistant Principal's office.

GRADUATION REQUIREMENTS

For specific graduation requirements please refer to the registration guide. Here you will find a general listing of requirements.

48 credits needed for graduation

Subject..... Credits Required

English ..... 8 credits

Social Studies..... 6 credits

Mathematics ..... 6 credits

Science ..... 6 credits

Physical Education..... 4 credits

Health.....1 credit

Fine Arts (Art, Music, Band).....1 credit

Career and Technical Education .....1 credit

Electives from any area of curriculum ..... 15 credits

- No maximum limit from any area.
- Two to four years of World Languages is strongly recommended for college-bound students.
- Completion of Senior Seminar
- Personal Finance

HONORS DIPLOMA PROGRAM

The Honors Diploma is designed to enhance academic preparation and challenge students through more rigorous course work. Successful completion of the criteria will result in the Honors designation put onto the Southeast Polk transcript. All students interested in pursuing the Honors Diploma should discuss their intentions and questions with a guidance counselor.

THE CRITERIA FOR THE HONORS DIPLOMA PROGRAM ARE:

1. A minimum of 56 credits meeting or exceeding the following criteria:

Language Arts	8 credits
Mathematics	8 credits
Science	8 credits
Social Studies	8 credits
World Language	6 credits (in a single language)

Physical Education	4 credits
Career and Technical Education	1 credit
Fine Arts	1 credit
Health	1 credit
Freshman Career Seminar	0.5 credit
Senior Seminar (includes all IHAPI guideways and senior presentation)	1 credit
Electives	9.5 credits

2. The completion of four AP courses, one in each of the four core areas, including sitting for each AP exam.
3. The completion of two additional AP courses in one or more core content areas after the initial AP course in the given content area. The student must also sit for each AP exam. A Post-Secondary Enrollment Options Act (PSEO) course could satisfy either of these two additional AP courses if they are taken after completion of an initial AP course in the given content area.
4. A minimum weighted GPA of 3.800 (unrounded)
5. A minimum Composite ACT score (SAT score of 1250).

SENIOR SEMINAR

There are three components to earning the Senior Seminar graduation requirement:

- Completion of a graduate reflection essay
- Completion of a post-secondary exam
- Participation in Advisement activities

HARBOR ALTERNATIVE PROGRAM

The Harbor Alternative Program is an educational alternative offered to high school students who may be at risk of dropping out of school. Students interested in the Harbor must complete an application and be recommended by a counselor or administrator. Harbor students are provided an individualized educational approach using expeditionary learning, which is a theme-based, hands-on teaching and learning model.

HEALTH CURRICULUM

Health education is an important part of the school year's offerings. Major topics include personal health; safety and survival skills; consumer health; family life and human sexuality; substance use, misuses and non-use, emotional and social wellbeing; prevention and control of diseases; and health resources and careers.

HOMEWORK HELP

The media center will stay open until 5:15 pm Monday through Thursday and from 8:00 a.m. to 11:00 a.m. on Saturday throughout the school year for homework help. Core area teachers will be available to tutor any student that desires extra assistance. All library materials/resources are also available for student use, including computer/internet access.

MULTIPLE-FAMILY HOUSEHOLDS

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

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

MID-YEAR GRADUATION

A student may qualify for mid-year graduation if the student has completed the minimum high school requirements. In such cases, within the discretion of the administration, alternate arrangements may be made for the satisfaction of the physical education requirement if students are normally required to take four years. The deadline date for all requests is October 1. Refer to the registration guide for exact early graduation procedures.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises, prom, senior breakfast and graduation, and the scholarship and recognition breakfast.

PASS/FAIL OPTION

A pass/fail grade may be taken in an elective subject. Students can choose to be graded on a pass/fail basis for a total of (4) credits during high school. No more than one (1) course can be taken as pass/fail within a given semester. Courses where pass/fail is the only grading option do not factor into the semester or career totals. Course grades are available to students at all times within our student information system, Infinite Campus. The student must declare whether to select P/F or the letter grade by the end of the first 13 weeks of a semester. The student will be thus "locked in" to that declaration for the remainder of the semester, including the final grade. (A "P" grade does not affect the G.P.A., but credit is earned.) An "F" grade does affect the G.P.A. and credit is not earned.

PHYSICAL EDUCATION

STUDENTS WHO DO NOT DRESS FOR P.E.

Grades in physical education are based primarily on participation, performance, and attitude. It is imperative that students are dressed appropriately for P.E. class. Students who do not dress out will not be allowed to be a disruption to the class. Any class missed can be made up within one week for 1/2 credit. Repeated "no clothes" will result in detentions assigned by the individual teacher, and may result in disciplinary referrals to the front office.

P.E. STUDENTS AND MEDICAL EXCUSES

Students who miss physical education class due to injury or illness must have a medical excuse. The excuse shall be completed by a MD, DO, APRN, PA, PT or chiropractor and must include the student name, beginning and ending dates, and the activities the student can perform (or special instruction). Paperwork needs to be turned in to the school nurse. Medically excused students who do not present a P.E. medical excuse to the school nurse will be responsible for all classes missed. Athletes currently in a sport may not practice or compete if medically excused from P.E.

P.E. OPT OUT POLICY

Students participating in athletics at Southeast Polk High School are permitted to opt out (be excused from) physical education class during only one semester (either spring or fall) during any given school year. The actual number of weeks opt out time will vary from circumstance to circumstance according to the following opt out criteria. Students participating in fall sports

are permitted to opt out of physical education for the entire first semester (as long as they participate and successfully complete the season). Physical education grades for fall sports athletes who have opted out will be listed as excused on the report card and official records.

Students participating in winter sports are permitted to opt out of physical education for either the first or second semester, whichever is their desire (but not during all or any part of both semesters). If the students choose to opt out during the first semester, they may do so beginning on the official starting date of their winter sport (date to be announced annually by the Director of Activities). If students choose to opt out during the second semester, they may do so at the start of the second semester – if all of their opt out paperwork has been completed; if these students successfully complete their winter sport, they may continue to opt out for the remainder of the second semester. Physical education grades for winter sports athletes for the semester the student elected to opt out will be listed as excused on the report card and official records. Students participating in spring or summer sports are permitted to opt out of physical education beginning on the official starting date of their sport (date to be announced annually by the Director of Activities). For spring and summer sports, the student's grade earned in physical education up to the official starting date of their sport will be listed on the report card and official records. Students participating in multiple sports (i.e. football, basketball, spring or summer sports) will be required to choose which of the semesters (either first or second) they desire to opt out. The form may be found on the district website. Per Iowa Code Chapter 12.5(f)(f), other non-athletic activities may also qualify for P.E. opt out. For an updated list of approved activities, please see the current opt out form available in the guidance office.

Fall	Winter	Spring	Summer
Cross Country – Boys/Girls Football Swimming - Girls Golf - Boys Volleyball	Basketball- Boys/Girls Bowling - Boys/Girls Swimming – Boys Wrestling	Track - Boys/Girls Golf - Girls Tennis - Boys/Girls Soccer - Boys/Girls	Baseball – Boys Softball - Girls

A student who opts out of physical education will be assigned to a study hall. A student who quits or is dismissed from a team will be required to return to physical education class immediately.

Note: The intent of this opting out policy is to ensure that every student is enrolled in at least one (1) full semester of physical education each year.

POST SECONDARY ENROLLMENT OPTION

By an act of Iowa Legislature, students may enroll for courses at a post-secondary institution. Funds for this enrollment will be provided by the local school district, provided that the student meets the admissions requirements of that institution, the course(s) taken are not offered by the local school district, the course taken is approved by the counselor, and the course is successfully passed. Students of junior or senior status, and 9th and 10th grade students who are identified as talented and gifted, are eligible. Further information about application guidelines and procedures may be obtained from the counselors.

PROMOTION - RETENTION - ACCELERATION

Students in grades nine through twelve are informed of the required course work necessary to graduate each year. When it becomes evident a student in these grades is unable to meet the minimum credit requirements for the year, parents are informed. It shall be the sole discretion of the board to deny graduation to a student.

Students in grades kindergarten through twelve with the exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

MINIMUM RECOMMENDED COURSES FOR COLLEGE ENTRANCE

English – 4 years (literature and composition)

Math – 3 years (Algebra I, Algebra II, Geometry)

Science – 3 years ((including 1 year from each of the following fields: biology, chemistry, and physical science)

Social Studies – 3 years including US History and Government.

Foreign Language – Check with your college

Successful completion of the above curriculum will meet the entrance requirements of Iowa's three state universities. Individual universities may require a grade of C or better before acceptance of the above courses.

REGENT ADMISSION INDEX (RAI)

Students who wish to enter Iowa State University, the University of Northern Iowa, or the College of Liberal Arts and Sciences at The University of Iowa directly from high school beginning Fall 2009 or later will be admitted based upon the following three factors: ACT composite score, high school grade point average, and the number of high school courses completed in the core subject areas.

A Regent Admission Index (RAI) score will be calculated for each applicant, based on the following equation:

RAI = (3 x ACT composite score) + (30 x high school grade point average) + (5 x number of HS core courses completed)

For purposes of calculating the RAI:

- High school GPA is expressed as a 4-point scale.
- Number of high school courses completed in the core subject areas is expressed in terms of years or fractions of years of study.

Applicants who achieve at least an RAI score of 245 and who meet the minimum high school course requirements will automatically be offered admission. Applicants who achieve less than a 245 RAI score and who meet the minimum high school course requirements may also be offered admission, but their applications will be reviewed on an individual basis. Students who do not achieve an RAI of 245, but who otherwise demonstrate potential and commitment to succeed at a regent university, may be offered admission after an individual review of their applications.

In order to calculate RAI scores, use the following: https://www.iowaregents.edu/institutions/higher-education-links/regent-admission-index/rai-calculator

SCHEDULING

GENERAL REQUIREMENTS

- Seniors who are on track to graduate are required to take a minimum of 4.5 academic credit classes each semester. Juniors are required to take a minimum of 5.5 academic credit classes each semester. Sophomores and freshmen are requiredto take a minimum of 6.5 academic credit classes each semester. Maximum course load is 8.5 credits which includes early bird P.E.
- Students may take credit recovery courses if they are behind in credits
- Transfer students must assume the requirements at Southeast Polk High School.
- Students have the first two weeks of each semester to drop a class without consequence. The class may only be replaced with a study hall.
- Students have the first six weeks of each semester to drop a class and earn a W (withdraw) on the transcript. The class may only be replaced with a study hall.
- Students who drop a class after the first six weeks of each semester will receive an F on the transcript
- Students are not allowed into a full-year class at mid-year unless due to a previous failing.
- Students taking classes through the post-secondary enrollment option will be responsible for tuition, etc. if they fail or drop the classes.

- All post-secondary classes will be posted on a student's transcript and will enter into the grade point average.
- Any student wanting to go to the Harbor (alternative program) needs to first contact their school counselor.
- Students wishing to graduate at mid-year need to have a signed permission slip on file by October 1st of their senior year.
- All exceptional or unusual circumstances concerning graduation must be evaluated by the high school principal and/or the superintendent of the schools.

SCHEDULES WILL NOT BE ADJUSTED FOR THE FOLLOWING

- Preference for a different teacher
- Preference for a different period or semester
- Preference to be with friends in class
- Preference for a different lunch

All exceptional or unusual circumstances concerning scheduling must be evaluated by your counselor and/or administration.

SILVER CORD PROGRAM

The purpose of the Southeast Polk Silver Cord Program is to instill within students the importance of community service, and encourage students to be accountable for investing in their own education and in their community on a regular basis during their school years. This program recognizes students for their community service during their high school years. Students volunteering 150 hours by April 30 of their senior year will have the distinct honor of wearing a silver cord during their graduation ceremony. While it is suggested that students complete the minimum hours of service activities per year to reach the 150 total hours, students may accumulate their 150 hours in varying amounts during their four years of high school. This is a self-directed program, and the students are responsible for turning in all of their hours.

