



High School
Student Handbook
2024-2025

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FOREWARD

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

SOUTHEAST POLK DISTRICT VISION AND MISSION



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

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.

| | |
|------------------------|----------------|
| Brett Handy | President |
| Brigid Ernst | Vice President |
| Kelly Simmons | Member |
| Lori Slings | Member |
| Ric Powell | Member |
| Whitney Smith McIntosh | Member |
| Chad Crabb | Member |

DISTRICT OFFICE ADMINISTRATORS

| | |
|---|----------------|
| Dr. Dirk Halupnik, Superintendent | (515) 957-3406 |
| Joseph M. Horton, Deputy Superintendent | (515) 957-3403 |
| Dr. Jo Ellen Latham, Assistant Superintendent | (515) 957-3407 |
| Kevin Baccam, Executive Director of Business Services | (515) 957-3413 |
| Dr. Margi Belger, Chief Operating Officer | (515) 957-3402 |

ADMINISTRATIVE SUPPORT-DIRECTORS

| | |
|--|----------------|
| Lea Morris, Director of Special Education | (515) 957-3428 |
| David Kretz, Director of Transportation | (515) 967-3793 |
| Sara Salvini, Director of Food Services | (515) 957-3431 |
| Gary Haines, Director of Buildings and Grounds | (515) 957-3434 |
| Jason Kurth, Director of Technology | (515) 957-3446 |

DISTRICT BUILDINGS – PRINCIPALS

| | |
|---|---|
| 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 Andrea Bruns, Principal Andrea.Bruns@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 Tammy.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 Jacob Bartels, Principal Jacob.Bartels@southeastpolk.org | Willowbrook Elementary 300 17th Avenue SW, Altoona 50009 Phone: 967-7512 FAX: 967-1620 George Panosh, Principal George.Panosh@southeastpolk.org |
| Middle School 501 Falcon Dr. Altoona, Iowa 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 individual schools communicate in various ways to students, parents and the community. Most communications are distributed electronically and require a current e-mail address.

For up to date school district communication, please see the [Communications](#) link on the [Southeast Polk Website](#). For Southeast Polk High School information, see [SEP High School](#).

For an update Southeast Polk District Calendar, please visit [Academic Calendar](#).

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 7:15 a.m. to 3:15 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 |
| Scott Belger | Assistant Principal |
| Robin Llewellyn | Assistant Principal |
| Jayson Campbell | Director of Activities |

SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT 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!



DAILY SCHEDULES

| Monday/Thursday = Odd Days Tuesday/Friday = Even Days | | | |
|--|-------|-------|------------------------|
| | Start | End | Duration |
| EB | 6:45 | 7:30 | 45 |
| MTSS | 7:35 | 8:10 | 35 |
| 1st or 2nd | 8:15 | 9:42 | 87 |
| 3rd or 4th | 9:47 | 11:14 | 87 |
| 5th or 6th (lunch) | 11:19 | 1:13 | 114 |
| 7th or 8th | 1:18 | 2:45 | 87 |
| *Black sections meet during the first 42 minutes of the block period | | | |
| *Gold sections meet during the last 42 minutes of the block period | | | |
| *Passing period between Black/Gold sections is 3 minutes | | | |
| Lunch Schedule | | | |
| | Start | End | Duration (lunch/class) |
| A lunch | 11:14 | 11:46 | 32 / 87 |
| B lunch | 12:01 | 12:31 | 42 / 30 / 42 |
| C Lunch | 12:46 | 1:18 | 87 / 32 |

| Late-Start 8-Period Schedule w/Advisement: Black/Gold days rotate each week | | | |
|--|-------|-------|------------------------|
| | Start | End | Duration |
| Staff PD/Collaboration | 7:15 | 9:15 | |
| 1st | 9:35 | 10:00 | 25 |
| 2nd | 10:05 | 10:30 | 25 |
| 3rd | 10:35 | 11:00 | 25 |
| 4th | 11:05 | 11:30 | 25 |
| Advisement | 11:35 | 12:00 | 25 |
| 5th | 12:05 | 12:30 | 25 |
| 6th (lunch) | 12:35 | 1:45 | 70 |
| 7th | 1:50 | 2:15 | 25 |
| 8th | 2:20 | 2:45 | 25 |
| | | | |
| Lunch Schedule | | | |
| | Start | End | Duration (lunch/class) |
| A lunch | 12:30 | 1:00 | 30 / 45 |
| B lunch | 12:55 | 1:25 | 20 / 30 / 20 |
| C Lunch | 1:20 | 1:50 | 45 / 30 |

