

**Nevada High School
Student Handbook
2011-2012**



Go Cubs

**Mr. Justin M. Gross, Principal
Mr. Dave McCaulley, Activities Director
Assistant Principal**

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ADMINISTRATION

Mr. Justin Gross-----Principal
Mr. Dave McCaulley-----Assistant Principal/7-12Activities Director

FACULTY

Mrs. Tabitha Aanonson----- Family and Consumer Sciences
Mr. Jeff Baker----- Counselor
Mrs. Adele Beauchene----- 5-12 Talented and Gifted (TAG), AP Literature and Composition
Mr. Mark Beauchene ----- Drawing & Painting, Ceramics, Sculpture
Mr. Ryan Brown----- ChemCom, Chemistry, Honors Chemistry
Mr. Jeff Chisholm----- World History, Geography, Honors World History
Mr. Kevin Cooper----- Animal Science, Ag Business, Horticulture, Ag Mech, Natural Resources

Mrs. Emily DeYoung----- Lit Based Writing, Oral Communication, English 9
Mrs. Cindi Dueland----- Nevada Alternative Program
Mr. Kevin Ericson----- Level I Special Education
Mrs. Meg Frideres----- Government, Sociology, Honors Psychology, Global Insights, AP Government

Mrs. Elizabeth Gindt----- Academic Coach, BRIDGES
Mrs. Dawn Grimes----- Level I Special Education
Mrs. Heidi Grimm----- Physical Education 11-12, Spanish I
Mrs. Shelly Holtman----- Spanish II, III, IV
Mr. Mark Huntrods----- Physical Science, Physics
Mr. Ted Johnson----- U.S. History, AP U.S. History, Economics
Mr. Chris Lansink----- Algebra I, Geometry, Basic Algebra I
Mr. Mike Lawler----- Biology, Honors Anatomy and Physiology, Honors Biology
Mrs. Chris Lloyd----- Modern American Literature, English 9, French,
Dr. Heather Ludwig----- World Literature, Oral Communication, Honors English 9, Advanced Writing

Ms. Kristin Meyer----- Computer Applications I and II
Mr. Robert Mittman----- Advanced Math, Algebra II, Geometry, Pre Algebra
Mrs. Lou Ann Mueller----- Vocal Music
Ms. Lisa Nissen----- Level II Special Education
Mr. Jim Pappas----- Physical Education 9-12
Mrs. Penny Poole----- Level I Special Education
Mr. Wade Presley----- Instrumental Music
Mr. Jim Shelledy----- Manufacturing, CAD
Mr. Matt Snyder----- Student Resource Officer
Mrs. Lori Stephenson----- Nevada Alternative School Program
Mr. Cary Thompson----- Accounting, Business Law, Marketing, Financial Lit, Intermediate Word Processing

Ms. Kirsten Weber ----- Written Communication, Creative Writing
Mrs. Jennifer Wessels----- Algebra II, Honors Calculus, Probability and Statistics
Mrs. Inna Wieland----- ELL
Mrs. Kristin York----- Spanish I, II, III

CLASSROOM ASSOCIATES

Instructional Materials Center- Mrs. Mary Lou Haddock
Mrs. Mary Ann Downs
Mrs. Stacie Funke
Mrs. Gina Hopson
Mrs. Sue Sheeler
Mrs. Lori Trygstad

SUPPORT STAFF

Principals' Secretary----- Mrs. Susan Morrical
Guidance Secretary----- Mrs. Kate Huse
Attendance Secretary----- Mrs. Jan Hathaway
Activities Director Secretary----- Mrs. Jean Dubberke
School Nurse----- Mrs. Eileen Patterson
Maintenance----- Mr. Randy See, Mr. Mike Prather, Mr. Soukiang Phommasen

NONDISCRIMINATION POLICY AND STATEMENT REVIEW

It is the policy of the Nevada Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Jim Walker, Superintendent, 1035 15th Street, Nevada, Iowa 50201 515.382.2783, jwalker@nevada.k12.ia.us

Title IX Coordinator – James Walker 382-2783
504 Coordinator – James Walker 382-2783
Equity Coordinator – James Walker 382-2783
MCGF Education Coordinator – Justin Gross 382-3521

DISCLAIMER STATEMENT

This student handbook is intended to help acquaint families with our elementary/middle school/high school programs. This handbook is not a contract, and the rules and guidelines described in this handbook are subject to change anytime without notice. Parents are encouraged to contact their school with any specific questions or other concerns regarding the material in this handbook.

DENTAL SCREENING

In 2007 the state legislature passed the House File 906, which became effective July 1, 2008. This legislation requires Iowa's kindergarten, 9th grade and **high school transfer students** to receive dental screenings. This academic year an audit will be conducted by the State Public Health Department to insure compliance to this legislation. High School dental screenings must be completed by a dentist or a dental hygienist and the form must be returned to Nevada High School. Screenings performed within the last year will qualify. The High School, in cooperation with school nurses and public health department, will schedule a screening during school hours for those students not able to meet the requirements prior to the scheduled date of the dental hygienist's visit to the school.

CORPORAL PUNISHMENT, RESTRAINT, PHYSICAL CONFINEMENT AND DETENTION

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

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

REGULAR SCHEDULE

BLOCK 1	8:10-9:36
BLOCK 2	9:42 -11:08
BLOCK 3	"A" LUNCH 11:08 -11:38
CLASS	11:38 -1:08
BLK 3 SKINNY CLASS	11:12 -11:55
	"B" LUNCH 11:55 -12:25
BLK 3 - BACK TO CLASS	12:25 -1:08
BLOCK 4	1:14 - 2:40
SEMINAR	2:44 -3:20

2:20 DISMISSAL SCHEDULE

BLOCK 1	8:10-9:35
BLOCK 2	9:40-11:00
BLOCK 3	"A" LUNCH 11:00- 11:30
	CLASS 11:30- 12:55
MUSIC STUDENTS	MUSIC CLASS 11:04 -11:45
	"B" LUNCH 11:45 -12:15
BLOCK 4	1:00 -2:20

TWO HOUR DELAY SCHEDULE

BLOCK 1	10:10-11:20
	"A" LUNCH 11:20-11:50
BLOCK 3	11:50-1:00
CLASS	11:25-12:00
	"B" LUNCH 12:00-12:30
CLASS	12:30-1:00
BLOCK 2	1:05-2:10
BLOCK 4	2:15-3:20

2:00

BLOCK 1	8:10-9:25
BLOCK 2	9:30-10:45
BLOCK 3	10:50-12:40
SKINNY	10:50-11:30
SKINNY	12:00-12:40
	"B" LUNCH 11:30-12:00
	"A" LUNCH 12:10 – 12:40
BLOCK 4	12:45-2:00

DISMISSAL SCHEDULE

ACADEMICS

CAREER ACADEMY ALTERNATIVE ASSESSMENT

Students must demonstrate proficiency, using ITED test scores in math, reading, and/or science or be deemed proficient through an alternative assessment process, to enroll in Career Academy and/or concurrent enrolled courses.

The alternative assessment process will consist of three components:

- Academic standing – All eligible students who are in good academic standing as defined by their home district and high school principal.
- Graduation Progress – All eligible students who are on pace to successfully graduate as defined by their home district and high school principal.
- A recommendation from their high school principal.

Any student not meeting proficiency requirements through ITED scores in math, reading, and/or science, but who meet both academic standards outlined in the first two components, and who is recommended by their building principal will be eligible to enroll in Career Academy and/or concurrent enrolled courses.

CHEATING

Students are expected to do their own schoolwork. Cheating by providing information to other students, looking at another student's schoolwork, copying other's work, copying from other sources, including electronic and technological sources or similar cheating is not tolerated.

Cheating incidents will be fully investigated before a decision is made. Discipline may include a failing grade for the specific assignment, loss of class credit and/or suspension. **Cheating is considered to be a code of conduct violation.**

HEALTHY KIDS ACT

The requirement for graduates to complete a CPR certification course will begin with the graduating class of 2011-2012.

Physical activity timeline - Beginning July 1, 2009, school districts must ensure that physically able pupils in grades six through twelve shall engage in physical activity for a minimum of **120 minutes** per week in which there are at least five school days of school.

Physical activity overview – First, “physical activity” means *“any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.”* Students in grades nine through twelve may meet the 120 minute physical activity requirement by participation in the following activities including, but not limited to: Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union; school sponsored marching band, show choir, dance, drill, cheer, or similar activities; non-school gymnastics, dance, team sports, individual sports; or similar endeavors that involve movement, manipulation, or exertion of the body. (This may include work activities, such as on the family farm or at the local grocery store, if work meeting the above definition of physical activity is involved.)