More information regarding the Southeast Polk Silver Cord Program can be found in the Silver Cord Program section of the high school's page within the district website.

MTSS

Multi-tiered System of Supports is an academic intervention period which meets at the beginning of the day on all non-late start school days. This academic support system is available to all students. Some students will be required to attend MTSS depending on previous or current academic needs. Students who are required to attend MTSS will be assigned to a specific teacher, and there will be procedures for students to schedule support sessions with any of their classroom teachers.

STUDY HALL RELEASE

Some students may be released from full-block study hall periods depending upon their grade level, academic standing, and access to individual transportation. Students who are released from study hall are required to leave the building and must exit the campus until their next scheduled class. Freshman students are not eligible for study hall release. The following are conditions which must be met by students to be eligible for study hall release:

▬ Sophomores

● May be released from beginning of the day study hall periods if they are not required to attend MTSS

● May be released from end of the day study hall periods

● With parent approval, student may apply for study hall release

▬ Juniors/Seniors

● may be released from beginning of the days tudy hall periods if they are not required to attend MTSS

● may be released from all other study hall periods

● With parent approval, student may apply for study hall release

WEIGHTED GRADING SYSTEM

Students taking honors or advanced placement courses will receive additional academic credit. Graduation grade point averages are based on the chart below. The courses for which the student will receive additional academic credit are:

AP COURSES

AP Biology	AP Macro Economics
AP AB/BC Calculus	AP Psychology
AP Chemistry	AP US History
AP Composition	AP World History
AP Human Geography	AP On-line Courses
AP Government	AP Physics I
AP Literature	AP Statistics

DMACC CONCURRENT CREDIT

Accounting II	**Principles of Engineering**
Advanced Computer Business Applications	**Teacher Academy**
Advanced Horticulture	**Welding**
Advanced Welding	**Advanced Composition**
Apprenticeship	**Advanced Composition II**
Bus. & Personal Marketing	**Composition/Production for Publications**
Career Exploration and Prep	**Environmental Science**
Comp.-Aided Engineering Drafting	**Field Ecology**
Computer Science Principles	**Finite Mathematics**
Computer Science Applications	**French V**
Construction Technology	**Math for Liberal Arts**
Drafting	**Pre-Calculus**
Fundamentals of Web Programming	**Spanish IV**
Health Occupations	**Statistics**
Intermediate CADD—Architectural	**Trigonometry**
Introduction to Engineering and Design	

Grade	% Grade	Standard Scale	Weighted Scale
A+	98-100	4.333	4.833
A	94-97	4.000	4.500
A-	90-93	3.667	4.167
B+	87-89	3.333	3.833
B	83-86	3.000	3.500
B-	80-82	2.667	3.167
C+	77-79	2.333	2.833
C	73-76	2.000	2.500
C-	70-72	1.667	2.167
D+	67-69	1.333	1.833
D	63-66	1.000	1.500
D-	60-62	0.667	1.167
F	Below 60	0.000	0.000

COLLEGE VISIT PROTOCOL

Students interested in visiting a college may take six college visits during their high school career. Students may take college visits beginning the first semester of their sophomore year. All college visits must be completed before Dec. 1 and May 1.

Students **must** contact the college they wish to visit in advance to establish the date, time, and content of the college visit. The student's guardian contacts the Attendance office, 967-6450, to excuse the student from missing school due to attending a college visit. The student is responsible for having an admissions representative from the college sign a yellow College Visit notecard, available at the guidance office. The signed yellow College Visit notecard is returned to the student's guidance counselor after attending the college visit. The guidance counselor signs the College Visit notecard and forwards it to the Attendance office to verify that it was a RAM Plan excused college visit.

ATTENDANCE

Notification to school personnel that your child will not be in school should be given between 7:00 to 10:00 a.m. the day of absence. Please call the attendance office at 967-6450 or email

The main objective of any public institution for the education of young people must be to prepare young men and women for a meaningful and productive life. Although teachers differ in modes and styles of instruction, they acknowledge the great importance of attendance, promptness, and appropriate behavior in the ultimate success or failure of the individual. With this in mind, SEP High School has adopted the following guidelines to improve the quality of education for its students.

OBJECTIVES

- To encourage responsible actions among student, peers, family and community.
- To help students realize the importance of attendance and responsible behavior in setting and maintaining high educational standards.
- To reduce problems encountered by students and staff as a result of inappropriate behavior, tardiness, and absence.
- To emphasize each student's responsibilities toward the successful functioning of any social, civic, or educational organization.

This policy is intended to be helpful to all SEP Community School District patrons and stakeholders.

ATTENDANCE PROCEDURE

Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school. To achieve this goal, parents are asked to call school each day their child will NOT be attending school. If the call is not received within the times designated, school personnel may attempt to call the home or the place of work to verify the student is indeed absent with the knowledge of the parent. Notification to school personnel that your child will not be in school should be given between 7:00 to 10:00 a.m. the day of absence. Please call the attendance office at 967- 6450 or email attendance_hs@southeastpolk.org.

Students arriving to class late, but within the first 10 minutes are considered tardy. These students do not need to secure an admit slip from the attendance office. They should report directly to class and be recorded tardy by the classroom teacher.

P.E. STUDENTS AND MEDICAL EXCUSES
Students who miss physical education class due to injury or illness must have a medical excuse. The excuse shall be completed by a MD, DO, APRN, PA, PT, or chiropractor and must include the student name, beginning and ending dates, and the activities the student can perform (or special Instruction). Paperwork needs to be turned in to the school nurse. Medically excused students who do not present a P.E. medical excuse to the school nurse will be responsible for all classes missed. Athletes currently in a sport may not practice or compete if medically excused from P.E.

ATTENDANCE PROTOCOL

The Student Assistance Team (SAT) will meet to discuss specific student's absenteeism whenever a student has reached the levels below. The purpose of this meeting is to determine if the absences constitute a consistent pattern of avoidance from school. The following comes from Board Policy,501.09R1:

A. Level One: (Seven or more absences from school)

- The guardian(s) will be notified by mail of the dates of absence and reasons given.

B. Level Two: (Ten or more absences from school)

- The SAT will discuss the student's absenteeism to determine if the absences constitute a consistent pattern of avoidance from school.
- If avoidance of school is determined, a required meeting with the student and his or her guardian will be held to discuss the student's attendance. A member of the SAT will call the guardian to schedule this meeting.
- An attendance contract will be discussed and signed by the student, guardian, and appropriate school personnel.
- Refusal to participate in prescribed level two programs will cause the attendance issue to be moved to level three.

C. Level Three: (Fifteen or more absences from school)

- SAT will discuss the student's absenteeism to determine if the absences constitute a consistent pattern of avoidance from school.
- If the student is of mandatory attendance age, a request for mediation will be filed with the Polk County Attorney's office. The juvenile court school liaison will contact the guardian to inform them of this request for mediation.
- The student may receive disciplinary action based on the truancy protocol.

PLANNED ABSENCE AND MAKE-UP WORK PROCEDURES

When parents or guardians know in advance that their student(s) will be absent from school, they are asked to have the student(s) bring a parent note that includes the dates of the planned absence to the attendance office. The students then will be given a Planned Absence form to be presented to their teachers. This form will complete communication with our teachers and enable our students to secure quality work.

Planned absence forms will not be distributed to students during the last week of the semester that request an alternate time for semester finals. Planned absences from school during semester finals will need to be submitted to the attendance office prior to the last week of the semester.

NOTE: College visits are limited to two school days per semester for purposes of RAM Plan eligibility for seniors. Juniors are eligible for college visits of two school days only during the second semester. No college visits will be RAM Plan Excused during the final two weeks of any semester.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents and communication with the school. Approved reasons for a student leaving school during the school day will include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration. Any student who leaves school grounds without prior parent approval and communication with the school or without permission of the attendance office will be considered unexcused from school.

STUDENT ATTENDANCE REGULATION

School work missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. 1.) When students can anticipate absences, every effort should be made to see that school work is made up in advance of the absence. The principal may determine that the completion of school work in advance be a prerequisite to allowing the absence to be excused. 2.) When an absence was not anticipated, all school work must be made up within the number of school days equal to the number of days absent plus one (two days of illness = three days upon return to school to complete work). Absences of more than five days must be made up as arranged with the principal. 3.) Students shall receive full credit for school work made up due to absences.

TARDY POLICY

Students at Southeast Polk High School are expected to be in class on time because punctuality is a concept that is important in all phases of life. There are situations when coming late to school or class will be considered excused. Those tardy situations include but are not limited to:

- Medical appointments
- Illness
- A family emergency
- Bad weather/road conditions
- Educational reasons that involve passes from school employees

All other tardy situations are unexcused.

TARDY DEFINITION

Students are tardy if they are not in their assigned areas safely when the bell rings. Students arriving after the bell and within the first 10 minutes of the class are considered tardy. Students that are tardy will receive verbal notification from the teacher after each time they are tardy. Students arriving more than 10 minutes late will be counted absent.

PURPOSE

To address student punctuality by applying reasonable interventions and/or consequences while also preserving instructional time for all.

1st/2nd/3rd Tardy Student receives verbal notification from the teacher. 4th Tardy

Teacher contacts the parent/guardian as a partner in intervention.

Student receives notification that referrals will be written for future tardiness.

Loss of RAM Plan privilege for that class.

5th and subsequent tardies

Loss of RAM PLAN privilege for that class.

A referral is written to administration including the number of tardies to class.

Parents are sent a copy of the discipline referral by mail

1st step = 30 minute detention

2nd step = 60 minute detention

3rd step (minimum of the 7th tardy)

A building administrator contacts the parent/guardian if consequences are beyond detention.

Administrative discretion is used to determine an appropriate response to this behavior.

Consequences may range from detention through suspension and/or could result in a loss of privileges.

TRUANCY POLICY

Truancy is any absence that occurs without the prior approval and consent of the parent/guardian AND THE SCHOOL. Students will be allowed only one truancy without a consequence during their entire high school career. An administrator will attempt to contact the guardian(s) after every account of truancy. Administrative discretion will be used to determine the step placement for each incident and the appropriate length of suspension for a step three or four infraction. The SEP truancy officer will also be contacted regarding any truancy involving a student of mandatory attendance age.

Consequences for Truancy

1st step.....Two-hour detention
2nd step..... Saturday school
3rd step .....In-School Suspension
4th step ..... Out-of-School Suspension

SCHOOL VISITORS

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

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

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

CONSEQUENCES FOR VIOLATIONS

ADMINISTRATIVE DISCRETION

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

VIOLATIONS OF POLICIES, RULES, OR DIRECTIVES

Students who violate policies, rules, or regulations of the school district, or who have documented cases of conduct detrimental to the best interest of the school district, may be suspended or expelled from school, or otherwise punished as provided by this policy.

The principal or designee(s) shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an absence. The initiative to make up work must be made by the student.

The principal or designee(s) may impose a range of penalties based upon their professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion.

The board of education, upon the recommendation of the building principal or designee, may expel a student from school for violation of the policies, rules or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. The board may expel any incorrigible child or any child whose presence in school may be injurious to the health or morals of other students or to the welfare of the school.

DANGEROUS OBJECTS

Dangerous objects are not allowed on school grounds or at school sponsored events. Dangerous objects will be taken from students and others who bring them onto the school property. If a dangerous object is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action. A national goal is that every school in the United States will be free of drugs, violence, and the unauthorized presence of firearms and alcohol and will offer a disciplined environment conductive do learning.