| Regular Start 8-Period Schedule w/Advisement: Black/Gold days rotate each week | | | |
|---|-------|-------|------------------------|
| | Start | End | Duration |
| EB | 6:45 | 7:30 | 45 |
| MTSS | 7:35 | 8:10 | 35 |
| 1st | 8:15 | 8:55 | 40 |
| 2nd | 9:00 | 9:40 | 40 |
| 3rd | 9:45 | 10:25 | 40 |
| 4th | 10:30 | 11:10 | 40 |
| 5th | 11:15 | 11:55 | 40 |
| 6th (lunch) | 12:00 | 1:10 | 70 |
| 7th | 1:15 | 1:55 | 40 |
| 8th | 2:00 | 2:45 | 40 |
| | | | |
| Lunch Schedule | | | |
| | Start | End | Duration (lunch/class) |
| A lunch | 11:55 | 12:25 | 30 / 45 |
| B lunch | 12:20 | 12:50 | 20 / 30 / 20 |
| C Lunch | 12:45 | 1:15 | 45 / 30 |

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 1 – 3.6 |
| Semester 2 – 3.7 (qualifies) | 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 a 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.

RAM Time

The mission of the Southeast Polk High School's RAM Time 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 the 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 the 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.

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.

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 |
| <ul style="list-style-type: none"> • 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 | |
| Personal Finance | 1 credit |
| Freshman Career Seminar | 0.5 credit |
| Senior Seminar (includes all Xello lessons and senior presentation) | 1 credit |
| Electives | 8.5 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 (including sitting for the exam) courses or college courses in a core content area. The college courses can include a SEP/DMACC dual-enrolled course, an on-campus or online course from DMACC, Grand View, Drake, etc.
4. A minimum weighted GPA of 3.800 (unrounded)

SENIOR SEMINAR

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

- Completion of a graduate reflection essay
- Participation in RAM Time 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, misuse and non-use, emotional and social well-being; 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

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 an MD, DO, APRN, PA, PT or chiropractor and must include the student's 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

Parents or guardians may complete the Physical Education Opt Out Form to request their student be excused from P.E. class. This form is available in the Guidance section of the High School webpage. This form must be completed each semester the opt out is desired. Physical education grades for students who have opted out of P.E. will be listed as excused on the report card and transcript. Students are eligible to opt out of P.E. if they are enrolled or participating in any of the following:

- An educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day.
- An activity that is sponsored by the school and meets the minimum requirement for physical activity as established by the Iowa Department of Education (900 minutes per semester).

Students who participate in any of the following Southeast Polk activities/programs are eligible to opt out of the first semester P.E. requirement:

- All fall/winter Southeast Polk athletics programs
- Fall or Winter Cheerleading
- RythAMetteS
- Marching Band or Show Choir
- Approved student clubs - Girls Rugby
- Health Occupations Academy, RISE, Teacher Academy, [Registered Apprenticeships](#)
- DMPS Central Campus, PSEO, or DMACC on-campus concurrent courses

Students who participate in any of the following Southeast Polk activities/programs are eligible to opt out of the second semester P.E. requirement:

- All winter/spring/summer Southeast Polk athletics programs
- Competition or Winter Cheerleading
- RythAMetteS
- Show Choir
- Approved student clubs - Boys Rugby
- Health Occupations Academy, RISE, Teacher Academy, [Registered Apprenticeships](#)
- DMPS Central Campus, PSEO, or DMACC on-campus concurrent courses

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 coursework 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 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:

$$\text{RAI} = (3 \times \text{ACT composite score}) + (30 \times \text{high school grade point average}) + (5 \times \text{number of HS core courses completed})$$

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 are required to 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.

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 on the district website.

MTSS

Multi-tiered System of Supports is an academic intervention period that 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

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) and from end of the day study hall periods.
- Juniors/Seniors may be released from beginning of the day study hall periods (if they are not required to attend MTSS), and from all other study hall periods

**** Students may only be released from a full-block study hall or from a black/gold study hall connected to their lunch period. A minimum of 60 minutes of time must be available within a student's schedule to qualify for a study hall release. ****

**** Students will not be released from middle-of-the-day study halls whenever we have a scheduled 8-period day. This is due to the shorter class periods (especially on our late-start Wednesdays).**

We have created a course, WEDNESDAY Study Hall, and will require students to report to the Multipurpose Room during their middle-of-the-day release time on 8-period days. Attendance will be expected and taken.**

Students may lose their study hall release privilege and be placed back into study hall due to failing classes, as a consequence for poor attendance, for routinely not leaving the building during release time on block days, or for not reporting to the Multipurpose Room during middle-of-the-day release time on 8-period days. If this were to occur, reissuance of a study hall release is not guaranteed and will be the joint decision of the parent/guardian, counselor, and administrator.