If the physical activity is to be met in full or in part by a student using one or more non-school activities, then the school shall enter into a written agreement with the student. **The written physical activity agreement** must meet the following requirements: It shall state the nature of the activity and the starting and ending dates of the activity, and shall provide sufficient information about the duration of time of the activity each week; it shall be

signed by the school principal or principal's designee; it shall be signed by at least one parent or guardian of the student if the student is a minor; it shall be signed by the student, regardless of a student's age; the agreement may be no longer than one school year.

If a student's parent or guardian files a written statement with the school principal that the physical activity requirement conflicts with the student's religious beliefs, then the school shall not require the performance of such activities.

INTERNET PASSES

All students must turn in a signed Internet Access Permission Form before the student has access to the internet.

PARTICIPATION GRADES

Teachers are encouraged to incorporate participation grades as part of their total assessment system. Students missing a class for a school activity (sports, music, drama, testing, etc.) in which they are active participants will not be penalized by losing participation points.

POST SECONDARY ENROLLMENT OPTIONS ACT

Under the Post Secondary Enrollment Options Act, juniors and seniors can take college courses while attending high school as part of their high school curriculum. This act is intended to promote a more rigorous academic course of study and a wider variety of course options.

To be eligible students must meet the post secondary schools PSEO entrance requirements and may not take a course that is comparable to those courses already offered by the school district. Students must be registered for at least two credits at Nevada High School in addition to their PSEO course. **PSEO courses count as one (1) credit and will calculate in the student's grade point average at Nevada High School.**

Students must notify the guidance office of their intent to enroll in a Post Secondary course prior to the end of the previous school year. Under the act, the school district pays the cost of the course up to \$250.00. Students are responsible for their own transportation and still must meet the graduation requirements of Nevada High School.

SCHEDULE CHANGES

There are only 3 reasons that a student might need to change a course on their schedule:

- The student is misplaced and would not be able to be academically successful.
- A computer error: placement of a student in a course she/he didn't sign up for.
- The student failed a previous sequential class and is not able to be enrolled in the next level course.

Freshmen, sophomores and juniors must be enrolled in **four** classes per term. Seniors must be enrolled in at least **three (3)** classes per term.

Seniors sometimes take more than the required three (3) classes per term. They are reminded to be able to drop a class it must be done within the first five (5) days of the term.

EXTENDED SEMINAR

PURPOSE:

- To facilitate academic work time and provide opportunities for students to receive additional support from teachers
- To accommodate meeting times
- Allow for flexibility of schedules on early out and late start days

EXPECTATIONS:

Students are assigned a seminar group where they will report every day. Seminar groups will remain with their assigned seminar teacher for the remainder of the year. This thirty five minute block of time is intended for several purposes including but not limited to the following: Make up tests, class meetings, voting, yearbook photos, club meetings, pep assemblies, advisor-advisee.

- Report to seminar every day on time.
- Plan ahead- Bring assignments to work on if you have any. Use your time effectively.
- One person at a time can sign out to restroom, drink, or locker. No sign outs after 3:15.
- Students abusing pass privileges will lose the opportunity to leave for a period of time.

- The seminar teacher is in charge. If you want to receive permission to go elsewhere you need to comply with the behavior expectation of your teacher.
 - Seminar restriction will result for students with low grades and or not completing expected student work.
 - Teachers that are requiring or requesting a student to be in their seminar must provide a seminar attendance pass to that student informing the student of the request
 - The pass will serve as the only reminder that the student will receive-teachers will not call other teachers looking for the student
 - Students will report to their homeroom seminar teacher, show teacher their pass, sign out and go directly to the teachers room that assigned them the seminar
 - Students reporting to that seminar must stay in that seminar for the entirety of seminar (no pinballing between classrooms)
 - First seminar attendance slip a student receives during the day is the first and only to be honored that day. If another teacher wants to see that student the teachers must communicate such that the second teacher will have that student in seminar the next day
 - Seminar slips may be given to seniors and rules will apply to those seniors
 - If a student receives a seminar slip they may not go to their meeting-they must report to the seminar that they were assigned
 - Meetings will begin at the beginning of seminar-students must sign out of their seminar and go to commons for the meeting. Students will remain in the commons or meeting room for the entire seminar. Additional supervision will be provided in the commons by the administrative team.
 - A student that would like to leave seminar to receive help from another teacher may do so if teachers have arranged and communicated in advance or by arranging accordingly over the phone at that moment. Students are not allowed to leave to go to another classroom/seminar without both teachers approval. If that student is allowed to leave, they must stay in that seminar for the entire time.
- *Cells phones may not be used**
- *iPods may or may not be used – it is up to the discretion of the teacher.**
- *Students not behind in their work could reread materials studying for their next assessment. They also could bring appropriate reading materials.
 - *Students may only use computers if it is for school related work. Teachers and or associates will assign students to computers where they can monitor the computer screens.
- Do not have your parents call in with appointments during this time. You will have to show verification of the appointment the following day or be considered in violation of compliance.

CONSEQUENCES: “3 STRIKES AND YOU ARE OUT”

STRIKE 1	CONSEQUENCE
Off task, disruptive behavior	3:20 detention with teacher
No show for seminar	3:20 detention with teacher
STRIKE 2	
Off task, disruptive behavior	3:20 detention with teacher
No show for seminar	3:20 detention with teacher
STRIKE 3 (AND BEYOND)	
No show, disruptive behavior, off task	Referral to Administration, Breakfast Club, Discipline Procedures

ACTIVITIES

ACADEMIC LETTERS

Students at Nevada High School can earn academic letters by meeting the following requirements.

Requirements for each school year and beyond:

- A 10th, 11th or 12th grade student must earn a grade point of 3.5 or higher each term for terms 1, 2, 3, and term 4 of the previous school year.
- A 9th grade student must earn a grade point of 3.5 or higher each term for terms, 1, 2, and 3.

ACTIVITY CONFLICTS

Nevada High School is large enough to offer a multiplicity of activities but small enough that we have many students out for a large number of those activities. It is impossible to write a rule or policy for all the potential conflicts. The activity sponsors are expected to resolve conflicts for which there doesn't seem to be a rule. The decision on which activity to have the student participate in will not be left up to the student. Policies need to be in place to avoid problems when different activities are pressuring students for their participation at the same time. Guidelines that we in the Nevada School District try to live by:

- Participation in state competition takes precedence over any other activities that are in conflict with that state competition.
- If activities are added to a date where other activities have been scheduled, the original activity on the master calendar takes precedence. Exceptions to the guidelines are:
 - a. Rescheduled school district events by the athletic director due to bad weather, state competitions that are scheduled on top of master calendar dates, etc. have equal footing with the first activity on any particular date.
 - b. If a coach or activity sponsor wants to add an extra activity that has not been previously scheduled the guideline is different. The original activity on the master calendar takes precedence.
 - Ex: A track coach wants more meets for his runners to be involved in.
 - Ex: The band/vocal people will schedule an extra concert.

ACTIVITY PARTICIPATION WHEN ABSENT

Students who are not in school all day because of illness or unexcused absences cannot practice or participate in any after school or evening activity but may attend. Going to the doctor for illness does not exempt one from this policy. Advance (24 hour or more) appointments for a doctor or dentist are exempt. **If you participated the night before you are expected to be to school on time the next morning.**

For participation at practice or for an activity, students must be at school by noon (12:00 p.m.) to be able to participate.

FAMILY NIGHT

Nevada Community School officials or students will not schedule a school event on Wednesday evening, which is kept open for family functions. Students will conclude school activities and must be out of the building by 6:00 p.m. This policy starts on the first day of school and ends the last day of school.

DANCE POLICY

Various clubs and organizations within the school sponsor dances. The following rules will apply at all dances:

- All dances will terminate by 11:00 p.m. (exceptions need to be approved by the principal).
- If a student must leave and wishes to return, sponsor or chaperone approval is required. Permission will be given sparingly.
- All school rules apply at dances.
- No profanity is to be sung or chanted under any circumstances.
- Moshing or slam dancing at school dances is prohibited. Violators will be asked to leave.
- Students need to arrive at the dance within 45 minutes of when the dance begins.
- Any student caught in violation of school policy will miss the following two (2) dances.
- High school students are not allowed to attend middle school sponsored dances.
- Out of school guests will have to adhere to all high school dance rules.

Nevada high school students who wish to bring an out of town guest or former graduate of Nevada high school to any school dance will need to ensure that the following criteria have been taken care of. Failure to meet any of these requirements will result in your date not being allowed into the dance.