ACADEMIC INTEGRITY

Students will do their own schoolwork. Academic dishonesty ("cheating") is prohibited, and includes but is not limited to:

- Looking at or copying another student's schoolwork
- Allowing another student to look at or copy the student's schoolwork
- Plagiarism and copying from sources without proper citation
- Inappropriate use of telecommunication devices during testing

- Forgery, altering and or unauthorized possession of school forms
- Lying to school officials
- Violation of copyright laws

If a student is found to have violated this rule, the teacher will attempt to contact the parent to inform them of the incident. The student will be referred to the office for a conference with their assistant principal, the incident will be documented and the student will be responsible for completing an alternate assessment. Any additional repeat violation of this policy will result in greater consequences.

DETENTION

Detention is assigned for various violations of school policy. Morning detention is from 6:30 a.m. to 7:30 a.m. every day except late starts. After school detention is from 3:05 p.m. to 5:05 p.m. on all days except Fridays or the last school day of the week. Students may not serve less than 30 minutes of detention in a single session. Students are to serve detention time within five school days. Detentions that are not served will result in Saturday school assignments.

SATURDAY SCHOOL

Saturday School exists as an alternate makeup opportunity for students whose absences for one or more class periods exceeds ten and where a majority of those absences are unexcused. Saturday School will also be used as a response to failure to serve detention, as a step-two truancy consequence in accordance with the truancy protocol, or as a consequence for student behavior. If a student refuses to attend Saturday school, he/she will be suspended from school at the discretion of administration.

- Transportation is provided by the student or parent.
- All school work and materials will be brought to the room at the beginning of the sessions.
- A short break will be given to the students to use the restroom.
- Time spent will be productive. The student will work on assignments or school related projects.
- Student will not be allowed to use the phone.
- Students will not leave their seats without permission.
- Students may not talk to other students without permission.
- Students may not bring food or beverages.
- Students will follow the instructions of the supervisor.
- Students will exit the room and school building immediately after serving Saturday School.
- Failure to follow these rules will result in being dismissed from the building. Time served will not count and an additional Saturday or suspension will be assigned to the student.
- The Saturday School teacher has the complete authority to determine if the student has fulfilled the Saturday School requirements.

SUSPENSION AND ALTERNATIVE SUSPENSION PROGRAM

Suspension is an earned consequence for noncompliance to school rules, Board policies, and/or our high school community Respect Code. A suspension is issued in three possible forms:

1. In-School Suspension, which is a self-contained classroom housed within the high school and is mainly used for short term suspensions.
2. Out of School Suspension, which prohibits the student from being on the school campus for the duration of the suspension period.
3. Suspension Program, located at the junior high, which is a self-contained, highly structured educational environment which serves students in grades 7-12 for longer term suspensions.

EXPULSION

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

It shall 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 shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsion in addition to the board's records.

FIGHTING

Definition: Fighting consists of two or more persons engaged in any fight or violence toward each other in any angry or quarrelsome manner. (Policy No. 503.1R2)

Fighting is extremely disruptive to the atmosphere of the entire educational setting; it is dangerous to the students directly involved; it is potentially dangerous to students and staff who may be in the area; and it is dangerous to those individuals who assist in stopping the actions of those involved. Whenever possible, staff should do everything possible to avert a physical confrontation. However, when such an incident occurs, as administrators, we will proceed with the following steps to insure appropriate action has been taken and such action is appropriately documented for future reference:

- Determine all students who are actively involved in the incident.
- Review student discipline data regarding previous incidents of physical violence.
- Notify parents of students involved.

FIRST FIGHT

- Student is suspended 5 days.
- Parents are given the option of out of school suspension or alternative suspension program.
- A fighting contract is signed by student, parent, guidance counselor, and administrator. The fighting contract documents the date of the incident, suspension dates, and indicates all parties understand the school policy should a future incident occur. Copies of the contract will be provided to all parties.
- Counseling service information is available for parents if services are requested.
- Law enforcement may be involved at the request of either party or the school.
- Student may be criminally charged as according to Iowa Code
- Student may be placed on a Juvenile Court Diversion Contract that monitors student behavior and may include request for counseling services
- An Intake meeting with building administration is held upon students return to the building.

SECOND FIGHT

- The signed fighting contract is reviewed with the student and parent.
- Student is suspended from school until a discipline hearing is held with the Southeast Polk School Board.
- Parents are given the option of out of school suspension or alternative suspension program.
- Counseling service information is available for parents if services are requested.
- Law enforcement will be involved at request of the school and available to all parties.
- Student may be criminally charged as according to Iowa Code
- Student may be placed on a Juvenile Court Diversion Contract that monitors student behavior and may include request for counseling services
- Intake meeting with building administration is held if/when student returns to the building at the duration of the consequence determined at the discipline hearing.

GANG POLICY

This board believes that the presence of gangs and gang activities has caused, and continues to cause, a substantial disruption of or material interference with school and school activities. A gang, as defined in this policy and under Iowa Code 723A, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The pattern or gang activity means the commission, attempting to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this policy, the board of directors acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

A. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in, or affiliation with, any gang.

B. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.

C. Shall use any speech or commit any act or an omission in furtherance of the interests of any gang or gang activity, including, but not limited to:

1. Soliciting others for membership in any gangs;
2. Requesting any person to pay for protection or otherwise intimidating or threatening any person;
3. Committing any illegal act or violation of school district policies;
4. Inciting another student to act with physical violence upon any other person.

INITIATIONS, HAZING, OR HARASSMENT

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

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

Sexual harassment includes, but is not limited to:

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

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

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

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

Students who feel that they have been harassed should:

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

SMOKING – DRINKING – DRUGS

The school board prohibits the possession, use, sale, or being under the influence of alcohol, tobacco, vapes or electronic cigarettes, and other controlled substances. This prohibition includes look alike substances that appear to be tobacco, vapes or electronic cigarettes, alcohol, or other controlled substances possessed by students on school district premises or on property within the jurisdiction of the school district, or at any school sponsored activity on or off school district property.

Student violation of this policy will result in disciplinary action including possible suspension or expulsion. Use, possession, or purchase of tobacco products, including vapes and electronic cigarettes, for those under the age of eighteen, shall be reported to the local law enforcement authorities. Students who have purchased or are found to be in use or possession of alcohol, and/or a controlled substance, shall be reported to the local law enforcement authorities.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses, and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, which causes a safety concern for self and/or others, or which disrupts the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

STUDENT DISCIPLINE

BREACH OF DISCIPLINE

Breach of discipline is any conduct of pupils which interferes with the maintenance of school decorum. Acts of behavior which conflict with or disrupt the educational program or which are antagonistic to the welfare of other students and school personnel cannot be tolerated. Insubordination and other misbehavior are incompatible with good citizenship and educational programs.

EXAMPLES OF BREACH OF DISCIPLINE ARE:

A. Verbal or other types of abuse.

B. Threats or intimidation of others and gang membership or affiliation.

C. Open defiance involving refusal to conform to the rules, regulations, and policies of the school.

D. Use of profane or obscene language or loud and boisterous conduct, and any other action which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school.

E. Tardiness to class or school.

F. Possession or use of tobacco on school premises.

G. Refusal to comply with all school personnel in carrying out school responsibilities or duties.

H. Disobedience or insubordination.

I. Violation of the rules of the school or Board of Directors.

J. Physical attack or threats of physical violence.

K. Truancy.

L. Misbehavior, such as extortion, intimidation or possession of dangerous objects.

M. Any action or behavior that seeks to disparage a person's race, ethnic origin disability, sex, or religion will carry the same penalties as that of as unprovoked, physical assault.

N. Sexual Harassment such as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by a student to another student or when made by a student to a staff member when:

1. Submission to such a conduct is made directly or indirectly or a term of condition of an individual's employment or education.

2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

O. Violation of the laws of the state of Iowa or the laws of the United States of America.

IOWA STATE LAW

A. **Assault.** Assault is the attempt to offer or apply force to another with intent to do physical injury and with present means to execute the attempt. There may be an assault even though there is no personal injury inflicted.

B. **Battery**. Battery is a successful assault, i.e., the actual unlawful application of force to the person of another.

C. **Larceny.** Larceny is the taking of property of another with intent to permanently deprive the owner of the useful enjoyment.

D. **Robbery**. Robbery is the taking of the property of another by force or violence or by putting in fear with intent to deprive the owner of the useful enjoyment.

E. **Malicious mischief.** Malicious mischief includes malicious injury, defacing or destruction of any building or fixture, and includes willful writing, making marks, drawing characters, etc., on walls, furniture and fixtures.

F. **Malicious threats**. Any person who, knowing the information to be false, willfully conveys or causes to be conveyed to any other person any false information concerning the placement of or an attempt

being made or to be made to place any bomb or other explosive or destructive substance or device in or upon the premises of any school, further any person who willfully makes any threat to any other person to place or attempt to place any bomb or other explosive or destructive substance or device in or upon the premises of any school.

G. **Fighting.** Fighting consists of two or more persons engaged in any fight or violence toward each other in an angry or quarrelsome manner.

H. **Profanity.** A person may be prosecuted for using profanity when the use of obscene language publicly disturbs the public peace and quiet.

I. **Malicious use of the telephone.** Chapter 416 of the Act of the 62nd General Assembly makes it unlawful for any person to telephone another and use any obscene, lewd, or profane language, or threaten to inflict injury or physical harm to the person or property of any person. The use of obscene, lewd, or profane language or the making of a threat or statement as set forth in chapter 416 shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy, or offend.

J. **The use, possession, sale, attempted sale, consumption, or being under the influence** of, any alcoholic beverage or prohibited substance or any facsimile thereof and the possession of any item which may be used for the ingestion of such substance on school property or at any school related, sponsored or approved event or activity.

K. **The dissemination, circulation, sale or distribution of any obscene material or committing** of any sex act on school property or at any school related, sponsored, or approved event or programs.

L. **Malicious injury**. Malicious injury to building and fixtures and property.

M. **Theft or burglary**, arson or causing or attempting to cause a fire.

Items A through M are violations of the laws of the State of Iowa. School officials may report behaviors of this description to appropriate law enforcement officials. Policy No. 503. 1R2.

HEALTH

FOOD IN THE CLASSROOM

Students are not to bring food or drink to class at any time, except bottled water. All food or drink must stay in the commons. It is distracting to the teaching and learning process to have food or drink in the class. Special circumstances may exist at certain times during the school year when the teacher may submit a request to the principal for an exception to this procedure.

HEALTH PROCEDURES AND PROTOCOLS

Due to the COVID-19 global pandemic, Health Procedures and Protocols for ill students are as follows:

- Any student exhibiting **one high risk**, or **two low risk symptoms**, according to the Iowa Department of Public Health, must stay home from school or will be sent home from school.

- High Risk Symptoms:
  - New cough
  - Shortness of breath or difficulty breathing
  - New loss of taste or smell

- Low Risk Symptoms:
  - Fever equal to or greater than 100.4 degrees F. (we will always exclude for a fever whether or not accompanied by other symptoms)
  - Headache
  - Muscle/body aches
  - Fatigue
  - Sore throat
  - Runny nose
  - Congestion
  - Nausea
  - Vomiting
  - Diarrhea

- You will be asked to contact your child's provider for next steps.
- If the provider determines a COVID-19 test is needed, the child must stay home until the test results are known.
  - If the test results come back positive, please let your school nurse know right away so the next steps may be taken.
- If an alternate diagnosis is provided (i.e. allergies, cold, strep throat, etc), the child may return to school after 24 hours of fever free without medications, 24 hours starting antibiotic treatment, 24 hours free of vomiting or diarrhea, or with provider note/approval.

○ If you choose to not take your child to a healthcare provider and a COVID-19 test was not administered, we may ask you to keep your child home for 10 days from the onset of symptoms and until all symptoms have resolved. Each situation is unique and will be determined on a case by case basis.