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 Hisotry |
| AP Human Geography | AP Online 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 |
| 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 | Standard Scale | Weighted Scale |
|-------|----------------|----------------|
| A+ | 4.333 | 4.833 |
| A | 4.000 | 4.500 |
| A- | 3.667 | 4.167 |
| B+ | 3.333 | 3.833 |
| B | 3.000 | 3.500 |
| B- | 2.667 | 3.167 |
| C+ | 2.333 | 2.833 |
| C | 2.000 | 2.500 |
| C- | 1.667 | 2.167 |
| D+ | 1.333 | 1.833 |
| D | 1.000 | 1.500 |
| D- | 0.667 | 1.167 |
| F | 0.000 | 0.000 |

ATTENDANCE

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

1. To encourage responsible actions among students, peers, family and community.
2. To help students realize the importance of attendance and responsible behavior in setting and maintaining high educational standards.
3. To reduce problems encountered by students and staff as a result of inappropriate behavior, tardiness, and absence.
4. 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 the 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. on 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 as 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 an MD, DO, APRN, PA, PT, or chiropractor and must include the student's 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.

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 will then 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.

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. 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. 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

5th and Subsequent Tardies

- Teacher will write a referral and issue a 60-minute detention.

Unserved detentions will have consequences that range from detention through suspension and/or loss of privileges.

SCHOOL VISITORS

For the safety and security of our students, visitors must check in to the main office/front entrance of the building upon arrival and present a valid state-issued ID for office staff to scan through the Raptor Visitor Management System. Once approved, the visitor will be issued a visitor's sticker that must be worn visibly at all times while on school grounds. Visitors need to check out prior to leaving, the badge will be collected and destroyed. Children who do not have a valid ID may be allowed to visit as long as they are accompanied at all times by an adult who has completed the ID process and been issued a badge.

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 an 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. Parents of students found to possess weapons or dangerous objects will be notified. Students bringing firearms to school or knowingly possessing firearms at school will be suspended and subject to a board hearing. 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 conducive to learning.

ACADEMIC INTEGRITY

Academic Integrity

Southeast Polk High School takes academic integrity very seriously. Academic integrity means students are completing their own, unique work, showing honesty, fairness, and responsibility for learning on all assignments and assessments. Submitting work from another student or from the internet (complete, partial, or “inspired” response) is considered cheating and will be treated as academic dishonesty.

- Upon the first instance of academic dishonesty, the following will take place:
 - The student will be given the opportunity to re-do the artifact for credit.
 - A behavior referral will be written to create a record of the behavior; the student will be subject to administrative action.
- Upon subsequent instances of academic dishonesty, the following will take place:
 - The student will receive a zero on this artifact with no opportunity to reassess.
 - A behavior referral will be written; the student will be subject to administrative consequences.

It is important to adhere to all department policies to ensure the best circumstances for learning for both students and teachers. All policies listed above will be acted upon using the teachers’ professional judgment.

DETENTION

Detention is assigned for various violations of school policy. After-school detention is from 2:50 p.m. to 4:50 p.m. on all days except Fridays or the last school day of the week. Detention is also offered on Saturdays from 8:00 a.m. to 11:00 a.m. Detentions are to be served in the “Testing Center,” room N109, on the first floor of the High School. Students are to serve detention time within five school days of being assigned the detention.

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/PHYSICAL AGGRESSION

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; 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 ensure appropriate action has been taken and such action is appropriately documented for future reference:

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

FIRST FIGHT/INCIDENT OF PHYSICAL AGGRESSION

- Student is suspended out of school for 5 days.
- The physical aggression notification documents the date of the incident, suspension dates, and Board Policy 503.1R2 to help families understand that should there be a future incident of fight or an assault, the student may be required to appear before the School Board for a Disciplinary Hearing.
- 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.
 - 1) Student may be criminally charged as according to Iowa Code
 - 2) Student may be placed on a Juvenile Court Diversion Contract that monitors student behavior and may include a request for counseling services
- An Intake meeting with building administration is held upon the student's return to the building.