- All guests need to be at least a 9th grader and be under the age of 21.
- All guests have been signed up in the high school office on the dance sign up sheet.
- All guest have completed and returned the **Dance Guest Request Form** (available at the guidance or high school office) to the high school office.
- All guests are required to provide a photo ID when they are checked in at the dance.

PROM

- This is a formal dance. Jeans, T-shirts, sunglasses and headgear (caps, hats, and bandannas) are not permissible.
- Freshmen and sophomores are reminded that this is a junior - senior event. You may not attend unless you are an invited guest of a junior or senior.
- Prom servers are not allowed to attend prom or after prom unless you are an invited guest of a junior or senior.
- Juniors and seniors will need to purchase dance tickets (\$5) for out of school or underclassmen guests by the Wednesday prior to prom. Any tickets purchased after Wednesday will be \$15.00.
- All students attending prom will sign in themselves and their dates upon arriving for the dance.
- The Grand March is part of the Prom Banquet. Banquet tickets must be purchased.
- Students are limited to one person as their date for prom.

NATIONAL HONOR SOCIETY CRYSTAL BALL

This is a semi formal dance. Jeans, T-shirts, sunglasses and headgear (caps, hats, and bandannas) are not permissible.

Dances Scheduled for the 2011-12 School Year

Homecoming	October 1	8:00 p.m.-11:00p.m. HS Commons
Crystal Ball	February 11	8:00 p.m.-11:00 p.m. HS Commons
Prom	May 5	9:00 p.m.-12:00 a.m. Gates Hall

EXTRA-CURRICULAR CODE OF CONDUCT - see appendix

STUDENT ACTIVITY PASSES

Student admission will be \$3.00 for JV/V events with the exception of football. A student punch card (10 punches) can be purchased through the activity office for \$20.00. A picture Athletic Pass can be purchased for \$40.00. This pass is good for entry into all High School and Middle School Nevada sanctioned athletic events.

ACTIVITY TRIPS

Students must go and return on the bus designated by those in charge unless other arrangements are sanctioned by the teacher/activity director in charge. Students, who are provided transportation in school district transportation vehicles for co-curricular or extra-curricular events, must ride both to and from the event in the school vehicle. A student's parent(s) or guardian(s) will personally appear and request to transport their child home from a school sponsored event in which the student traveled to the event on a school transportation vehicle.

Students arriving at or returning from any activity by means other than authorized by the school, will be suspended from, but not limited to the following: participating at a public performance, a minimum of one event, dismissal from the team or organization. Students will not be allowed to transport other students.

Pep buses will be available on request, at a nominal cost, to away events at various times during the year. We must have a minimum of twenty-five student riders.

PHYSICAL THERAPY

Students should try to schedule physical therapy outside the school day. Absences for physical therapy are accumulated according to school policy.

PRACTICES--SUNDAY

Practices for all activities are not allowed on Sundays. An exception would be if a team has a state sponsored competition on the following Monday.

SCHOOL GROUPS WANTING TO PRINT SCHOOL RELATED CLOTHING

If an activity or school group wants to print a T-shirt, sweatshirt, jacket or something similar, the design of the article of clothing needs the approval of the Activities Director (Mr. McCaulley) before the clothing goes to print.

SEATING IN THE GYM

Seating in the front row of the high school gym is reserved for the participating teams, the coaches, the elderly or fans that are physically challenged.

SIGNS AND POSTERS

Any signs or posters that are put up around the building should be attached with tape approved by maintenance. Do not use scotch tape. This would include putting banners and signs on lockers. All signs and posters must be approved by the administration.

ATTENDANCE PROCEDURE (Policy 501.3R1)

Attendance Letter Sent at 5 days of absence

Mediation Request sent to County Attorney at 8 days of absence

Excessive tardies may result in an attendance plan, a family meeting, mediation, or school resource involvement.

ATTENDANCE - STUDENTS

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 515-382-3521 ext. #5 on the day of the absence prior to 9:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parent or guardian to the office.

Examples of Unexcused Absences Include:

- Leaving the building without permission from the attendance office. Students exiting the building and then calling back will be considered unexcused.
- Not communicating with the school when students are absent.
- Skipping classes.
- No course credit shall be given (including tests, quizzes, and projects) if a block is designated as unexcused but the work assigned for the day shall be made up.
- Thirty minutes or more will constitute an absence from class.
- Student absences will not be evaluated as to whether they are excused or unexcused. **Parents have the responsibility to make sure their children attend school.** Students leaving the building without permission will receive a sanction.
- Any absences beyond 5 will need to be made up if a student is going to earn credit. Make-up time will need to be completed within 5 school days of the end of terms 1, 2 or 3. Make-up time needs to be completed by the last day of the term for term four.
 - School sponsored activities (in which a student is actively participating) and suspensions will not count as absences at any of the three levels.
 - Unusual circumstances for student absences may be appealed (in writing) to the building principal. The appeal will be forwarded to the high school Advocacy Team (A Team) for a decision.

ATTENDANCE INFORMATION

- Attendance shall be the responsibility of each teacher and roll shall be taken as directed by the principal.
- A student is considered tardy if they arrive at school after the beginning of the school day.
- A student is considered absent from any particular block if they are 30 minutes or more late.
- Partial day absences will be counted as follows:
 - 1 block = 1/4 day absent
 - 2 blocks = 1/2 day absent
 - 3 blocks = 3/4 day absent
 - 4 blocks = full day absent
- The school may request a written excuse from a doctor.

COLLEGE VISITATION

Seniors are allowed three days to visit a college, if arranged for at least five school days in advance through the guidance office. A college visitation sheet should be picked up in the guidance office and needs to be signed by teachers, parent, and student prior to the college visit. All college visits must be completed by April 15. Any exception will be made through the principal. Work must be made up before you leave. Juniors are allowed to go on college visits.

Students will be required to bring written and dated verification of their attendance from the college counselor or registrar's office and return it to the high school guidance office for the absence to be excused. These cards can be picked up in the guidance office.

PHYSICAL EDUCATION EXCUSES ie: physical therapy is an absence from class.

Anyone to be excused from P.E. must bring a written excuse from a doctor or be excused by the nurse. This procedure must be followed whether the absence is for one day or the whole year.

All notes are to be brought to the P.E. teacher. Students will have P.E. listed on their report card. All students receive a grade or an indication of being excused. Anyone not bringing an excuse by the end of the first term will be given a failing grade and required to take an additional term of P.E. Physical education must be successfully completed for graduation.

LEAVING THE BUILDING

Students desiring to leave the building during the school day must have a valid reason. They must come to the office with a request from parents at the beginning of the day and get a pass to leave. Students must sign out in the principal's office and sign in when returning. **STUDENTS CANNOT GO TO THE PARKING LOT UNLESS THEY HAVE PERMISSION.**

CHECK OUT PROCEDURE DURING THE SCHOOL DAY

- Students who have to leave the building during the school day **MUST** have their parent's or guardian's permission and they **MUST** report to the principal's office and sign out **before** leaving the building. Failure to sign out in the office before leaving will be considered truancy.
- Parents may not excuse students who leave during the day after the absence has occurred. All excuses must be cleared through the office **PRIOR** to the student leaving campus.
- Students who become ill or have an accident during school hours should report to the nurse's office. The school nurse will contact parents. No student who checks out during the school day for illness will be eligible to participate in any extra curricular activities that day.
- Seniors out of the building on Open Campus time must call the school if ill and not coming back.

STATE TOURNAMENTS

When Nevada has students participating in a state contest, fellow students will be allowed to watch the competition. **Absences could affect your participation grade in your classes.**

MAKE-UP WORK

Schoolwork missed due to any absence must be completed to the satisfaction of the teacher. Additional work may be assigned to compensate for the class time lost due to absences. The time allowed for make-up work is either before the absence or within one day per day absent after the student returns to class. Tests and quizzes announced prior to the absence or occurring on the day of the absence must be completed with two days of the student returning to class. Students absent for school sponsored field trips should have work completed before the student goes on the field trip. **Students have the responsibility to make up assigned work (for credit) regardless of the absence circumstances. Additional work may be assigned.**

ANNOUNCED EXAMS

Students may be required to take an announced exam even though they may have missed class the day before the exam is given.

INCOMPLETE WORK

Work submitted by students is defined as incomplete when it is not given to the teacher on the date assigned. This can happen for a variety of reasons.