Health procedures and protocols will be updated as public health guidance

evolves throughout the global pandemic.

IMMUNIZATIONS

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

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

TESTING AND PHYSICAL EXAMINATION

Beginning with the 2021-2022 school year, hearing screening will be conducted by audiometrists from Heartland Area Education Agency annually for

preschool through 2nd grade and 5th grade. Screening will also be available for individual students as part of the problem-solving process or evaluation process as needed and as requested by parents, local school staff and AEA staff. Students who do not pass the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage testing. Please notify your school nurse prior to the screening dates if you do not want your child tested.

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

An authorized health care provider's examination is requested of all children entering preschool and kindergarten. This physical can be back-dated to one

year prior to enrollment and can be on any health care provider physical form, or the form supplied by the district. In addition, any student entering 7th - 12th

grades who will be participating in any school-sponsored activity, is required to have a current Iowa Athletic Pre-Participation Physical Examination on file with the activities office.

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

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. Physicals are good for 13 months and should be turned into school office. Failure to provide proof of a physical examination makes the student ineligible to participate.

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

MEDICATION ADMINISTRATION

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

HEALTH INSURANCE FOR CHILDREN

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

SEVERE ALLERGIES

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

BAN OF HOME-BAKED GOODS

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

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

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

ACCIDENTS AND ILLNESS AT SCHOOL

When a child becomes ill or has an accident at school, parents may need to be notified. It is very important that the emergency contact information be as accurate and complete as possible. When there is a change in address, parents MUST contact the school office to update that information. Updates to phone numbers and email addresses can be made by the parent in the Campus Portal. No child is sent home until arrangements have been made. In cases where parents cannot be contacted, the school will contact the listed emergency contact. If no one can be reached and in extreme emergencies, the student will be transported to the nearest physician or hospital by the most appropriate transportation available. All information regarding your child's health will be shared with the necessary staff involved with your child unless otherwise specified.

P.E. AND ACTIVITY REQUEST

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

STUDENT ASSISTANCE PROGRAM

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

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

TRANSPORTATION

BUS RIDING GUIDELINES

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

BASIC RULES FOR BUS RIDERS

For the safety of all, bus riders are expected to adhere to the established behavior guidelines when riding the bus. When each bus rider behaves, then the driver will safely complete their responsibility. If inappropriate behavior occurs, the driver could be distracted and then all riders would be unsafe. The bus rules are all important and will be enforced.

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

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

BUS SURVEILLANCE

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

BUS ROUTE PLANNING

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

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

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

FEE-BASED TRANSPORTATION PLAN

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

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

- If a student uses a daycare, the transportation fee may still be charged, if the residence meets the first requirement.
- Further information may be obtained by calling the Director of Transportation, 967-3793.

CAR REGISTRATIONS/PARKING

Parking on school property is a privilege afforded to students. Certain conditions are attached to that privilege. Students who fail to uphold those conditions will be subject to loss of parking privileges. The conditions which must be complied with are as follows:

1. All students who drive to school MUST register their vehicles EVERY school year and display the new tag for the current year.
2. Students must pay a $30 parking fee ($15 per semester) at the time of registering their vehicle. Any vehicle parked on school property by a student must be registered. Parking on school property without registering or paying this fee will result in a fine. Students may also purchase a second semester parking pass for $15 beginning in January.
3. JUNIORS AND SENIORS may park in the two student lots located to the WEST of the high school on a first-come, first-serve basis.
4. Overflow parking for juniors and seniors, as well as ALL PARKING FOR LICENSED UNDERCLASSMEN, will be in the lots to EAST of 80th street.
5. Students are permitted to park their vehicles only in student parking areas designated by their parking tag. Students are not allowed to park in staff designated lots or designated visitor areas.
6. All vehicles will be parked within the lines defining a parking space – a line must be visible on BOTH sides of your car. Parking is not permitted on curbs, bus lanes, handicap parking spaces, fire lanes, visitor parking, staff areas, walkways, sidewalks, medians, on grass, on or adjacent to snow piles (in winter), or at the end of a row. Parking in these areas will result in a suspension of parking privileges or a fine as determined by administration. The administration also reserves the right to remove parking privileges of habitual offenders.

   Major offense = one week suspension of parking privileges or $20 fine
7. Fines may be issued under the following circumstances:

Parking on campus without displaying the parking tag on a registered vehicle:

Initial offense ..... Warning

Subsequent offenses $5

Parking on campus without registering vehicle and paying parking permit fee ..... $10 + parking permit fee

8. Responsibility for finding an authorized parking space rests with the operator. Lack of space in a certain area is not considered a valid excuse for violation of these regulations.

9. Parking on school grounds while parking privileges are suspended is a violation and will result in additional consequences.

10. Southeast Polk has the authority to deny future use of Southeast Polk High School parking facilities to habitual parking violators. The registered holder of a parking tag, regardless of who drives or parks the vehicle, is at all times responsible for the vehicle.

11. Maximum speed limit is 15 mph. Speeding or careless driving around the school is prohibited and will result in loss of school driving privileges.

12. When on school property, buses have the right-of-way. Do not CUT BETWEEN or PASS the buses when they are in the parking lot.

13. Upon arrival at school, students are expected to park their cars immediately. No joy riding is permitted on campus.

14. Going to or sitting in cars during school hours is prohibited. Extra trips to the parking lot require a parking lot pass available in the assistant principals' office. A student may receive one parking lot pass each semester.

Students are to obey all traffic signals, signs, and markings on campus. Speeding or reckless driving is prohibited. Parking lot rules are intended to provide safety for all students and help eliminate unauthorized persons and/or vehicles. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration may have the privilege of driving a motor vehicle removed and may also be subject to a fine or additional discipline.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as be subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

CELL PHONE POLICY

Cell phones are to be turned off and are not to be utilized during classes. Students may use their phones during passing periods, lunch, and non-instructional time as long as they do not cause a disturbance to the educational environment. If students are found in violation of the policy, then the staff member will confiscate the phone and turn it in to the office. The following consequences are on a yearly basis for students who use their phones during class or if their usage causes an undue disturbance to others:

- 1st offense: The student may pick up the phone at the end of the day
- 2nd offense: The student will serve a two hour detention. The phone is returned at the end of day. The student's guardian(s) may pick up the phone at the end of the day in lieu of consequences.
- 3rd and subsequent offenses: The student will serve a Saturday school detention.

Consequences must be served within the time frame determined by the administration during the student conference. On the third and subsequent offenses, the phone may be held until after the student serves the consequence. The phone may also be returned to a guardian at his/her convenience.

Cell phones have the capability of capturing audio, video, and still photographs. The regulations for this aspect of cell phone usage are listed in the Electronic Devices policy.

COMPLAINTS AND GRIEVANCES

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems with their teachers or other licensed employees, other than the administration, for resolution of the compliant. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal; the student may discuss it with the superintendent within 10 days after speaking with the principal.

TECHNOLOGY USER AGREEMENT

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

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

COMPUTER AND INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right.

Individual users of the district computer networks are responsible for their behavior and communications over the networks. Individual users of the district computer networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with district standards and acceptable use policy. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district servers will always be private.

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

- Sending or displaying offensive messages or pictures
- Using obscene language

- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password or trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network of commercial purposes
- Violations may result in a loss of access as well as other disciplinary or legal actions.

DISTRIBUTION OF PRINTED MATERIAL

A publication by students not created under the supervision of school personnel and not part of a curricular or extracurricular programs or activities of the Southeast Polk Community School District is considered unofficial student publication. However, it may disseminated on school grounds subject to the following conditions:

- The publication is distributed before or after school or within the cafeteria/ commons area during the lunch periods.
- The publication does not identify itself as affiliated with, or under the sponsorship of, the school.
- The publication is not pervasively vulgar, indecent, or obscene to an audience of minors.
- The publication does not contain libelous expression or expression that invades the privacy of another.
- The publication does not include insulting or fighting words, the very expression of which injures or harasses others (e.g., threats of violence, defamation of a person's character, race, religion, or ethnic origin).
- The publication does not contain expression that presents a likelihood that, because of the content or the manner of distribution; it will cause a substantial disruption of the orderly operation of the school, cause the commission of unlawful acts or the violation of school regulations. The place of activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors. The manner of conducting such activity shall be restricted to prevent undue levels of noise or to prevent the use of coercion in obtaining signatures on petitions. (The danger of littering is not a sufficient ground for limiting the right of students to distribute printed material.)

The school shall require that all printed material and petitions distributed or circulated on school property bear the name of the sponsoring organization and the name of one individual of such organization.

SEP_PUBLIC WIRELESS ACCESS

The SEP_Public network will allow internet access through your personal electronic devices. The SEP_Public network is designed as a separate network which should not interfere with normal student and staff access to our school network or the internet. A password is not required for your use. Your personal device should recognize the network and allow you to join the SEP_Public network.

In conjunction with opening the SEP_Public network, we take the opportunity to inform, and remind, students and parents of our Electronic Use Policy. The intent is to provide personal electronic device access to the internet for students and visitors without disrupting our school environment. Teachers will maintain discretion regarding the use of personal electronic devices during class time.

ELECTRONIC DEVICES

Electronic devices may be used during passing periods, lunch, study hall, and non-instructional times. It shall be understood that usage of an electronic device is an individual act. More than one student using an electronic device is considered to be a violation of this policy. Examples of approved electronic devices include, but are not limited to: (laptop computers, tablet computers, cell phones, iPods, MP3 players). The following electronic devices are not approved and should not be brought to school: (Laser pointers, television sets, and similar devices). Students assume the risk of loss or damage to their personal property when they bring it to school. Southeast Polk will not provide technical support for personal electronic devices.

The classroom teacher will make the individual determination if personal electronic devices will be incorporated into classroom instruction. The decision will be based on the instructional activity and the instructional value of personal electronic use for the activity. All digital storage devices are subject to school rules. If used at school, staff may inspect them and may examine files for possible violations. Content stored digitally should not be considered any different from content in print.

Video recording and taking photos are strictly forbidden in certain locations (e.g., locker rooms, restrooms, etc.) whether the device be a camera or part of a cell phone. In other locations, students must obtain permission from the administration or a teacher before capturing video, audio, or photos on school property (except for during public events such as games and concerts). Posting damaging video or pictures taken on school grounds to social media web-sites is also prohibited. Students found in violation of this portion of the electronic devices policy are subject to consequences up to expulsion and potential criminal charges.

GIFT DELIVERY

We request that flowers, balloons and similar items not to be delivered to students at the high school. These gift deliveries disrupt work and learning at the school. It should be noted that for each student receiving a delivery there are many who do not. These gift deliveries are best handled at the student's home. Thank you for your cooperation.

HIGH SCHOOL DANCES

High school dances are for intended for students attending high school in the district. This includes homecoming, winter formal, and prom. Junior high students and people over the age of 20 are not welcome participants at high school dances and should not attend. Students may bring a guest that does not attend Southeast Polk by first securing the proper approval from either the dance sponsor or the administration.

INTERVIEWS BY OUTSIDE AGENCY

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and those other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

LOCKERS

Each student will be assigned a hall locker. These lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are to use their assigned lockers and keep them neat. Sharing lockers is not allowed. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

All theft of vandalism is to be reported to the appropriate administrator. DO NOT ASSUME that your locker is a safe place. The district is not responsible for lost or stolen property from a school locker. Keep all items of value and cash

with you at all times. Keep your lockers locked and keep your combination confidential!

PARENT COMMUNICATION COUNCIL

To emphasize the cooperation and communication among staff members, students and community, Parent Advisory Councils have been established for each respective building. Parental input in the decision-making process is paramount if the administration and staff are to enlist the support of the citizenry in working toward common goals.