SECOND AND SUBSEQUENT INCIDENT OF PHYSICAL AGGRESSION

- The Student is suspended out of school for up to 10 days with additional consequences possible which may include a discipline hearing held with the Southeast Polk School Board.
- Counseling service information is available for parents if services are requested.
- Law enforcement will be involved at the 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 a request for counseling services

- Intake meeting with building administration is held if/when the 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 things which are 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:
 - Soliciting others for membership in any gangs;
 - Requesting any person to pay for protection or otherwise intimidating or threatening any person;
 - Committing any illegal act or violation of school district policies;
 - Inciting another student to act with physical violence upon any other person

INITIATIONS, HAZING, Bullying, 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:

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

For information concerning bullying prevention strategies, please see [THIS LINK](#)

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 that disrupts or interferes with the educational program, that causes a safety concern for self and/or others, or 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 that interferes with the maintenance of school decorum. Acts of behavior that 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 an 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:
 - a. Submission to such a conduct is made directly or indirectly or a term of condition of an individual's employment or education.
 - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
 - c. 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 program.
- 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. 1R

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

Southeast Polk Community School District collaborates with the Polk County Health Department, the Iowa Department of Public Health, and local healthcare providers to provide guidelines that define when a student is well enough to attend school. The general message to families, students, and staff is to stay home if you are not feeling well.

If a student becomes ill at school, School Nurses will use professional judgment to determine if a student may be returned to class, be referred for further medical evaluation, or be sent home for rest and observation. In order to promote, maintain, and restore healthy teaching and learning environments, we ask that these basic principles be followed:

- A student dismissed from school because of illness should remain indoors and under observation for at least 12 hours.
- A student with a fever of 100.4 or greater must remain home until their temperature is normal for 24 hours without fever-reducing medication.(i.e.: Tylenol, Motrin)
- A student who has been vomiting or having diarrhea needs to remain home for 24 hours after the last vomiting or diarrhea episode, without medications.
- A student who is taking antibiotics for various bacterial infections needs to stay home for at least the first 24 hours after starting the antibiotic.
- All children should be closely observed for skin rashes or sores since illnesses that cause rashes or sores can be highly contagious (i.e., scabies, ringworm, impetigo, etc.). Children with questionable rashes may be excluded from school at the discretion of the school nurse until seen by a physician and the condition is determined as non-contagious. A doctor's note or medication prescription label showing treatment is required before the child can be readmitted to school.
- The regulations set by the Iowa Department of Public Health, and published in the EPI Manual, are the guidelines used to determine exclusion and re-admittance of students with communicable diseases. Some examples of those diseases are COVID-19, chickenpox, conjunctivitis, and strep throat.
- If a student is home ill for 3 consecutive days, the school nurse may request a note from the student's provider.
- For the safety of students and staff with allergies and asthma, strong perfumes, essential oils, and other scents should not be worn at school
- Head lice is a concern seen each year. Please observe your child's head for lice. If your child does contract head lice, please notify the school nurse, who can help you with treatment protocol. Parents should assume that lice are present where children are, and should screen their own children on a weekly basis. If head lice are detected, an information packet for treatment will be sent home and parents will be notified. One of the best preventatives for lice outbreaks is early detection by alerting parents and staff members.
- The disease Reye's Syndrome can affect children from infancy through adolescence. After a viral infection, (such as chickenpox, upper respiratory illness, and influenza) has seemingly run its course (3-7 days), the following symptoms should be treated as serious and as possibly the first indication of Reye's syndrome: persistent or continuous vomiting, listlessness, personality change, disorientation, and delirium or convulsions. Contact the doctor immediately if any of these symptoms are noted. Because of the association of aspirin with Reye's Syndrome, parents should consult their doctor before giving aspirin to their child.

- For the safety of students and staff, all personnel will implement universal precautions when providing health care to any individual.
 - Good handwashing practices will be observed when administering health services to any individual.
 - Disposable gloves will be utilized when handling any body fluids.
 - Students will be encouraged to handle the initial care of minor injuries when possible.

IMMUNIZATIONS

Iowa law requires evidence of immunizations 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 Immunizations.

TESTING AND PHYSICAL EXAMINATION

Hearing screenings are periodically provided by Heartland Area Education Agency staff. Parents will be notified about the results of these screenings only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please contact the school nurse.

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 healthcare 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 in to the 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 of 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 website 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 are not allowed to bring home-baked goods to school for the consumption by Southeast Polk students. Students and teachers are also not allowed to bring home-baked treats/snacks for classroom celebrations, projects, etc.

Cheerleaders (and others) are not allowed to bring home-baked treats for athletes and participants in other school events as spirit activities.