In the case of absence, the student has two days for each day absent to get all incomplete work made up. For long-term absence, the period of time given by the teachers generally follows the two-day guidelines, but is negotiable. Work that is not made up by the final deadline set by the teacher becomes either failing work or can, in some instances, remain incomplete. Each teacher will determine whether the amount of incomplete work is significant enough to fail the student for the term.

All work must be completed within five (5) school days of the end of the term (except term 4). This is designed to accommodate students who are gone the last week of the term and does not mean a student has five (5) days to complete all incomplete work for the term.

DISCIPLINE

FUNDAMENTAL ISSUES AND EXPECTATIONS

The goal of the discipline policies of Nevada High School is to provide a safe and healthy learning environment for all the people who enter our building. When all the rules and regulations in this handbook are categorized into basic issues or principles, the following would be the only rules necessary for Nevada High School:

- Be on time.
- Follow your schedule.
- Do your work.
- Be respectful of yourself and others.

Nevada High School has the following expectations for all students:

- Each student should be free from harassment and physical torment, when in class, passing in the halls or on school grounds.
- Each student should be treated with respect and, in turn, has the responsibility to treat others the same.
- Each student has the privilege to participate in curricular and extra-curricular activities as long as he/she has met the requirements of the State of Iowa, the Nevada Community School District and Nevada High School.
- Each student should bring his/her concerns about school matters to the attention of the staff and administration of the building.

HIGH SCHOOL RULES

DRUGS/ALCOHOL

Students under the influence of or in possession of drugs/alcohol or possessing drug paraphernalia on school property or at a school event will be suspended from school and may be recommended to the Board of Education for expulsion.

Students distributing, or attempting to distribute, drugs or alcohol at school or a school activity will receive a long-term suspension from school and will be recommended to the Board of Education for expulsion.

In any case related to alcohol or drugs, law enforcement will be notified.

FIRE ALARM RESTITUTION

The Nevada Fire Department now charges up to \$500.00 for all false alarms that they respond to. Any student (s) responsible for setting off a false alarm will be assessed this \$500.00 fee.

TOBACCO

All students, regardless of age, in possession of tobacco products on school grounds, or at a school event, will be suspended for at least one day. A student under the age of 18 may also be referred to law enforcement because possession of tobacco products by an individual under the age of 18 is illegal.

FIGHTING

Students who choose to fight will be suspended from school and a complaint with law enforcement may be filed. A student may be recommended to the Board of Education for expulsion if the administration deems it appropriate.

Students are expected to walk away from situations, which could develop, into a physical confrontation. A student who has an opportunity to walk away from a situation but chooses to stay and get involved in the fight will be held as responsible for the fight as the person who instigated the disagreement.

HALLWAYS

Stand tall in the hall.

INTERNET USE

- No personal email
- No downloading music from internet
- The privilege of listening to music during work/project time is at the teacher's discretion
No iTunes in library
- No CD burning from iTunes is allowed No posting to Facebook.com or MySpace.com

INSUBORDINATION

To ensure that this important policy is communicated consistently to all students, adults in the building will use the following procedure when dealing with insubordination after the student has refused to comply with the adult's request the first time:

The adult will repeat the request of the student, and inform the student if he/she does not comply that he/she is **CHOOSING TO BE INSUBORDINATE.**

- If the student chooses to be insubordinate, he/she will be referred to the office immediately.
- Students who are repeatedly insubordinate may be recommended for expulsion to the Board of Education.
- Insubordination includes belligerent and blatant disrespect to staff members.
- Students who are insubordinate will receive a suspension.

VANDALISM

Destruction or misuse of school property is unacceptable and the student will be responsible to pay for damages, including the labor to replace or repair the damaged property.

LEAVING CLASS

Students are not to leave class without the teacher's permission. If dismissed from class for disciplinary reasons the student should report to the main office immediately.

PASSES

Students are not to be in the halls during class time unless they are going to a specified location and have a hall pass.

DISCIPLINE SANCTIONS

The procedure to be followed for dealing with violations of the rules may include any or all of the following:

- Warning conference - meet with teacher/counselor/or principal.
- Restricted - student is restricted to a study hall and loses privileges during this time. This will most often be applied to academic discipline where students are not working up to their ability in the classroom.
- Detention - to be handled through the office or the teacher.
- Breakfast Club - the last day of the school week. 7:00a.m.- 8:00 a.m. or 3:25 p.m.- 4:25 p.m.
- Removal from class - when inappropriate attitude or disruptive behavior continues, or the student shows no willingness or effort to improve, the student may be dropped from the class with no credit.
- Suspension - All suspensions will be out of school unless there are special circumstances. Work must be made up for all class time missed.
- Expulsion- a recommendation to the Board of Education for removal of a student for chronic absences, tardiness, physical confrontation, insubordination, and other serious or frequent violations of school policies and/or regulations.

Students may be suspended for the following:

- Insubordination-refusal to obey a reasonable request
- Failure to make up detention
- Fighting - pushing and shoving included
- Profanity - written or oral
- Disrespect for property - vandalism
- Theft
- Disruption of the educational process
- Other items as determined by the administration

All students are accorded an opportunity to be heard at each administrative level. Upon request a parent also has the opportunity to be heard.

DETENTION, BREAKFAST CLUB -GUIDELINES

- Students are to be on time.
- Students may study, read, write, or just sit there.
- Students may not sleep, talk, eat, drink pop or juice, listen to radios, CD's or iPods, or hassle the teacher.
- All detentions will be served with the teacher issuing the detention.

DETENTIONS

All detentions will be served at times assigned by the teacher or administrator either the day the detention was assigned or the next school day. If serving the detention within the assigned time is not possible; it is the student's responsibility to check with the teacher who assigned the detention for permission to extend the time. Students assigned a breakfast club need to serve the time assigned at the next breakfast club opportunity. Students failing to serve the detention within the time allotted may be suspended.

Other Considerations:

- If the school is on a special schedule, detention will start 5 minutes after the end of the school day.
- Unless otherwise announced, students report to the teacher's classroom of the teacher who assigned the detention.
- Activity practices, work and other conflicts will not be considered a reasonable excuse to miss detention.

POLICE DEPARTMENT INVOLVEMENT

The following infractions will be reported to the Nevada Police Department whenever they occur:

1. Theft of school funds or school property
2. Forced entry into the buildings/break - ins
3. Vandalism to school/damage or destruction of school property
4. Assault involving personal injury to student or staff
5. Theft of personal property

6. Vandalism, damage or destruction of personal property
7. Possession, use or sale of tobacco, drugs or alcohol
8. Possession of weapons
9. Bomb threats
10. Possible intoxication due to the ingestion of alcohol or drugs
11. Arson (intentionally setting fires)

Items 1-3 are infractions against the Nevada Community School District

Items 4-6 individuals are the victims and are responsible for filing charges

Items 7-11 are items that are criminal offenses and /or civil offenses resulting in a fine.

BUS REGULATIONS

Bus passes will be given out in the principal's office if you will be riding on a different bus or getting off the bus at a destination other than your home. If you are reported for any unacceptable behavior, the principal and/or director of transportation will take disciplinary action.

DRIVING AND MOTOR VEHICLES

These regulations will be in force between the hours of 7:50 a.m. - 4:00 p.m. daily, during those days school is in session. Students are not to drive, lounge, or ride in vehicles during the school day or at lunchtime. Students who are driving in a careless or reckless manner on or about the school property will not be allowed the privilege of driving to school.

ELECTRONIC DEVICES/CARDS

IPODS and like items are allowed at the discretion of the teacher. Card games and laser lights are prohibited. Please keep in mind that these items are the responsibility of the student and should be kept in a locked locker.

FOOD AND DRINK POLICY

- Food and drinks are permissible in the commons. Re-sealable beverages bought within the building may be consumed in the halls. Food and drinks are permissible in the commons before 8:10 a.m. and after 3:20 p.m. Food and drinks sold in the commons lunch lines stays within the confines of the lunchroom.
- **(This is the only item that can be consumed in the hallways).** Food and drinks sold in the commons lunch lines stays within the confines of the lunchroom.
- Canned pop is not allowed in the building by students. Staff has the authority to confiscate the cans.
- **POP, JUICE, GATORADE, ENERGY DRINKS, AND LIKE BEVERAGES ARE NOT ALLOWED IN THE CLASSROOM.** Water bottles are allowed.
- Outside food for breakfast, if brought in to the building, must be brought immediately to the commons area.
- **Food distributed to students during the school day must be prepackaged, ie individually wrapped items or in a sealed package (box or bag). Safe and healthy snack ideas could include, but are not limited to: individually sealed cheese sticks, crackers, graham crackers, goldfish crackers, Ritz Bitz, Chex Mix, yogurt tubes, pretzels, animal crackers, fruit snacks.**

PARKING -AUTHORIZED PARKING AREAS ARE:

- South of the school in the student parking lot.
- The northeast parking lot behind the high school.