PUBLICATIONS

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

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

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student property on their person including cell phones, student lockers, desks, work areas or student vehicles based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall 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 shall seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband shall include but are not limited to nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. The board prohibits the use of tobacco and prohibits the possession, use, or being under the influence of beer or alcohol, other controlled substances, or look alike substances that appear to be tobacco, beer or alcohol, or controlled substances by students. Such items are not to be possessed by a student anywhere at school district facilities or at school-sponsored, school-approved,

or school-related activities. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be grounds for reporting to local law enforcement officials.

The board believes that illegal, unauthorized, or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

I. SEARCHES, IN GENERAL

A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law, rules, or regulations affecting school order.

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

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student; or,
4. The student's past history and school record although this factor alone is not sufficient to provide the basis for a reasonable suspicion.

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

1. The age of the student;
2. The sex of the student;
3. The nature of the infraction, and
4. The exigency requiring the search without delay.

II. TYPES OF SEARCHES

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school authority

has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable. a) Pat-down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex and with another adult witness of the same sex present, when feasible. b) A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises or property within the jurisdiction of the school district or at school- sponsored or school-approved events are threatened. Such a search may only be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Searches

Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, a periodic inspection of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities with at least twenty-four hours' notice to the student, without the student's consent, and without a search warrant. Any contraband discovered during such searches shall be confiscated by the administration. The administration shall attempt to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

No Maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Canine Searches: The school reserves the right to implement canine searches including but not limited to lockers, book/duffle bags and vehicles on school property. This follows: the locker assigned to a student is not the student's private property or his/her exclusive possession and may be opened and inspected by school authorities at any time with reasonable cause.

SEXUAL ABUSE, ASSAULT, HARASSMENT

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

Sexual abuse refers to forced or coerced sexual behavior that may occur more than once, often within a trusting relationship.

Sexual assault is any forced or unwanted sexual contact or activity that occurs as a single incident as opposed to ongoing sexual abuse that may continue over time.

Sexual harassment is unwelcome visual, verbal, or physical conduct of a sexual nature. There are two types of harassment: when a person in authority demands sexual favors in return for a benefit for the child or your or when a child or youth is subjected to sexual conduct that creates an offensive, hostile, or intimidating atmosphere.

For more information refer to A Guide for Parents and companion documents.

HELPFUL RESOURCES

Mercy Employee and Student Assistant Services.....271-6150
Family Violence Center.....243-6147
Iowa Domestic Abuse Hotline 1-800-942-0333
Polk County Crisis and Advocacy Services..... 286-3600 (24 hr. 286-3535)
Local Law Enforcement 911
For a complete list of resource information: www.icyd.org

STUDENT APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, vapes or electronic cigarettes, or drugs are not appropriate. Clothing displaying obscene material, profanity, or reference

to subversion are also not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, then the student may be required to make modifications.

TELEPHONE CALLS

Students may use the office phone for emergency calls after first obtaining permission from the secretary or principal. Students receiving telephone calls will have messages forwarded to them. Only in an emergency will the student be called to the phone.

TESTING

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families. No student shall be required, as part of a program funded by the United States Department of Education, to submit without prior written consent from the student's parent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student or the student's family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

SAFETY

EMERGENCY DRILLS

Emergency drills including those for fire, weather, and security will be conducted periodically throughout the school year.

FIRE DRILL PROCEDURES

Signs are posted in each room indicating where students and personnel should exit the building and relocate in a safe location. Instructors will then lead the students to the assigned areas and the students will follow these directions:

- Close classroom doors.
- Move quickly and quietly to your assigned exit.
- Students must move to the grass; this is an absolute must.
- Exits must be clear so emergency vehicles can pull up to doors.

TORNADO PLAN

Signs are posted in each room telling where students and personnel are to seek shelter. Instructors will then lead the students to the assigned areas and the students will follow these directions:

- Take a seat on the floor.
- Place book or hands over head
- Put head down
- Keep calm and do not panic

WEATHER AND EMERGENCIES

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

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

STUDENT ACTIVITIES

ACTIVITIES POLICY

Students are in school, first of all, to obtain an education. An extra-curricular program has a proper place in the Southeast Polk Community Schools only when it has an educational function. Participants who represent their school in such programs must keep in mind that they are in the public eye and that their personal conduct reflects on others. The student has an obligation to develop a favorable image, and maintain the respect of his/her teammates, student body, and community in order to represent the school. All qualified students are not only invited but encouraged to participate in the extracurricular activity program of the school. With this participation comes a responsibility which the student agrees to assume and which has been alluded to in the statements above.

To provide greater clarity and avoid future misunderstanding, there are rules which representatives of school must follow which exceed requirements of other students. Failure to follow these rules may be cause to forfeit a student's opportunity to participate. Some specifics are listed as follows:

A. Southeast Polk follows the guidelines set by the Department of Education and the organization which comprise the Iowa High School Unified Activities Association for participation in interscholastic events.

B. Students are free to make their own selection of the activities in which they participate, within the guidelines set by the Activities Department.

C. Heads of the various activities are responsible for selecting those who will represent the school in public performances and interscholastic competition.

D. A student may participate in only one school sponsored athletic activity during a sports season.

E. When dropping, or being dropped, from an activity the student will:

1. Notify the coach/director immediately.
2. Turn in all school gear/equipment immediately or at the direction of the coach/director.
3. Not be allowed to participate in another activity until all current obligations are met including equipment and fees.

4. Not be allowed to practice in another sport or activity until the former has been completed, unless they have the consent of both coaches/directors and the Activities Director.

F. Students must have a current physical. The physical form also includes a section which allows the parent/guardian to indicate insurance coverage and give consent for participation in athletic activities.

G. Participants in the Southeast Polk Activities program will be considered good will ambassadors for the district. The participant will:

1. Conduct themselves in a manner which will be a credit upon themselves, their family, team/group, community, andschool.

2. Dress in manner that will bring credit as described above. The director/coach is responsible for student appearance and dress.

3. Demonstrate proper behavior and obey bus rules.

4. Return from all out-of-town contests with their squads and by school-arranged transportation. Exceptions can be made by completing a Travel Excuse Form with the Activities Office prior to departure. Please do not make requests to simply ride home with parents or friends without good reason.

5. Agree to pay any damages to buses caused by inappropriate behavior, at the risk of being dismissed from theactivity.

H. If a student participates in more than one activity at the same time, the coaches/director of the activities involved will meet and make every attempt to resolve conflicts. If circumstances warrant, the following precedents will be followed:

1. State competition over regional/sub-state

2. Regional /sub-state over district

3. District over conference

4. Conference over varsity regularseason

5. Varsity regular season oversub-varsity

6. Event/contest over practice

7. School over no-school

I. Cheerleading, RhythAMettes, and RhythAMen are classified as activities, not athletics. Students may compete in one of these

activities at the same time as an athletic activity, provided that practices are not held at the same time, and both head coaches agree to dual participation by the student. If circumstances warrant, the precedents listed above will be followed.

J. Should concerns with a program surface, the following levels should be followed in prescribed order;

1. Level 1 -Student and coach/director
2. Level 2 - Student, parent, and coach/director
3. Level 3 - Student, parent, coach/director and Director of Activities
4. Level 4 - Student, parent, coach/director, Director of Activities and principal
5. Level 5 - Student, parent, coach/director, Director of Activities, principal, and superintendent.

K. Students are not allowed to use school facilities or equipment without faculty or staff supervision. This includes, but is not limited to, the gymnasiums, auditorium, practice areas, outdoor fields, and locker and training rooms. When staff attendance is required at in- service or other school-related meetings, supervision of students must be arranged and approved by Director of Activities.

ACTIVITIES-SUSPENSION

Students suspended in-school or out-of-school are not eligible to represent their school in any sport or activity for the duration of their suspension. Students who are assigned to In-School Suspension may practice but not participate in games, shows, contests, etc. Students who are assigned to Out-of-School Suspension are not to be on the campus and therefore may not practice, participate or attend meets, games, shows, contests, events, etc.

Student eligibility is reinstated when the suspension time is over, if that student has been in attendance at school for five periods during the eight period day. In the case of a student who has been in ISS, the suspension time is ended at the end of the last school day ISS is served. Therefore, that student will be eligible to participate in shows, contests, games, etc. the same date. If a student has been suspended out-of-school, that student will not be eligible to participate on the same date because of not meeting the requirement of a minimum of five periods of school attendance on the date of the event. That student will be eligible to participate beginning the day following that end of the out-of-school suspension.

ATHLETICS-ELIGIBILITY REQUIREMENTS

The requirements are those established by the Southeast Polk Code of Good Conduct. In order to be academically eligible, an athlete must pass ALL full- time academic courses (including P.E.). This is according to State of Iowa Code 281-35.15, Scholarship Rules. Each activity will have additional eligibility requirements unique to its function which must also be met by the participant. The specific requirement for each activity will be outlined in the activity's handbook.

The following inter-scholastic sports are offered at Southeast Polk High School

Fall	Winter	Spring	Summer
Cross Country – Boys/Girls Football Swimming - Girls Golf - Boys Volleyball	Basketball-Boys/Girls Bowling - Boys/Girls Swimming – Boys Wrestling	Track - Boys/Girls Tennis - Boys/Girls Soccer - Boys/Girls	Baseball Softball

Southeast Polk is a member of the Central Iowa Metropolitan League. The league is divided into the Central Iowa Conference (CIC) and Metro Conference. The CIC is divided into the three divisions as listed below:

Eastern	Western	Northern	METRO
Ankeny Ankeny Centennial Southeast Polk Waukee	Johnston Urbandale WDM Dowling WDM Valley	Ames Fort Dodge Marshalltown Mason City	DM East DM Hoover DM Lincoln DM North DM Roosevelt Indianola Ottumwa

ATHLETICS-REQUIRED FORMS

Any student wanting to participate in athletics must have completed the following requirements before joining one of the athletic teams. These forms are available in the Activities Office and must be completed entirely.

Physical/Consent Form

The state athletic association rules require all athletes to have a valid physical exam before participating in any athletic practices. The exam is good for one year from the date of issuance. Should you want this exam to be by your

family physician, please secure the examination form from the athletic office or the main office or website.

Physical exams are provided by area doctors in their offices by appointment. Please call the Activities Office (967-2944) at the high school with any questions concerning school physicals.

Parents must consent, in writing, to having their child participate in a sports or sports knowing on some occasions, however rare, that serious, perhaps crippling, or mortal injuries may occur in sports.

Concussion Form

The state athletic association rules require all athletes, cheerleaders, and dancers acknowledge that they have received information on concussions. This form is good for one calendar year.

ATHLETICS-SERVICES

Locker Room Procedures

Students should keep their locker padlocked at all times when not actually using it, to guard against theft and vandalism of personal property. Students should keep clothes and other valuables in the locker during practice. Large amounts of cash should not be in students' possession during school hours.

Athletic Equipment

Any equipment lost (this includes theft); damaged, or destroyed through student negligence will be paid for by the athlete at the replacement cost to be determined by the Activities Director. School-issued uniforms, warm-ups, practice gear, or equipment is intended for official practice and games and is not intended to be worn for personal use in public.

First Aid and Injury

Athletes should report all injuries to the coaching staff first, and then confer with the athletic trainer. A full-time, certified athletic trainer is provided for Southeast Polk activity programs. The athletic trainer arrives Monday through Friday at 8:00 a.m., and is in attendance at home varsity events in volleyball, baseball, softball, basketball, wrestling, track, soccer, and football. The trainer also attends away varsity football games.

Weight Room

Students may never use the fitness center without direct supervision of a member of the faculty or coaching staff. The fitness center will be a co-ed facility. Athletic programs involved in their sports season will have priority over individual use. The Activities Director and fitness center supervisor will publish a schedule regarding use of the weight facility.