Groups are not allowed to hold sales of home-baked goods for general distribution to Southeast Polk students and families.

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 in to 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 that 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 that can be terminated for students who cannot abide by the established school bus regulations. Information regarding behavior expectations and consequences can be found on the district's website at: 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 videos will be handled as any other student records, according to the Privacy Act and viewing of these videos is limited to individuals having a legitimate educational purpose. A log will be kept of those individuals viewing the video.

For more information about busing, please review the District's Parent Transportation Guide on our website by clicking [here](#), or call Transportation at (515) 967-3793.

CAR REGISTRATIONS/PARKING

SOUTHEAST POLK HIGH SCHOOL DRIVING PRIVILEGE REGULATIONS:

1. All students who drive to school MUST register their vehicles EVERY school year and display the new tag for the current year. Paying for a parking tag online does not automatically register your vehicle.
Tags may not be shared: each student must have his or her own parking tag.
2. Students must pay a \$5 parking fee 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. **JUNIORS AND SENIORS** may park in the student lots located to the WEST and North of the senior high on a first-come, first-serve basis. No student is allowed to park in a numbered staff parking spot
3. If space is available in the junior/senior lots, high school administration will consider opening up available parking spots to sophomore's. **Approved** Sophomore students may park in the Northern lot on the HS campus
4. All other students with registered vehicles must park in the lots EAST of 80th Street.
5. 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 \$20 parking fine as determined by administration. The administration also reserves the right to suspend or remove parking privileges or repeat offenders.

6. Additional fines may be issued under the following circumstances:
Parking on campus without displaying the parking tag on a registered vehicle: **Initial offense = \$5 fee.**
Parking on campus without registering your vehicle & paying the parking fee: **Initial offense = \$10 + parking fee.**
7. 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.
8. Parking on school grounds while parking privileges are suspended is a violation and will result in additional consequences.
9. SOUTHEAST POLK has the authority to deny future use of Southeast Polk Senior 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.
10. Maximum speed limit is 15 mph. Speeding or careless driving around the school is prohibited and will result in loss of school driving privileges.
11. 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.
12. Upon arrival at school, students are expected to park their cars immediately. No joy riding is permitted on campus.
13. Sitting in cars during school hours is prohibited, including during Study Hall Release periods. Going to the car during the school day requires a parking lot pass available in the assistant principals' office. A student may receive one parking lot pass each semester.
14. Complete the appropriate blanks on the registration form, listing only vehicles that will be driven to school.
15. Illegible forms will be returned as unacceptable.

When parking on school grounds, we encourage your student to have auto insurance to protect them in the case of an accident. The school is not liable for maintaining insurance records. 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. At the discretion of the administration, such students may be turned over to local law enforcement officers

CELL PHONE POLICY

At the beginning of class, students are expected to place their cell phones and ear buds either in their backpacks or the cell phone caddy placed within the classroom. The classroom teacher may utilize small breaks in which students are allowed to use their cell phones.

If students are utilizing their cell phones inappropriately or not in accordance with the cell phone policy, then students are subject to consequences from administration such as: detention, in school suspension, suspension, and/or confiscation of the phone.

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 videos or pictures taken on school grounds to social media websites is also prohibited. Students found in violation of this portion of the policy are subject to consequences up to expulsion and potential criminal charge.

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 complaint. 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 ensure 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 program or activity of the Southeast Polk Community School District is considered an unofficial student publication. However, it may be 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 that 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.

GIFT DELIVERY

We request that flowers, balloons and similar items not 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 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.

RESTROOMS

While utilizing restroom facilities, there will be only one person allowed in a stall at a time. While utilizing restroom facilities, there will be no loitering allowed. Violators will be subject to appropriate consequences.

LOCKERS

Students may request a hall locker. Locker requests are made through the assistant principal's office. 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 or 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!

PUBLICATIONS

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

- Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
- Students shall not publish or distribute materials that 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.

SEARCHES, IN GENERAL

Reasonable and Articulate 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 these factors alone are 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 requires the search without delay.

TYPES OF SEARCHES

Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school authority
2. 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.
3. 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.

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 ensuring 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 you 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— 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 is 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 the 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. 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.
- E. Students must have a current physical on file in the online activity registration system.
- F. Participants in the Southeast Polk Activities program will be considered goodwill ambassadors for the district. The participant will:
 - 1. Conduct themselves in a manner that will be a credit upon themselves, their family, team/group, community, and school.
 - 2. Dress in a 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 the activity.