PARKING-UNAUTHORIZED PARKING AREAS:

- Staff Parking
- Any grassy areas
- Behind the High School building in the Industrial Tech and Maintenance areas
- Visitor Parking

INITIATIONS, HAZING, BULLYING OR HARASSMENT-Harassment form (see appendix)

School policy does not approve of any informal initiation or hazing of students which could cause physical or mental damage to a student. This includes verbal abuse or threats of any kind, any kind of assault or bodily contact, and damage or abuse of personal property including lockers. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Displays of bigotry or intolerance based on gender, race, national origin, age, veteran status, religion or disability toward teachers, students, school personnel, or guests of the school will not be allowed. Appropriate action will be taken to discourage and/or penalize those whose conduct violates the laws of common civility.

Any student who has been abused verbally or physically should follow the procedures for reporting harassment.

HARASSMENT REPORTING PROCEDURES

Step 1 of Harassment Policy

Students fill out the harassment form and in writing clearly describe the incident using the guideline information on the form. The teacher will review the information with the student to make sure that all information is clearly stated. The teacher will then give a copy to the person reporting the incident a copy to the person being accused and the teacher will keep a copy.

The teacher or the person to whom the harassment issue is being reported will set up a conference with the person being accused of the harassment and give them their copy of the harassment form. The teacher will explain to them that this behavior is not acceptable and must stop immediately. The teacher will document on the form the time and date of the conference.

The teacher will bring their copy of the harassment form to the guidance office. The counselors will then set up a meeting with the students involved to assist in changing the unacceptable behavior. The counselors will make a data entry documenting the date and time of the conference and the parent(s) will be called.

CELL PHONES

Cell phones may be brought to school but the phones must be turned off during class time. The classroom teacher will handle cell phone violations. When there is a violation in the classroom the student will call their parents and inform them of the violation. Habitual violators will be referred to the office. Refusal to give up the cell phone is considered insubordination and this could result in suspension.

Usage is limited to the following times: before school, after school, lunch, and passing time.

All cell phones, cameras and other recording devices are strictly prohibited at any time in a locker room or restroom. Any cell phones, cameras or other recording devices found in a locker room or restroom will be confiscated. Violators will be suspended and prosecuted to the fullest extent of the law.

SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades (except in P.E. classes) are not to be used within the building at any time.

STUDENTS REMOVAL FROM CLASS

Students removed from class for behavior related issues will report directly to the main office. Students who fail to report to the main office will be placed in ISS for the remainder of the day. Student sanctions will be based on reason for removal from class and decided by the classroom teacher and Mr. Gross or Mr. McCaulley.

Students who are removed from the same class in a term will be subject to the following consequences:

- **1st Removal in a term**- Parents called and discipline sanction determined by classroom teacher and Mr. Gross or Mr. McCaulley
- **2nd Removal in a term** – Parents called discipline sanction determined by Mr. Gross or Mr. McCaulley
- **3rd Removal in a term** – Parents notified student is not allowed to return to class until a meeting is held with the teacher, Mr. Gross, Mr. McCaulley, the student and the student's parents.
- **4th Removal in a term** - Student will be suspended and parent notified.
- **5th Removal in a term**- Student will be dropped from the class for the remainder of the term and receive a failing grade for the course.
-

DRESS AND APPEARANCE

All students will be expected to dress in a clean and respectable manner. We will try to be respectful of your tastes as long as you do not abuse the privilege by drawing attention to yourself.

Clothing items that are vulgar, have obscene slogans on them, or are likely to cause a disruption to the efficient and orderly operation of the school will not be tolerated. Any student wearing inappropriate clothing may be asked to change, turn the clothing inside out, or entirely remove the clothing, if possible. If this is not possible or if a student refuses to change or reverse the article of clothing, the student's parent may be contacted and asked to come pick up the child from school for the remainder of the day. The principal or counselor may also take a student home to change clothes.

Our intent for these limits is for students to understand that school is a workplace, and what may be appropriate outside the workplace may not be appropriate at work.

Examples which will result in the student being asked to change include but are not limited to:

1. Extremes in attire and/or appearance will not be tolerated such as halter tops, low cut tops, excessively tight shirts, midriff shirts, short shorts, face paint, or non-permanent hair color.
2. Shirts should have one strap on each shoulder, cover the navel, and touch the top of the pants.
3. Undergarments should not be visible.
4. Suggestive clothing that exposes navels, cleavage, or other appendages should not be worn.
5. Clothing items that are controversial, have double meaning, or have obscene slogans on them will not be worn.
6. Clothing advertising alcohol, illegal drugs, and tobacco are not to be worn to school.
7. Caps/hats, headgear, chains, or bandanas will not be worn in the building. Headgear for religious purpose will be allowed.
8. A student may be asked to wear a belt if his/her pants are falling below the waistline.
9. Appropriate footwear is required at all times.

School sponsored events or special days might include any of the above dress items.

Students may carry backpacks or other items that serve a similar purpose during the school day. Teachers may limit the use of backpacks in their classrooms if safety concerns or space concerns are an issue.

STUDENT EMAIL ACCOUNTS

Every 9-12 grade student will be issued a school Gmail account for them to use to communicate with their teachers, submit class assignments, create projects for classes, and any other academically related purpose. The student email accounts are the property of the district and not the student. The high school administration has the right to review materials that are being created and distributed using these accounts, should the need arise. Students who are found to be using their accounts in an inappropriate manner as deemed by the high school administration will have their email account privileges suspended. The following guidelines will be used.

- **1st Offense** – Account will be suspended for 30 days.
- **2nd Offense**- Account will be suspended for 90 days
- **3rd Offense** – Account will be suspended for 6 months
- **4th Offense** – Account will be suspended for 1 year.

GANG ACTIVITIES

No student on or about school property or at any school activity shall wear, possess, use, distribute, or display gestures, jewelry, emblem, badge, symbol, sign, colors or any other thing which is evidence of membership in or affiliation with any gang.

CHAINS

Chains, dog collars, very long earrings, or similar items will not be permitted in school. These items will be turned into the office, and parents will need to come pick them up.

DISPLAYS OF AFFECTION

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, at home or away. This includes prolonged embraces, kissing, fondling or other inappropriate physical contact. Repeated violations will result in parental involvement to help solve the problem.

SUPERVISED AREAS

Students may not congregate in any area that is not supervised. Examples would include:

- Lifting weights without school personnel in the area.
- Playing basketball or hacky sack without school personnel in the gym.
- Students in the music rooms without the teachers present.

TARDIES-EXCUSED

Any student arriving late to school must sign in at the Principal's office. Students who are late for school will not automatically be excused with a parent call or note. Examples of excused tardies include the following:

- The school bus is late.

- Conferences in the administrative or counseling offices.
- Severe/inclement weather making travel hazardous.
- Medical and dental appointments that cannot be scheduled at any other time. The school reserves the right to verify appointments periodically.

TARDIES--UNEXCUSED

Students are allowed 2 unexcused tardies per block per term. Any student who is more than 10 minutes late to any block will be sent to the office for a pass before they will be admitted into class. More than 2 tardies per block per term will result in the following consequences.

- 3rd Tardy – Detention served with classroom teacher
- 4th Tardy – Detention served with classroom teacher
- 5th Tardy – Breakfast club assigned
- 6th Tardy – 2 Lunch Detentions assigned
- 7th Tardy – 2 Lunch Detentions assigned
- 8th Tardy – 2 Lunch Detentions assigned
- 9th Tardy – 2 Lunch Detentions for a week
- 10th Tardy – 1 day In School Suspension

THEFT/VANDALISM

All theft and vandalism is to be reported to the principal's office at once. Do not assume that your locker is a safe place. Keep all items of value and cash with you at all times. Keep your lockers locked. Valuables may be brought to the front office for short-term safekeeping.

WEAPONS POLICY - see appendix

GRADUATION

ACADEMIC STATUS

A student at Nevada High School needs 52 credits to graduate. Students need to have earned a minimum amount of credits to be considered in good standing as a sophomore, junior or senior. These credit levels are used for eligibility for prom, open campus (senior status only) and like privileges for certain grade level privileges. The credit levels are as follows:

Seniors	39 credits in the final year at NHS
Juniors	26 credits
Sophomores	13 credits

GRADUATION ATTIRE

We expect our students to dress their best and hope that they want to make the ceremony special by dressing for the occasion. Tennis shoes, flip-flops, shorts, T-shirts, sunglasses or jeans would not be appropriate dress. Students' attire will be checked before entering the gym. Any student not appropriately dressed will not be allowed to participate in the graduation ceremony.