CLUBS, ACTIVITIES AND ORGANIZATIONS

Participants in extra-curricular clubs and organizations are subject to the Student Conduct Code.

AMBASSADORS

Ambassadors are a group of 24 students selected to assist in the orientation of students new to SEP. Ambassadors also serve as DARE role models in the elementary schools and assist the counselors with various school activities.

BANDS

Basketball Pep Band

The Basketball Pep Band provides entertainment and support for the varsity basketball teams through performance at all home varsity/varsity doubleheaders. Involvement is limited to those students enrolled for Concert Band/Symphonic Band or Wind Ensemble.

Honor Bands

Honor Bands are a unique opportunity for a small number of students from Iowa high schools to perform together. Honor Bands attended include All- State, S.C.I.B.A., Drake University, University of Northern Iowa, Iowa State University, Central College, and the Des Moines Community Jazz Center Honor Jazz Band. Involvement is limited to those students enrolled for Wind Ensemble, Symphonic Band/Concert Band, or Jazz Band. Each band requires either a student audition or nomination by the director.

Marching Band

The Marching Band provides the Star Spangled Banner and pre-game and halftime entertainment at all home varsity football games. The group also performs in area parades and community celebrations. Involvement is limited to those students enrolled for Symphonic Band.

BEST BUDDIES

Best Buddies is an organization dedicated to enhancing the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships. Students are paired by faculty advisors and the chapter president. Expectations are that buddies will have contact at least two times a month. There are many leadership opportunities available for this newly added club. Check out www.bestbuddies.org and/or contact one of the faculty advisors/ current members for more information.

BOOK CLUB

The Book Club meets monthly after school for fun, fellowship and to discuss good books. The group takes field trips to restaurants, bookstores, etc. We

support reading events district-wide and in the community. This club provides a safe haven, where attitudes, opinions and differences are respected.

CHEERLEADERS

The cheerleaders set up pep meetings to stimulate school spirit and lead cheers at ball games. Those interested in cheerleading are divided into 9th grade, Junior Varsity, and Varsity squads for the fall and Winter sports season.

CONFLICT MANAGERS

Each year the freshman class is asked to vote for 3 girls and 3 boys who are mature, responsible, and confident to represent them throughout their high school career. If they accept this position, every year all 24 students (grade 9-12) are trained in the skills of conflict management. If they do not attend training, they are not asked to help SEP students resolve conflicts for that year. Conflict Managers help in creating and maintaining a positive climate at SEP.

DEBATE

The debate team argues about clashing moral or political topics within a set of rules. It develops critical thinking, academic research, and public speaking skills.

DECA

DECA is a student organization that incorporates leadership, vocational understanding, service, and social intelligence into a variety of activities throughout the year. Students participate in leadership conferences, conduct service projects, and compete in various business competitions. Members may qualify to enter skills contests at local, state and national levels.

DECA is known for integrating academic achievement with vocational skills and creating linkages with the business community. DECA is open to all students 9-12 and is strongly encouraged for those enrolled in business and marketing classes.

DRAMA

Southeast Polk High School presents two full-length productions each year (November and April). Students audition for roles, and all students interested in theatre are invited to participate on a stage crew.

DRILL TEAM

The girls' drill team members are divided into various squads that perform during the fall and Winter sports seasons, at local functions, and at contests

throughout the state. They perform to music and are a precision group. They are called the RhythAMetteS .

FCCLA

FCCLA (Family, Career, and Community Leaders of America), formerly FHA, is a unique organization because its programs are planned and run by student members. It is the only national student-led organization with the family as its central focus, and is co-curricular with Family & Consumer Sciences. Students organize community service, chapter bonding activities, fundraising events, compete in STAR Events at Districts, State and Nationals, and learn leadership skills at conferences. Any student who has taken one FCS course in high school is eligible to be a member of FCCLA.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

FCA is an organization that offers students a chance to practice their faith at school. The club meets twice a month both before and after school. These students participate in special events during the year, including, See You at the Pole, attendance rallies, and service learning projects.

FITNESS CLUB

This is an opportunity for students to come together to achieve one goal. The club will be promoting health and wellness, a healthy life style, and improvement in self-confidence.

FRENCH CLUB

Enrolled students interested in French language and culture may join this club. The organization's sponsors and officers typically plan monthly events including French related experiences such as watching a film in French, having French food during events such as the summer picnic, making French valentines, a Mardi Gras celebration, and the annual French/Spanish War in the fall. Participants have also had opportunities to compete in the French Bowl at Simpson, design and order t-shirts, and take the spring National Exam. Many activities such as sledding or a hayrack ride are included to create a chance for members to get acquainted in a fun/informal environment. Bienvenue à notre Cércle!

FFA (NATIONAL ORGANIZATION)

FFA develops a student's potential for premier leadership, personal growth and career success through agricultural education. They conduct meetings to carry on the business of the organization, learn parliamentary procedure and supervise a display at the Iowa State Fair. Members also have a chance to attend many district, state and national meetings. Members must be enrolled in an agricultural education course.

GAMERS CLUB

Gamers Club is a club in which students interact with each other by playing cards and school appropriate video games. The club meets once a week. Open to students grade 9-12.

GAY-STRAIGHT ALLIANCE (GSA)

GSA offers students opportunities to work against bullying, harassment and discrimination in our student body. It is designed to provide support and continuing education for students and adults about issues affecting student safety and morale in and away from the school building.

GOT BOUNCE?

Got Bounce? is a student-led organization focused on leadership development, teamwork, and resiliency in students and their peers. Each semester, Got Bounce? members identify, plan, and carry out various projects designed to foster a positive school environment and provide community service opportunities.

HUDDLE

Huddle (harmony, unity, diversity, dreams, love, everyone) is a club dedicated to build diversity awareness among the school and community. Anyone who is interested in making connections and promoting diversity and inclusion is welcome to join. We meet weekly to discuss current events and plan action steps to support our mission. If you are looking for a safe space to share your voice, HUDDLE Is the place for you.

INTERACT CLUB

The Interact Club is the high school student branch of Rotary International, a service organization committed to the principles of service to club, community, vocation and international relations. The Southeast Polk Interact Club is affiliated with the East Polk Rotary Club. The Rotary Four-Way Test asks:

- Is it the truth?
- Is it fair to all concerned?
- Will it build good will and better friendships?
- Will it be beneficial to all concerned?

Through projects, Interactors develop a network of friendships with local and overseas clubs, develop leadership skills, learn the value of hard work and have some fun!

KEY CLUB

Key Club is a Kiwanis-sponsored human services organization created to help people in the school, community, nation and world. Key Club provides the members with the opportunity to hold leadership skills, team building skills and is fun too! Members may participate in a community Halloween Safety Night, fundraising projects and social events. Members may also help with Pancakes with Santa and Bunny Book Bash, both put on by Kiwanis. The opportunity also exists for members to meet new friends at the annual district convention.

LEO CLUB

A service organizations under the guidance of Lions Club International open to students in grades 9-12. The goal is to provide students with Leadership Experience and Opportunity to grow through volunteerism. Leo Club helps young people grow as leaders and generous human beings while providing an invaluable service to the community.

LITERARY MAGAZINE

The student literary magazine is printed each year as the Ramshackle. All students are eligible to submit their original art, photography, poetry, essays, short stories and other creative materials for possible inclusion. The pieces finally included in issues of the magazine are judged and compiled by members of the Ramshackle staff which meets outside school hours.

NATIONAL HONOR SOCIETY (NHS)

The Penny Burnett Chapter of the Southeast Polk National Honor Society follows the procedure recommended by the National Council of the National Association of Secondary School Principals for selection of members. Members are involved in numerous activities throughout the school year. Yearly selections for the National Honor Society are held in February of each school year.

NEWSPAPER

The student newspaper is printed monthly as the Rampage. The publication also has an online edition. After successfully completing an introductory journalism course, students may be accepted for enrollment in a more advanced journalism class which reports on all school activities and other events, both in and out of school. The paper has several editorial positions with up to 25 staff members.

PAINTBALL CLUB

This is an opportunity for those interested to take their fun outdoors. The SEP Paintball Club is about getting involved in a small and large group dynamic, also getting a more active atmosphere that involves physical activity, teamwork, stamina, stealth, and strategy in a non-traditional sports

QUILL AND SCROLL

Quill and Scroll is an international honor society for high school journalists. Students who meet academic and performance requirements are recommended for inclusion in the group by the school's publications advisors and are inducted annually. Members are encouraged to perform service projects related to the field of journalism both in the school and in the community.

ROOFTOP

This is an opportunity for students to freely express their faith in our culture and in our schools. The idea behind the name is that in coming together we would discover the courage to express our faith without fear and so that others might clearly see God's love in us.

RUGBY

A football game in which play is continuous without time-outs or substitutions, interference and forward passing are not permitted, and kicking, dribbling, lateral passing, and tackling are featured. Points are scored by grounding the ball behind the opponents' goal line (thereby scoring a try) or by kicking it between the two posts and over the crossbar of the opponents' goal.

SCIENCE CLUB

The SEP Science Club is an exciting after school program. It explores many areas of science and participates in numerous community service projects. Every year, the Science Club takes an overnight canoe trip on one of Iowa's rivers. A new direction for the club has been international eco-tourism.

SEP STAND FOR THE SILENT

The goal of the Stand for the Silent Club is to make a stand at our school against bullying and not allow or turn our backs on it. We will stand together and make it known that bullying is not and will not be tolerated in Southeast Polk Schools. This student organization will work to promote acceptance, provide leadership with development of student activities, and educate students, staff, and our community regarding the dangers of bullying behavior and how to promote a positive and accepting building climate. We welcome all students to participate.

SHOW CHOIR

Students are invited to audition for membership in one of the following show choirs: Vocal Gold, and RAMification. These groups have a variety of performance opportunities throughout the year, singing and dancing in state level competitions, community functions, school performances, and the annual Dinner Theatre. Rehearsals begin in the fall semester, before school and evenings (depending on the ensemble). Auditions are held at the end of each school year for the following year. Students wishing to be in show choir must also be registered for one of the five curricular choirs offered during the school year.

SKI & SNOWBOARD CLUB

Skiing and snowboarding is a fun, active sport, which we believe everyone should know how to do. Our club is all about the love of the sport, and teaching others our love of the sport.

SKILLS USA

The Vocations Industrial Club of America is a leadership organization made up of senior boys and girls who are enrolled in the Trades and Industrial Education. Community service, social activities, fundraising, legislative activity, and job skill development are all a part of the program.

SPANISH CLUB

Spanish Club meets once a month for most months of the school year. We do a few service projects, eat a lot of crispitos, and have fun together. Our biggest event of the year is the Spanish-French war, where we have food from both the Spanish and French cultures, hold scooter races, language games, and compete against the French Club for the trophy and bragging rights. You don't have to be in a Spanish class to be in Spanish club – you just have to be interested in the Hispanic culture or the Spanish language, and be ready to have fun!

SPEECH

This is a competitive speech and drama activity organized under the Iowa High School Speech association. Large group competition involves ensemble acting, musical theater, film, choral reading, readers theater, mime, TV news, improv, and one-act play, Individual competition involves acting, musical theater, literary program, prose, poetry reading, after dinner speaking, expository address, mime, radio news, improv, spontaneous address, storytelling, and review. Student Activities Leadership Team (SALT)

This group consists of those selected to the National Council on Youth Leadership and those nominated by their coach/director. Candidates must be leaders in and out of school.

STUDENT COUNCIL

In the fall, nine representatives are elected at-large in each class – grades 9-12. Officers are elected the preceding spring. These 40 students make up the student governing body.