- G. 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 regular season
 - 5. Varsity regular season over sub-varsity
 - 6. Event/contest over practice
 - 7. School over no-school
- H. Cheerleading and RhythAMettes 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.
- I. Should concerns with a program surface, the following levels should be followed in a 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.
- J. Students are not allowed to use school facilities or equipment without faculty or staff supervision. This includes but is not limited to, the gymnasiums, auditoriums, 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 the 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 half of their classes on a school 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 a half day of school attendance on the date of the event. That student will be eligible to participate beginning the day following the 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 interscholastic sports are offered at Southeast Polk High School:

| Fall | Winter | Spring | Summer |
|--|--|---|----------------------|
| Cross Country (B/G) Football Swimming & Diving (G) Golf (B) Volleyball | Basketball (B/G) Bowling (B/G) Swimming (B) Wrestling (B/G) | Track (B/G) Tennis (B/G) Soccer (B/G) | Baseball Softball |

ATHLETICS-REQUIRED FORMS

Any student wanting to participate in athletics must complete the online Activity Registration process before joining one of the athletic teams. These forms 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 13 months from the date of issuance. Should you want this exam to be done 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 the online registration, to have their child participate in a sport 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 is available during the school day 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.

CLUBS, ACTIVITIES AND ORGANIZATIONS

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

ANTIQUE AUTOMOBILE CLUB OF AMERICA (SEP AUTO CLUB)

This club meets after school twice a week. Students must be enrolled in or have taken Auto I to participate.

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 in 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 in 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 in 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.

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 seasons.

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 theater 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.

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 Cercle!

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.

GAY-STRAIGHT ALLIANCE (GSA)

GSA offers students opportunities to work against , 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.

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 goodwill 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 organization under the guidance of Lions Club International is 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 that 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.

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.

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 opponent's goal line (thereby scoring a try) or by kicking it between the two posts and over the crossbar of the opponent's 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 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 crisritos, 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 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.

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, and attending welding contests 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 that 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 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 student in Southeast Polk Junior High and High Schools the opportunity to learn the game and to develop skills for the sport. The varsity sports program is for those who are most talented. 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

1. 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 senior high 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 senior high level.
2. High School Athletics– Southeast Polk is affiliated with the Central Iowa Metropolitan League (CIML). CIML teams have an established athletic tradition. Competition for more advanced individuals plays an important role in the senior high 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 are not guaranteed. The number of participants on senior high 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.
3. High School Activities– Southeast Polk 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. Senior High Show Choir is similar to some athletic teams in that it is organized by grade, ability, and skill level. Two 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 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.

Some 9th 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 that demands lesser skill development.

Any time 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.

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. Included 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 for the events which govern the athletes, coaches and officials, there must also be behavior standards for spectators. 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 or online through Infinite Campus. 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 offers 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...

- Demonstrate principles of justice and compassion.
- Respect rules and authority.
- Respect the rights of other persons.
- Respect everyone's physical and emotional well-being, including their own.
- Respect and demonstrate good sportsmanship.
- Demonstrate a sense of school pride.
- Demonstrate understanding and application of the concepts of teamwork and leadership.
- 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 that meets during the regular school day) and all school-sponsored extra-curricular activities.

Academic, Attendance, and Other Requirements:

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. Students must be in school for at least $\frac{1}{2}$ of their scheduled day and/or 2 block 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.

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.

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.

To be eligible to represent Southeast Polk in co-curricular and extracurricular 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.

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.

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.

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.

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

Male and female athletes must complete an annual physical examination with certification from the examining physician or approved personnel so 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.

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.

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 constitutes a violation of the Student Conduct Code.

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.

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.

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.

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

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.

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.

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

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: .25* |
| Swimming: 3 | Volleyball: .25* |
| Basketball: 5 | Wrestling: .25* |
| Golf: 3 | Cross Country: 2 |
| Baseball: .25* | Softball: .25* |
| Tennis: 3 | Track: 3 |
| Bowling: .25 | |

*.25 = the number of games or matches in a season, not dates. A doubleheader 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 the 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 that 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

Information about the Southeast Polk Community School District's nutrition program, including information about Meal Prices and Free and Reduced Guidelines are available on the Southeast Polk Website at the following link: www.southeastpolk.org | Departments | Food and Nutrition Services.

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 515-956-0435.

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

DISTRICT NOTICES

State and Federal regulations, as well as some district policies, require the district to annually post certain notifications to the public. Many of these notifications are distributed several ways, including email and print. District Notices are accessible by clicking [here](#).