GRADUATION CEREMONY

Students who meet the graduation requirements set by the Board and appropriately dressed are allowed the **privilege** to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

EARLY GRADUATION APPLICATIONS

All students that are planning on graduating early must apply for that action to take place. Students should have a written letter of application signed by both the parent and student to Mr. Baker no later than the first five days of the term they are planning to graduate. The Board of Education will act on these letters of application at the next regularly scheduled board meeting.

GUIDELINES FOR SPECIAL CIRCUMSTANCES

GUIDELINES FOR SUCCESS AT ASSEMBLIES

- Exceptions would be for specific groups that are supposed to sit elsewhere for certain assemblies. Example: pep band, athletes, and cheerleaders.
- Everyone is expected to be courteous and pay attention during the assembly.

- No one is ever to be loud or boisterous during the assembly. Teachers may ask students to come sit by them if inappropriate behavior continues. Students could possibly be escorted out of the assembly if they become too much of a distraction and disrupt the program.

EARLY DISMISSAL BUSING

There will be times that the elementary and middle schools have a 2:00 early dismissal. High school students who ride busses are encouraged to arrange for alternative transportation to go home on these days. If students need to ride home on the busses, they will be released from class at 2:00 p.m. Parents will need to call or write a note for their children to be released early. The bus students are expected to sign out through the principal's office on these occasions.

EVACUATION PROCEDURE DUE TO THREATENING SITUATION

In the event that the school receives a threat, students will be evacuated to a safe location in the community. To ensure the safety of all staff members, everyone will leave the building. Therefore, we will be unable to call parents to notify them of the evacuation. If parents arrive at an evacuation site, an invitation will be extended to the parent to join their child, but students will not be released from the evacuation site until the threat of danger has passed.

EVACUATION PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

Students who have special needs will have individual evacuation procedures designed for them. Teachers who work with each student will be notified of the individualized evacuation plan(s). A copy of the individualized evacuation plan will be kept on file in the students' cumulative record. Parents are to notify the school of special considerations for their child in regard to fire and tornado evacuations.

FIELD TRIPS

If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences and students will not lose participation points.

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

MEDICATION

When administration of the medication requires ongoing professional health judgment, the licensed health personnel shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting coadministration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency. Individual health plans are available in the nurse's office.

PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students.

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

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

SCHOOL PICTURES

School pictures will be taken **September 7 beginning at 8:00 a.m.**

VISITORS

All visitors must sign in at the Guidance Office and pick up a visitor's pass.

- Individual(s) with legitimate business to conduct will be treated as guests.

- The only non-Nevada High School students approved for visitation will be those students who are considering enrollment at our high school.

LOCKERS

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

Lockers may be randomly inspected to insure that they are being maintained and used appropriately. Students will be invited to be present during random locker inspections. If a student is not present during the inspection, at least two adults will be present during the inspection.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district rule or regulation has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Students are **NOT TO KEEP VALUABLES OR MONEY IN THEIR STUDENT OR ATHLETIC LOCKERS.** The school is not responsible for items stolen from student lockers. Padlocks will be available at a \$5.00 deposit for school lockers. You may get the padlock from the principal's office. If the padlock is returned at the end of the year your \$5.00 will be refunded. If the padlock is lost or stolen the \$5.00 deposit will not be returned. You may purchase your own padlock, but you must leave a key or the combination in the principal's office.

LOCKER POSTERS

Students may not put up anything, pictures, posters etc. in their lockers that would be objectionable to a reasonable person of either sex. Teachers have the authority to confiscate the objectionable material and turn it into the principal's office.

CANINE SEARCHES

Random sweeps through the building may occur throughout the school year using specially trained drug-sniffing dogs. Locker clean outs will be conducted periodically throughout the school year.

LUNCH GUIDELINES

LUNCH CARDS

The cost of a daily lunch for students is \$2.10. Additional milk or extra main dishes may be purchased at extra cost. Students who receive free or reduced lunches should be aware that additional purchases such as milk, extra main dishes are the responsibility of the student.

- The student scan card must be used. If the student does not have her/his card she/he may still eat by getting a temporary lunch card from Mr. McCaulley or Mr. Gross. The student(s) will eat last.
- Temporary cards are intended to be used on an occasional basis.
- Students need to have money in their account. If a student is more than \$1.00 overdrawn, she/he will be refused lunch program privileges. Those students will be offered a carton of milk and a peanut butter sandwich. This offer is intended to be used on an occasional basis.
- Students may not loan their scan card to another student.

GUIDELINES FOR LUNCHROOM SUCCESS

- Everyone is expected to clean up the immediate area where they are sitting, throw away their garbage and return finished trays to the area designated for this purpose.
- All students in lunchroom should be sitting down or on their way to be sitting down.
- Students may not bring in food from outside of school (except cold lunches) and eat it in the lunchroom. Examples: Subway, McDonald's and Casey's, etc.
- All food will be eaten in the commons area.
- Students may use the commons and foyer area. Walking the halls, going to lockers, etc. are not permitted during this time.
- The courtyard is off limits during "B" lunch.
- The lunch period is intended for Nevada High School students only.

LUNCH TIME--CLOSED

- Students will not be allowed to leave the building for lunch unless they have written permission from their parents. This privilege is limited to going with the student's parents only. Students may not go to lunch with other students and/or other student's parents.
- Permission to leave for lunch is limited to the student walking home for lunch unless accompanied with a parent to go elsewhere.
- No motorized vehicles will be allowed to be used by the students going home for lunch, unless you are on open campus.
- **Underclassmen must sign out of the principal's office and back in through the principal's office if they have permission to leave for lunch.**

STUDY HALL GUIDELINES

Study hall is a class like period that is to provide an atmosphere conducive to studying. All students are expected to bring study materials and to follow these guidelines which uphold this philosophy.

Procedure and Rules

- You are to be in your seat when the bell rings or you are tardy.
- When signing out make sure to sign yourself in and out! Write legibly first and last name.
- If you sign out to the library or a classroom, you must go directly to that area and sign in. Do not go to your locker or restroom on the way to these areas. You must return and sign back into study hall at the end of the hour. If you are late returning to sign in we will give you a pass to your next class.
- Sign outs to all areas may not be available every day. Get a pass if you need help or bring something to do in case there is no where to sign out to.
- Passes need to be written and signed by a teacher. The pass also must be signed and timed when you return to study hall. You must have a pass before class begins. You will not be allowed to go get one. Not all passes will be accepted.
- To sign out to the restroom, put your name and the time on the sign out sheet. We use the restrooms by the office. You are to return within 5 minutes.
- If you become restricted to study hall, you have no privileges. You may not speak or sign out. (If you need to make up a test - your teacher may request that you leave.)
- You may not play cards in study hall.
- You will not be permitted to go to your locker during study hall. Think ahead and be prepared!

Open Campus Requirements for 2011 - 2012 School Year

Academic Status	<u>at least 39</u>	Total credits earned
Attendance Status	<u>fewer than 10</u>	Days missed for the 10 - 11 school year
	<u>fewer than 12</u>	Tardies for the 10 - 11 school year
Discipline Status	<u>fewer than 10</u>	Recorded discipline incidents for the 10-11 school year

Open campus is a concept that has worked well for seniors in recent years. Seniors have many obligations to school, work, activities and family. In order to be successful using open campus privileges, seniors must be responsible for the following guidelines:

- Open campus is not an invitation to be in the hallway. Seniors should wait in commons until passing time when returning to the building.
- Communication about any particular absence should occur before the absence takes place.
- Seniors should not be in the company of underclassmen leaving school property.
- Do not loiter in the parking lots.
- Students failing any course one term will lose their open campus for the next term.
- Passes will be used when going to the IMC, Mac Lab, seeing a teacher etc. Seniors may get the pass signed by a teacher, principal or counselor.
- Seniors must attend seminar, meetings and assemblies when requested by an individual teacher or by the administration.
- Parking in unauthorized areas will result in loss of open campus privileges.
- Food and drinks may not be brought into the school for yourself or for others.
- You are expected to give respect to ALL staff members at all times.
- Students participating in a group absence such as senior skip day will have their open campus privileges revoked immediately.