TEEN LEADERSHIP CONNECTION (TLC)

TLC is a student-led leadership and community service group. Members pledge to be substance free, and are involved in a variety of community service activities. Members commit to living and advocating a life of responsible, positive choices. Each member is on at least one committee, including Clowning, High School Prevention, and Elementary Visits. A highlight

to TLC is the annual retreat, which features fun activities and speakers. TLC members are expected to help plan and carry out committee activities throughout the year

WELDING CLUB

SEP Welding Club is preparing students for a career in the welding industry. Students in the welding club are involved in many different types of activities through the year such as: designing a welding t-shirt, attending welding contest at DMACC, Kirkwood and Iowa Central. There is a focus on personal traits sought by employers such as: dependability, collaborating with peers, building self-confidence and producing high quality work.

YEARBOOK

The yearbook is published annually as the RAM. After successfully completing an introductory journalism course, students may be accepted for enrollment in a more advanced journalism class which reports on all school activities and other events, both in and out of school. Emphasis is on creating a visual record of the year's issues and events. The yearbook has several editorial positions with up to 25 staff members.

PUBLIC CONDUCT ON SCHOOL PREMISES

Extracurricular activities are an important part of the school program. Extra-curricular activities offer students the opportunity to participate in a variety of activities not offered during the regular school day. Extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but is embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate without fear of harassment and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- Abusive verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities will not be tolerated;

- Verbal or physical conduct of spectators that interfere with the performance of students, officials or sponsors of extracurricular activities will not be tolerated; and
- The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activities will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the school administrator may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the school administration, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from the district activities and events and the duration of the exclusion. If the spectator disobeys the district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

SOUTHEAST POLK PLAYERS HIERARCHY/TEAM RESPONSIBILITIES

As we strive for excellence in education we try to implement the following team responsibilities. Hopefully by doing this the best environment possible will be created.

Athletic teams will be of such size as to allow participation within the limitations of facilities, equipment, scheduling, and coaches.

To all parents and players

The athletic program is one which affords every girl/boy in Southeast Polk Junior High and High Schools the opportunity to learn the game and to develop skills for the sport. The varsity sport program is for those who are most talented. Intramurals provide for equal participation. Based on the player's attitude, abilities, performance in practices, and the judgment of the coach, some players will participate in games more than others.

Any player in grades 9 through 12 is eligible for junior varsity and/or varsity competition. Only 9th grade students may participate on the freshman team level. Both 9th and 10th grade students may participate at the sophomore level. Students may be able to participate at a higher level of competition only if it benefits both the individual and the overall program.

HIERARCHY/TEAM RESPONSIBILITIES

I. Junior High Athletics

Participation is the key ingredient for students at this age. Students should be encouraged to become involved in various athletic and non- athletic activities, and not specialize in one activity. Preparing these students for the competition they will experience at the high school level is also paramount to the success of the entire athletic program. Equal playing time cannot be guaranteed at the junior high level. Every opportunity, however, will be taken to provide playing experiences to all participants. Due to high participation rates in most activities in relation to the number of performance opportunities, availability of facilities, transportation, and other factors, athletes will be grouped according to skill level and ability. Interscholastic competition, tournaments, scrimmages, intramurals, and other forms of competition will be scheduled for participants based on skill level and ability. Travel teams in junior high may also be established based on these factors. As the primary emphasis is based on participation at the junior high level, we also must address the competitive needs of the student by creating experiences appropriate for their age, skill level, development, and expectations that await them at the high school level.

II. High School Athletics

Southeast Polk is affiliated with the 18-Member Central Iowa Metropolitan League (CIML) and the Eastern Division of the CIC, which consists of Ankeny, Ankeny Centennial, Waukee and Southeast Polk. Central Conference teams have an established athletic tradition. Competition for more advanced individuals plays an important role in the high school athletics program. Participation opportunities are still provided for players of different skill levels, especially at the 9th grade and junior varsity level. Starting at the sophomore level, athletic competition becomes more specialized, expectations increase, and playing opportunities become more limited. Participation and playing time is not guaranteed. The number of participants on high school athletic teams will be based on State regulations regarding squad size and schedule limitations, in addition to local concerns regarding facility and transportation availability, financial impact, safety, instructional quality and program manageability.

III. High School Activities

High school performing and fine arts students compete and participate at the local, conference, district, state, regional, and national levels. Participation is encouraged and no limits are placed on squad sizes in speech, drama, debate, and band. A variety of opportunities are available

for students involved in these programs. Roster sizes for competition in these areas are restricted for district, state, and national events. High school show choir is similar to some athletic teams in that it is organized by grade, ability, and skill level. The squads are selected, and the size of each squad is determined along choreography, space, and design guidelines. Cheerleading and drill team are activities that require a significant amount of precision movement, athletic ability, and special skill. Squad sizes in cheerleading are specifically controlled by the State Athletic Associations, and Southeast Polk adheres to those guidelines at the varsity level. Drill team also has set limitations on the number of performers that is established by the host organization. As is the case with cheerleading and show choir, drill team requires unique talents that may limit participation to individuals who are asked to try out and be selected to a squad that is based on age, experience, ability and skill level.

PROGRAM DEVELOPMENT

Any player in grades 9 through 12 is eligible for varsity competition. Only 9th grade students may participate on the 9th grade team. 9th and 10th grade students are eligible for sophomore and junior varsity competition. Seniors do not play junior varsity except by mutual agreement of competing teams.

Some NINTH GRADE athletes are more talented skill wise and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule which demands lesser skill development.

Anytime a 9th grade athlete is promoted to a sophomore, junior varsity, or varsity squad, careful consideration should be given to the following factors in making the decision:

- physical/emotional/maturity level of the athlete
- nature of the sport
- parental support
- support of assistant coaches
- playing time
- needs in the program
- effects on other participants in the program.
- approval/support of the Director of Activities

The JUNIOR VARSITY/SOPHOMORE programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who

are more able will be the primary participants. Students may be asked to try out and undergo a selection process.

The VARSITY team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level and athletes may be used in specific roles for the benefit of the entire team. Students may be asked to try out and undergo a selection process.

*Athletes at all levels who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

SPECTATOR CONDUCT

The district offers a comprehensive athletic program as an added educational opportunity for students. Through these offerings, it is intended that students improve their physical development, increase their motor skills, learn to function for the benefit of the team, enjoy competition, develop higher skills in cooperating, reinforce good citizenship, and formulate patterns of good sportsmanship. Include in the preceding is to both win and lose with grace, dignity, and honor.

Secondary to the primary goals is the provision for entertainment for both the student body and adults.

In that spectators provide examples of behaviors for students to emulate, it is important that standards of conduct be established. Initially, certain facts need to be understood. Participants at high school athletic events are doing the best they can. The officials are properly certified to perform their tasks and do so impartially. They are not generally the same officials used for university or professional sports, but they are at least as able to make human errors. The same is true of secondary school coaches.

Just as there are rules of the events which govern the athletes, coaches and officials, there must also be behavior standards for spectator. These rules shall prohibit, but not be limited to, the example listed below.

A spectator shall not:

- Be present at a school contest in possession, or under the influence of , any alcoholic beverage or other controlled substance,
- Use tobacco,
- Make profane or inflammatory remarks,
- In any way verbally or physically abuse an official, a participant, a coach, fellow spectator, or any other person in attendance,
- Commit any vulgar or obscene act or gesture,
- In any way disrupt the event,

- Commit any other act which detracts from the purpose of the activity or destroys the pleasure for others.

Persons guilty of the infractions mentioned above may be asked to leave by the authority of the school administrator in charge of the activity, and, if necessary, escorted from the area by an officer of the law. Any appropriate charges shall be filed and the administrator shall have the authority to suspend the person from being on premises for future activities at the school. The person may appeal at a later time through the suspending administrator, the superintendent, and, this failing, to the board in session.

STUDENT ACTIVITY TICKET (SAT):

These tickets, good for all CIML athletic events in which Southeast Polk is a participant (home and away), except tournaments, from the beginning of the school year throughout the summer sports season may be purchased during school hours in the school office. Students not having a SAT must pay adult prices home and away. The SAT provides a considerable savings for a student who attends many activities.

STUDENT CONDUCT CODE

STATEMENT OF PHILOSOPHY

Southeast Polk Community Schools offer a wide variety of extra-curricular and co-curricular activities to enrolled students. Participation in any activity is a choice made by the student and the participation shall be considered a privilege. The Southeast Polk School District has set forth a set of expectations for all participants. These expectations shall be defined as follows:

Participants will…

1. Demonstrate principles of justice and compassion.
2. Respect rules and authority.
3. Respect the rights of other persons.
4. Respect everyone's physical and emotional well-being, to include their own.
5. Respect and demonstrate good sportsmanship.
6. Demonstrate a sense of school pride.
7. Demonstrate understanding and application of the concepts of teamwork and leadership.
8. Demonstrate a sense of commitment and dedication to achievement of excellence.

These expectations are designed to exemplify and encourage responsible citizenship among all students. Participating students serve as representatives of the district to their peers and to the public in and out of the district. Because of the responsibility inherent in representing the Southeast Polk Community School District, a high level of conduct is expected of all students.

The district has set forth the Student Conduct Code that governs the actions of all participating students. These guidelines outline the expectations for acceptable conduct in the areas of academics, attendance, and behavior.

STATEMENT OF COMPLIANCE

The Southeast Polk Community School District will enforce the Student Conduct Code for all co-curricular (extended requirements beyond the regular school day associated with a credit bearing class which meets during the regular school day) and all school sponsored extra-curricular (an activity with a district paid sponsor/director/coach which meets outside of the regular school day and receives no credit) activities.

I. Academic, Attendance, and other Requirements:

A. Students are subject to the Iowa Department of Education, Iowa High School Athletic Association and Iowa Girls High School Athletic Union rules regarding eligibility requirements.

B. Students must be in school at least 4 periods of the day of a performance (music, theater, and speech), a scheduled contest, a program or trip, or a practice for any of the above if the student expects to participate.

Any exception must be cleared through a building administrator or the activities office. Guidelines for such an exception include, but are not limited to, doctor appointments, dental appointments, family emergencies as determined by the administration, or school-related absences. Early release time from school to attend a school sponsored event counts as part of the attendance requirements.

C. Any Southeast Polk student serving an in-school suspension for violation of school rules will be eligible to practice for a co-curricular or extra-curricular activity, but will be ineligible to participate in a performance or event until completion of the in-school suspension. Any student serving an out-of- school suspension will be ineligible to practice or perform in an event until the day following the completion of the out-of-school suspension, and is not allowed on school property or allowed to attend school events, home and away during the period of suspension.

D. To be eligible to represent Southeast Polk in co-curricular and extra-curricular activities, a student must pass all full-time academic courses (including P.E.). This is according to State of Iowa Code, "Scholarship Rules," 281-36.15.

E. A student may be eligible to participate for a maximum of eight (8) consecutive semesters upon entering 9th grade for the first time. Students who complete graduation requirements at the conclusion of the eighth consecutive semester are eligible to participate in summer activities. Students who complete graduation requirements prior to the eighth semester of high school and end their enrollment as an early graduate are not eligible to continue their participation in school activities.

F. Students transferring to Southeast Polk from other school districts must transfer in good standing with previous school's Student Conduct Code to be eligible at Southeast Polk. Students will be ineligible until the length of the suspension assigned by the previous school is completed.

G. Students are subject to the Iowa Department of Education, Iowa HighSchool Athletic Association and Iowa Girls High School Athletic Union rules regarding eligibility requirements.

H. Students are not eligible once they have reached the age of 20.

I. Male and female athletes must complete an annual physical examination with certification from the examining physician or approved personnel that the student can safely engage in athletics. Students must submit the completed physical as part of the required Southeast Polk Online Athletics Registration Process.

J. Parents/guardians must complete the Southeast Polk Online Athletics Registration Process for each sport in which the student participates prior to being eligible to participate in that sport. The Student Conduct Code is contained within this registration process.

II. Violation

If it is determined that a student has violated the Student Conduct Code, the student shall be penalized as specified in Section III below. The following constitute a violation of the Student Conduct Code.

A. Possession, use, or purchase of alcoholic beverages except as may otherwise be permitted by Iowa law. Evidence of "Use" includes having the odor of alcohol on one's breath. Evidence of possession includes having alcohol in one's system**.**

B. Attendance at a function where alcohol or controlled substance, as defined by Iowa Law, is being consumed or used and not immediately leaving said function. Being in a motor vehicle as a passenger or driver that contains alcohol or a controlled substance, as defined by Iowa Law, and not immediately leaving said motor vehicle. It is understood that a student is not prohibited from being in attendance of such functions wherein alcohol is present, that are sponsored, controlled or supervised by the student's parent(s) or guardian(s) or being a driver or passenger of a motor vehicle where the student's parent(s) or guardian(s) accompany said student and alcohol is present.

C. Possession and/or use of controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof.

D. Possession, use, or purchase of tobacco products, regardless of student's age.

E. Engagement in any act that would be in violation of local or state law, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s), as to make the student unworthy to represent the ideals of his/her school.

F. Involvement in inappropriate or offensive conduct as to make the student unworthy to represent the ideals of his/her school. Some examples of inappropriate or offensive conduct would include fighting, bullying, harassment, and inappropriate sexual behavior.

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

III. Consequences

Governed by the Student Conduct Code Regulations

- Athletics (including cheerleading, dance team, and managers)
- Vocal music (including Show Choir), instrumental music (including Jazz Band)
- Speech, drama, FCCLA, DECA, FFA
- Academic Competitions

*Students involved in multiple activities will serve their suspension concurrently. Students will regain eligibility at the conclusion of the first completed suspension. No student will be permitted to participate in one activity while serving a suspension in another for a violation of the Student Conduct Code.

Non-School Sponsored clubs (Rugby, Ultimate Frisbie, Ping Pong Club, Ski and Snowboard, etc.) will have their own policy for administering a penalty for a code of conduct violation. This penalty will not however satisfy serving a penalty in a school sponsored activity.

First Offense

Suspended up to the number of contests/performances listed below, to be served consecutively including tournament or state-sponsored activities.

Football	2	Soccer B&G	.25*
Swimming B&G	3	Volleyball	.25*
Basketball B&G	5	Wrestling	.25*
Golf B&G	3	Cross Country B&G	2
Baseball	.25*	Softball	.25*
Tennis B&G	3	Track B&G	3
Bowling B&g	.25		

*.25 = the number of games or matches in a season not dates. A double header in baseball or softball, a soccer tournament, or a wrestling double dual counts as 2 or more in penalty phase. Baseball and softball have 40 game schedules, volleyball has approximately 35 matches, a wrestler may have approximately 35 matches, and soccer may have approximately 17 matches in a season.

All remaining school sponsored activities in which students represent Southeast Polk in non- graded events, contests, meetings, or performances shall include a 2 event, contests, etc., suspension period.

Second Offense

Up to double the event suspension of the first offense. The

student is also required to have completed a Student Assistance Program evaluation prior to reinstatement of eligibility. Information is included in correspondence sent to the parent/guardian regarding the district's Student Assistance Program provider.

Third Offense

A student who has been found to have violated the Student Conduct Code for a

third time will have permanent loss of eligibility.

*If charges have been filed against a student for a felonious act and the school administration deems the act in violation of the Student Conduct Code, the activities director, school principal and superintendent will meet and confer to determine the student's eligibility to participate in extra-curricular activities until the court process has been concluded or finalized.

Determination of Guilt

Students are found in violation of the Student Conduct Code if:

- Issued a citation by law enforcement and/or referred to court
- Admits to a violation of the Student Conduct Code
- A determination of guilt is reached following an investigation by the Principal, an Assistant Principal, or the Activities Director.

Administration of Penalty/Appeal

- Penalties associated with violations of the Student Conduct Code will be administered as violations are determined.
- A letter which contains the violation of the Student Conduct Code and associated period of ineligibility will be delivered to the email address on file for the custodial parent(s) and student.
- Students may appeal decisions by school administration regarding the Student Conduct Code within five days of the delivery of the letter. All appeals must be in writing and addressed to the Superintendent of Schools.
- Students may appeal decisions by the Superintendent regarding the Student Conduct Code within five days of the delivery of this letter. Final appeals must be in writing and addressed to the Superintendent of Schools. These final appeals will be considered by the Southeast Polk Board of Education.
- Please note that an appeal by a student will not stay the operation of the discipline imposed while the appeal is pending.

General Points Related to the Suspension

- Students serving a Student Conduct Code penalty will not be dismissed from school early to travel with a team or group. It is at the discretion of the coach/sponsor as to whether that participant travels with the group if the departure is after normal dismissal.
- Students serving a Student Conduct Code penalty will not be permitted to "dress out" for contests/events/activities.
- Students serving a Student Conduct Code penalty are expected to attend all practices and finish the season in good standing (as determined by the activities director). Failure to do so will result in the suspension being carried over to the next activity.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension prorated in a consistent manner between activities.
- Students that are academically ineligible and violate the Student Conduct Code will serve their suspension upon regaining their academic eligibility.
- Students found in violation of the Student Conduct Code may not register for a new activity after the state mandated/district defined start date.

SCHOOL NUTRITION PROGRAM

SCHOOL NUTRITION PROGRAM

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

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

MEAL ACCOUNT BALANCE REMINDERS

Parents/guardians are able to set meal balance reminders in 2 locations. SchoolCafe as well as through RamMall. Each individual may decide at what balance amount they would like notified via email. The Food & Nutrition Services Department sends emails when students with Paid eligibility accounts reach $10.00 or below, Reduced $3.00 or below and Free $0.00 or below.

ONLINE PAYMENT PROCESS

There are 2 avenues to make payments- online or check/cash. Online payments can be made from the district website under Quick Links called RamMall. Click the icon for Food Payments. Follow the prompts to complete the online payment. Checks and cash may be delivered to the school offices for deposit.

MEAL CHARGE POLICY

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

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

Families are encouraged to complete the Meal Eligibility Application through our online app SchoolCafe or by logging into SchoolCafe.com. Paper copies are available at every school office upon request.

2021-22 MEAL PRICES

Elementary Breakfast	$ 1.70
Elementary Lunch	$ 2.80
Spring Creek Breakfast	$ 1.80
Spring Creek Lunch	$ 2.85
Junior High Breakfast	$ 1.80
Junior High Lunch	$ 2.85
High School Breakfast	$ 1.85
High School Lunch	$ 2.95
Adult Breakfast	$ 2.30
Adult Lunch	$ 3.85
Milk	$ 0.50
Breakfast (Reduced)	$ 0.30
Lunch (Reduced)	$ 0.40

FREE OR REDUCED MEAL PROGRAM

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

LUNCH OPTIONS

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

DIET MODIFICATION REQUESTS

If your student has a special dietary need, download the Diet Modification Request Form from the district website. Form must be completed by a licensed,prescribing medical professional. Once completed, submit the form to your school nurse. No special diets or substitutions will be made unless this form is properly completed and approved by the Food Service Director.

USDA NONDISCRIMINATION STATEMENT

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national original sex,

disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA PROGRAM DISCRIMINATION COMPLAINT FORM, (AD-3027) found online at: HTTP://WWW.ASCR.USDA.GOV/COMPLAINT_FILING_CUST.HTML , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDAby:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: 202-690-7442; or
email: program.intake@usda.gov

This institution is an equal opportunity provider.

IOWA NONDISCRIMINATION STATEMENT

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

GUIDANCE SERVICES

A personal, caring atmosphere is the focus of the Counseling Center. Each student is assigned alphabetically to the same counselor for four years, unless they are in a program with a specialized counselor (TAG or OASIS).

Assignments are for the purposes of scheduling and records. Students may see any counselor with personal problems.

The counselors offer a comprehensive developmental curriculum containing the following three components: personal-social, career, and academic. Support groups are also available.

SCHOOL RESOURCE OFFICER

School Resource Officers (SRO) promote a better understanding of our laws, why they were enacted and their benefits. They provide a visible and positive image for law enforcement. They serve as a confidential source of counseling to students concerning problems they face. They bring expertise into schools that will help young people make more positive choices in their lives. They also work to protect the school environment and to maintain an atmosphere where teachers feel safe to teach and students feel safe to learn. The Southeast Polk School District Crime Line number is 956-0435.

SUICIDE PREVENTION

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-TALK (8255). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.

Some of the reasons to call 1-800-273-TALK are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area

YOUTH SUPPORT NUMBERS

National Suicide Prevention Lifeline..... 1-800-273-8255
AIDS Information..... 1-800-342-2437
Child Abuse Hotline..... 1-800-422-4453
Family Violence Center..... 1-800-942-0333
Youth Crisis Line..... 1-800-448-4663
Iowa Domestic Abuse..... 1-800-942-0333
Homework Hotline..... 1-800-728-6450
Rape Crisis Line.....515-268-3600
Child Protective Services.....515-283-9222
Polk County Crisis & Advocacy.....515-286-3600
Young Women's Resource Center.....515-244-4901

Youth Emergency Services & Shelter 515-282-YESS
First Call For Help..... 515-246-6555
Iowa Homeless Youth Centers.....515-265-1222
Youth Law Center 515-244-1172

DISTRICT NOTICES

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

Legislation has specific guidelines pertaining to what will be considered acts of physical or sexual abuse by school employees, including inappropriate as well as intentional sexual behavior towards students. All such activities are clearly in violation of the policies of the Southeast Polk Community School District.

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

CHILD ABUSE

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

DISTRICT FEES

Textbook Fee $60
Student Activity Ticket (optional K-8) $40
Student Activity Ticket (optional 9-12) $50
Insurance Program (optional) Contact Activities Office ..... Varies

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

A complete listing of fees can be found on the district website, www.southeastpolk.org.Families who qualify for free or reduced meals may also qualify for free or reduced school fees. To be considered the required

forms should be submitted within 30 days from the first day of school. If you are unable to pay fees, please contact the district business office. Unpaid fees are subject to collection.

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or promote racial intolerance or hatred.

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

HOMELESS STUDENTS

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

You or your children have the right to:

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

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

HUMAN GROWTH AND DEVELOPMENT

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

PARENTAL RIGHTS

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

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

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

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

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

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

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

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

OPEN ENROLLMENT

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

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

The board will take action on each open enrollment request.

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

SCHOOL PERSONNEL COMPLAINTS

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

TOBACCO-FREE AND DRUG-FREE

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

CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

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

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

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

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

SECTION 504

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

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

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

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

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

EQUAL EDUCATIONAL OPPORTUNITY

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

Joseph M. Horton, Associate Superintendent, Affirmative Action Coordinator, Equity Coordinator and Title IX Coordinator, Southeast Polk District Office, 8379 NE University Ave., Pleasant Hill, IA 50327, (515) 967-4294, JOSEPH.HORTON@SOUTHEASTPOLK.ORG.

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

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive

orders, rules and regulations pertaining to contract compliance and equal opportunity.

EQUAL OPPORTUNITY NOTICE OF NONDISCRIMINATION

It is the policy of the Southeast Polk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact,

Joseph M. Horton, Associate Superintendent, Affirmative Action Coordinator,
Equity Coordinator and Title IX Coordinator,
Southeast Polk District Office
8379 NE University Ave.,
Pleasant Hill, IA 50327,
(515) 967-4294, JOSEPH.HORTON@SOUTHEASTPOLK.ORG.

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GRIEVANCE PROCEDURE

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

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies.

Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

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

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

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

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

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

The decision of the superintendent shall be final.

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

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

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

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

NOTES