In summary, work hard to maintain your grades; be in attendance as much as possible and let the school know (from your parents/guardian) in advance if you are not going to be present (just like a real job); be respectful to your classmates and our staff (including secretaries, cooks, maintenance, aids and bus drivers); and follow the school rules.

CHILD ABUSE REPORTING

The Board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The building principal and/or superintendent shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurse, who shall be the alternate designated investigator for such complaints.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

Level I Investigator – Justin Gross and Dave McCaulley 382-3521

Level I Alternate Investigator –Eileen Patterson 382-3521

Level II Investigator - Nevada Police Department 382-4593

DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the Nevada Community School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school which the student is attending.

Name, address, telephone listing, email, photograph, date & place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information.

FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (PL93-380)

This act provides for access by parents to permanent school records and an opportunity to challenge any contents which may be inaccurate, misleading or inappropriate.

STUDENT RECORDS

1. A guaranteed parental right to review student records upon request.
2. Right to inspect and review ANY and ALL records, files and data DIRECTLY related to their children (includes all material incorporated into cumulative record folder).
3. Each school district is to establish appropriate procedures for granting parental access to student records within reasonable time--not to exceed 45 days from request.
4. Parents shall have the opportunity for a hearing to challenge contents to insure records are not inaccurate, misleading, or OTHERWISE IN VIOLATION OF THE PRIVACY, OR OTHER RIGHTS OF STUDENTS.
5. Hearings to establish opportunity for the correction of deletion of any inaccurate, misleading, or otherwise inappropriate data contained in records.
6. Prohibits school release of student records except:
 - a. to other local school officials, including teachers within the same educational unit or agency, who have LEGITIMATE EDUCATIONAL INTERESTS.
 - b. to officials of other schools or school systems in which the student intends to enroll, upon condition that parents be notified of the transfer, receive a copy of the records, if desired, and have an opportunity for a hearing to challenge record contents.
7. No information may be furnished in any form to any other persons than those listed above unless:
 - a. in compliance with a judicial order or subpoena.
 - b. there is written parental consent specifying records to be released, the reasons for such release, and to whom, and the opportunity for parents to receive a copy, and also the student, if desired.

All persons, agencies, or organizations desiring access to records shall be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or student indicating specifically the legitimate educational or other interest each has in seeking information. (Such forms shall be available to parents and to school officials responsible for record maintenance as a means of auditing the system.)

1. The person seeking access to the records must agree not to transfer information to another person without WRITTEN CONSENT OF PARENTS.
2. Whenever a student has attained EIGHTEEN years of age, the permission or consent is required of, and the rights, are accorded to the student.

HEALTH SERVICE RESPONSIBILITIES

The health service responsibilities for grades kindergarten through twelfth are shared by two nurses. Not only is the focus on physical care for the students but on health promotion and health education as well. The complete school health program includes elements of health service, health education and a healthy school environment to help meet the educational and health needs of the student population.

Some of the health services for students and staff include screening programs, illness care, emergency care and first aid, health counseling and communicable disease control. Screening programs, which include vision (grades kindergarten, 1st, 3rd, 5th through 8th, 9th and 11th), hearing, blood pressure, height and weight measurements, and pediculosis, are used to identify students with problems that might interfere with the learning process.

Health counseling, an increasingly important part of health service, involves conferences with students on concerns such as family problems, personal health problems, pregnancy, weight-control, stress and/or hygiene. Another area of school health deals with health education. The school nurse is often a classroom presenter or serves as a resource for the classroom teacher. Programs are provided on subjects such as sex education, sexually transmitted diseases, communicable and chronic diseases, hand washing, dental health, growth and development and CPR.

Through health service and health education the school nurse can help students make healthy and responsible choices. PARENTS AND STUDENTS (if 18 or older) MAY OBTAIN FURTHER INFORMATION AND FORMS AT THE OFFICE OF THE PRINCIPAL.

PARENT/STUDENT/GRIEVANCE

One of the goals of the high school staff is to provide honest responses about your student's successes and failures in the classroom and school building. Also, we wish to have open dialogue with you about concerns you may have heard or seen relating to classroom, programs, or other topics.

1. If you have a complaint, please go directly to that individual and express your concerns. If the problem/concern is not resolved, the chain of command is as follows.
2. Teacher
3. Principal
4. Superintendent of Schools
5. Board of Education

SEARCH AND SEIZURE - Code 502.8

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulated 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. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

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

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

I. Searches, in general.

- A. 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 or school district policy, rules, or regulations affecting school order.

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

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

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

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

(a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

(b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

(c) It is recognized that strip searches, body cavity searches and the use of a drug sniffing animal to search a student's body are not to be permitted under Iowa statute.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and

students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

C. 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 and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

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

ASBESTOS

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office.

The Management Plan containing past, present and future asbestos activity is located at the District Administrative Office at 1035 15th Street in Nevada, Iowa. People wishing to review this plan may contact David Kroese at the School Transportation Facility, 157 11th Street in Nevada, Iowa (515-382-4067).

The asbestos activity consists of the following: AHERA periodic inspection on October 20, 1997; AHERA periodic inspection on April 2, 1998; the AHERA third year re-inspection on April 4, 1998; and on August 28, 1998. Encapsulating walls and clean-up in different areas of the 10% chryostilic asbestos paint in the old Junior High Building was completed August 28, 1998.

SMOKE FREE ENVIRONMENT

In the best interest of students and adults alike, the Board has established a smoke free environment in all school buildings. Knowing that smoking is physically addictive, all persons will be provided the opportunity of breathing clean air in the district's public buildings.

All school district owned or operated buildings shall be off limits for smoking at all times and the ban is extended to all persons. This includes all school-sponsored events as well as non school-sponsored events. Persons violating this policy shall be asked to refrain from smoking. Persons failing to abide by the request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request will be subject to disciplinary action.

Effective July 1, 1990.

WEAPONS & DANGEROUS OBJECTS - CODE NO. 502.2

Weapons and other dangerous objects such as, but not limited to fire arms, explosives, knives and brass knuckles, are not be brought on school district property. This includes transportation vehicles and covers all school sponsored activities. Weapons are defined as anything used or usable in injuring another, or an instrument or object designed for or used in fighting. Weapons and other dangerous objects cause material and substantial disruption to the school environment. They present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

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

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

Any student who brings a firearm to school or to a school activity shall be suspended immediately and recommended for expulsion for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school the principal, superintendent and other appropriate individuals shall confer to consider the student's status including age, grade, and special needs, and the circumstances under which the student brought a weapon to school, including the student's knowledge, purpose, and apparent intent.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities **any** student who brings a firearm to school. Students shall not possess toy weapons or "lookalike" weapons at school. Violation of this policy shall result in confiscation of the "weapon" and disciplinary action which may include detention or suspension.

Any student who threatens another person on school property or at a school event with an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

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

The superintendent and principals shall be responsible for notifying staff, students and parents or guardians of this policy.

TRUANCY POLICY

All students enrolled in the Nevada Community School District are expected to attend school on a regular basis. Students who are six years of age but who have not reached their sixteenth birthday by September 15 are subject to the compulsory attendance laws of the state of Iowa. Students attending the Nevada Community Schools shall be considered truant (in violation of the compulsory attendance laws) when the following conditions exist:

1. Absent for five or more days without an acceptable excuse (unexcused absences). These days will be cumulative through the school year and do not need to be consecutive.
2. Chronically tardy in coming to school - being late to school ten or more times during one school year without an acceptable excuse.

Absences and tardies are defined as follows:

Kindergarten through eighth grade:

1. A student is considered tardy if he/she arrives at school within one hour of the building starting time.
2. A student arriving at school after one hour after the school day has begun will be considered absent for one-half day.
3. A student is considered absent for the full day if he /she does not arrive at school by 1:30 p.m..

4. A student is considered absent for one-half day if he/she leaves school prior to 2:00 p.m.
5. A student leaving school for an appointment for more than one hour during one-half day period will be considered absent for one-half day. (There will be no charged absence for one hour or less.)
6. Other absences or tardies will be determined by the building principal.

Grades nine through twelve

7. A student is considered tardy if he/she arrives at school after classes begin.
8. A student is considered absent from any particular block if he/she is 30 minutes late or more.
9. Partial day absences are counted as follows:
 10. 1 block = 1/4 day absence
 11. 2 blocks = 1/2 day absence
 12. 3 blocks = 3/4 day absence
 13. 4 blocks = full day absence
14. A student leaving school for an appointment for more than one hour during one-half day period will be considered absent for one-half day. (There will be no charged absence for one hour or less.) A written excuse from the doctor/dentist/other medical practitioner must be brought to school so those absences can be excused.
15. Other absences or tardies will be determined by the building principal.

Excused absences: A student who is absent from school must bring an excuse from his/her parents stating the reason for his/her absence or the parent may call the school. Excused absences usually include, but are not limited to, personal illness, family emergency, death in the family, recognized religious observances, medical and dental appointments, and school activities. Each building principal will decide if the reason warrants an excused absence.

Unexcused absences: A student who is absent from school will not be excused for the following reasons: shopping, hunting, attending a concert, work/employment, preparation/participation in parties or other celebrations. Exceptions may be granted by the building principal.

When, in the judgment of the building principal, a student is absent an inordinate number of days for personal illness, the principal may take the following actions:

1. Request a note from a doctor before the student is allowed to return to school after an absence of three or more consecutive days.
2. Request that the school nurse and/or Juvenile Court Liaison Officer accompany him on a home visit when the student is absent for two or more consecutive days. If there is concern about the safety of the student or school employees or if there is a concern about illegal activities occurring in the home, the truancy officer may request that a member of the Nevada Police Department accompany them on the home visit.

When a student becomes truant according to the definitions above, the building principal shall investigate the cause for the student's truancy. If the student is on probation from the juvenile court, he/she will be reported to the Juvenile Court Liaison. If the student's attendance does not improve, the principal shall meet with the superintendent to discuss what additional actions might be taken. If necessary, the matter may be taken to the school board. If the student is still truant, the superintendent shall refer the matter over to the county attorney for students in grades 7 - 12. Before the case is sent to the county attorney, the principal and superintendent may review the facts of the case with the Nevada Police Department. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation process described in administrative regulation 501.1R1 before they are referred to the county attorney.

OPEN ENROLLMENT

Parents/guardians considering the use of the Open Enrollment option to enroll their child/ren in another public school district in the State of Iowa should be aware of the following dates:

- **September 1, 2011** – Last date for Open Enrollment requests for students entering kindergarten in the Fall of 2011.
- **March 1, 2012** - Last date for regular Open Enrollment requests for the 2012-2013 school year.

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

Parents should be aware that the Open Enrollment may result in the loss of athletic eligibility. For further details, contact the Superintendent's Office at 382-2783.

HOMELESS CHILDREN AND YOUTH code #501.16

The District will make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in District policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the superintendent or his/her designee.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: Students transferring into the District may provide cumulative records directly to the District. The District will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

- (1) they have a statement signed by a physician stating that immunization would be injurious to the student;
- (2) they provide an affidavit stating such immunization would conflict with their religious beliefs;
- (3) they are in the process of being immunized; or
- (4) they are a transfer student from another school.

The District will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent or the superintendent's designee.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a **CODE #501.16 – HOMELESS CHILDREN AND YOUTH (continued)**

barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent or the superintendent's designee. If the District is unable to determine the grade level of the student because of missing or incomplete records, the District will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent or the superintendent's designee.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the District. Services include, but will not be limited to, special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The contents of this policy will supersede any and all conflicting provisions in Board policies dealing with the seven policy areas discussed above.

*Legal Reference: No Child Left Behind, Title X, Sec. 722, P.L. 107-110 (2002).
42 U.S.C. §§ 11431 et seq. (1994).
281 I.A.C. 33.*

*Cross Reference: 501.1 Compulsory Attendance
503.3 Fines - Fees - Charges
506 Student Records
504.1 Health Certificates
602.3 Special Education
702.2 Student Eligibility for Bus Service*

Approved December 13, 2004 Reviewed _____ Revised August 14, 2006

Internet Acceptable Use Policy

Introduction

The Nevada Community School District (NCS D) provides opportunities for all students to become responsible, independent learners capable of making informed decisions in a democratic society as well as in the dynamic global community. This is accomplished by challenging each student with a rigorous and creative curriculum taught by a diverse, professional, caring staff and enriched through the resources and the efforts of families and the entire community. The purpose of the following policy is to extend these expectations to include acceptable uses of information technology resources.

Internet access is now available to students and employees in the Nevada Community School District. We are very pleased to provide this privilege, for the Internet offers vast, diverse, and unique resources. Our goal in providing this service to employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is a "network of networks" connecting thousands of computers all over the world and millions of individual subscribers. Students and employees have access to resources, such as:

- 1) University library catalogs, the Library of Congress, and ERIC.
- 2) Information and news services from global sources.
- 3) Discussion groups on a multitude of topics.
- 4) Electronic mail communication with people all over the world.
- 5) Electronic bulletin board services.

Along with this access also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control access to all materials; an industrious user may discover controversial information.

While we discourage access to such material, it is not possible for us to limit all access. The Nevada Community School District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of agencies, regional and state networks and commercial organizations. To ensure the smooth operation of the network, users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage. The signatures at the end of this

document are legally binding. Signing this document indicates that you have read and agree to abide by its terms and conditions.

Important Considerations

Who Is to Abide by this Policy?

By using District-supplied information technology facilities and resources, all users agree to abide by all policies and procedures adopted by the NCSD as well as all current federal, state, and local laws. These include District policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of violation of any of these policies, procedures or laws, current District disciplinary policies and any other of its practices and policies will be followed, including those regulating the provision of information to law enforcement authorities.

Additional Site Policies

Individual sites within the NCSD may define conditions of use for facilities under their control. These must be consistent with this overall statement but may provide additional detail, guidelines and/or restrictions. In addition, any network traffic exiting the District is subject to the acceptable use policies of the District's national and international network connectivity providers (e.g., Area Education Agency 11 AND Iowa Communication Network).

Responsibilities for the Individual

Everyone using NCSD information technology resources is responsible for:

- 1) being ethical and respectful of the rights of others including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information;
- 2) refraining from any illegal and improper intrusions into the accounts of others and/or into any District information technology resources and systems;
- 3) taking all reasonable steps to ensure the accuracy and the security of the information that he or she compiles or provides;
- 4) refraining from acts that waste resources and prevent others from having broad access to NCSD information technology resources;
- 5) recognizing and honoring the intellectual property rights of others, crediting sources as appropriate;
- 6) accessing an account only by permission of a staff member.

****Please read this document carefully before signing.****

INTERNET - TERMS AND CONDITIONS

The following Acceptable Use Policy (AUP) applies to all NCSD employees and students accessing District information technology resources. These policies also extend to non-school district individuals and entities who access District information technology resources.

Acceptable Use

The use of your account must be in support of education and research and consistent with the NCSD educational objectives. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmissions which violate any district, state, or federal regulations are prohibited. These transmissions include, but are not limited to: copyrighted material, threatening or obscene

material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited.

Denial of Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges for one calendar year.

Students may request reinstatement of privileges within 7 days of suspension or termination. This request must be in writing and delivered to the School Principal. The request will be reviewed by that Principal and the Technology Coordinator, who will reply to the request within 7 days of receipt. All privileges will be suspended during the appeal process.

If the decision does not meet with the student's satisfaction, the student may appeal the decision, in writing, to the Superintendent of Schools. The Superintendent will reply to the request within 7 days.

If the decision of the Superintendent does not meet with the student's satisfaction, the student may appeal, in writing, to the Board of Education. The Board will discuss the request at their next scheduled meeting and reply to the student.

E-Mail

All electronic mail (e-mail) will be handled through staff accounts. E-mail is not guaranteed to be private. System administrators do have access to all mail. Messages relating to or in support of illegal activities, including but not limited to threats, harassment and fraud may be reported to the authorities.

E-mail cannot be used for political, religious, private or commercial offerings of products or services for sale or to solicit products or services.

E-mail should be deleted regularly in order to conserve memory.

NCSD makes no warranties of any kind, whether expressed or implied, for the information or services provided through the network.

NCSD will not be responsible for any damages to data or damages which result from service interruptions.

Security

Security on any computer system is a high priority, especially when the system involves many users. Do not use an individual's account without permission from that individual.

**Attempts to log-on to the Internet as a system operator will result in permanent cancellation of user privileges. Any user identified as a security risk may be denied access to the district's computer resources.

Vandalism

**Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data. This includes, but is not limited to, the uploading or creation of computer viruses or breaching security measures. Students will be responsible for replacing any damaged equipment.

NEVADA COMMUNITY SCHOOL DISTRICT INTERNET USE AGREEMENT

STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Name (please print): _____

Student Signature: _____

Anticipated Graduation Date: _____

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Nevada Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Nevada Community School District to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired on the network.

I hereby give permission for _____ to access the Internet and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Signature: _____

Date: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____