



Postville Jr./Sr. High Student/Parent Handbook 2020-2021

The Postville Community School District offers career and technical programs in the following areas: agriculture, business and technology, family and consumer science, health, and medical administration services and construction trades.

It is the policy of the Postville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Brendan Knudtson, Jr/Sr High Principal, PO Box 717 Postville, Iowa, 62162, (563)-864-7651x402, bknudtson@postville.k12.ia.us

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

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Postville CSD Vision Statement:

Advancing Learning Today; Creating a Successful Tomorrow

Postville CSD Mission Statement:

Committed to fostering 21st Century Skills in a safe, rigorous, student-centered learning environment so each individual can reach their greatest potential in a diverse, global society.

Educational Philosophy of Postville Jr./Sr. High School (Board Policy 101)

Education is and should be a preparation for life in our community and the society of the American people within the framework of our interdependent world. Education for each student involves the acquisition of certain essential facts and concepts, the development of a wide variety of skills and mind, and the attainment of responsible attitudes.

We believe that education is to encourage awareness of aptitudes and to encourage and assist all students to achieve their potential, both physically and mentally. Secondary education is ideally suited to guide the student in school, home, and community. To achieve this integration, we must make maximum effort to involve the parents.

The school is responsible for acknowledging fundamental changes occurring within the American society and for making provision that the educational process is adapted to meet these changes. Education is preparation for future roles, as well as growth and experience in present roles.

We believe that the school is one of several community organizations participating in the educational process. The school must exercise both leadership and cooperation with other community organizations in the development of the educational approach of the entire community. The education of the whole individual must reflect mutual respect among the school, home and community.

We believe that administrators, instructors, and operational staff are partners striving to fulfill the objectives, purpose, and the goals of this school.

We must consider teachers as coordinators of learning experience utilizing available resources to the best advantage. Teachers must recognize individual differences and, in cooperation with the administration and community, devise appropriate progress of learning tailored to those individual capabilities and needs.

Upon graduation, each student has the right to expect to have been provided appropriate skills for participation as a responsible and responsive member of society.

The staff of Postville Community Schools strives to work with our students, their families, and the public to instill in our students the desire to work to the best of their abilities so they may become responsible and productive citizens who can work fairly with others to solve the problems of our ever-changing, global society. These life-long learners can then help develop these same attributes in the generations to come. [January 14, 1997]

Directory

Postville Jr. Sr. High School
314 West Post Street
P.O. Box 717
Postville, IA 52162-0717

563.864.7651 x 401 (HS Office)
563.864.7659 (fax)

<u>Name</u>	<u>Position</u>	<u>Phone Extension</u>
Tim Dugger	Superintendent	422
Brendan Knudtson	7-12 Principal	402
Jenny Schutte	K-6 Principal	220
Melissa Fettkether	Business Manager/Board Secretary	420
Darlene Bissell	Superintendent Secretary	421
Teresa Berg	7-12 Admin. Asst	401
Denise Mauss	K-12 Guidance Counselor	425
Brennan Williams	At-Risk Coord./ 9-12 Athletic Dir.	412
Katie Livingood	K-12 Nurse	244
Sarah Kellogg	7-12 Instructional Coach	406
Joy Minikwu	7-12 ESL Instructional Coach	411

April Kruckman	K-12 Vocal Music	432
Dara Knudtson	9-12 Business/9-12 TAG	417
Julie Heitland	K-12 Media Specialist	245
Shauna Johnsen	5-12 Instrumental Music	428
Anne Koopman	9-12 Mathematics	430
DeAnn Lenth	7-12 Technology	416
Brian Mueller	9-12 Social Sciences	407
Kevin Johnson	9-12 Social Sciences	404
Susan Schlein	9-12 Spanish	418
Linda Miller	Alternative School	426
Kris Bigler	7-12 Special Ed	288
Sarah Sanderson	7-12 Special Ed	222
Brian Orr	9-12 Mathematics/Website	405
Todd Neal	9-12 Industrial Technology	414
Emily Neal	9-12 Science	410
Erin Buehler	K-12 Physical Education/AD	427
Emma Trealor	K-12 Art	412
Betsy Shea	9-12 English/Drama	424
Sean Singewald	9-12 Science	435
Amy Norby	9-12 English/Yearbook/Speech	409
Nick Zuercher	9-12 Vocational Agriculture	413
Kathy Ohloff	9-12 Migrant Education Teacher	415
Kayla Bergan	9-12 Family Consumer Science	400
Susie Mueller	7-12 ESL	413
ReaAnn Martin	7-12 ESL	436
Aleya Grimes	7-12 ESL	426

7/8th Grade Staff

Brad Rose	7/8 Social Science	433
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Patricia Uhal	7/8 Mathematics	291
Anne Friederich	7/8 Science	408
Scott Zierath	7/8 Language Art/Literacy	429
Ty Halverson	7/8 Language Art/Literacy	423

Equal Educational Opportunity

Policy Title: Multicultural and Gender Fair Education Opportunity

Enrolled children in the Postville Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The requirements not to discriminate also extend to employment therein and to admissions thereof. The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also complement the efforts to diversify the staff (affirmative action) and preserve the integrity of our student population (Desegregation). The Affirmative Action Coordinator is Brendan Knudtson and can be reached at 563.864.7651 x402. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building level problem solving team is responsible for this process (BP 602.4g). Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Brendan Knudtson at 563.864.7651 x 402. bknudtson@postville.k12.ia.us

Student Expression (BP 502.3)

When people have a right to do or not to do something in a democracy, the success of their society and that democracy in which they live depends solely upon the responsibilities that the individuals accept in that society. As it is in government affairs, so it is in all aspects of a free society including education. Because we believe in the right to make choices, we also expect each person to accept the responsibility that accompanies choice. There is a point beyond the common-sense goal that each of you is asked to consider and to stop short of. Your school has no wish to violate your freedom of expression – for freedom of expression, properly exercised, is necessary to the welfare of a democratic society. Each student is strongly urged to accept the responsibility in exercising his freedom of choice, and to realize above all else that freedom, used properly, is truly liberty but should never become license.

1. All students possess the right to express their ideas and points of view. They will not be allowed to force others to join them in their ways of expression, however, nor will students have the right to intrude upon the rights of others.
2. Reasonable requirements shall be placed upon the students' manner, of dress and hairstyle, particularly if these present a real danger to the students' health and safety, create interference with work, or cause disorder in the classroom or the school. Regulations may be necessary in activities such as laboratory work, physical education, industrial education, and

art. Activity directors may require reasonable regulations for those students who represent our school in school-sponsored activities.

3. Regulations relative to student behavior shall be reasonable and necessary to the common good of all. In no way shall they attempt to prohibit freedom of expression.
4. Due process of law shall be followed in cases where serious breaches of discipline have occurred which might lead to suspension or dismissal from school. All students in such cases shall be entitled to a fair hearing and a fair judgment. Suspension by the principal, pending the hearing, may be enforced where necessary.
5. Basic rules for responsible journalism shall be followed in regard to school-sponsored publications. Freedom to report news and to editorialize shall not be denied students. All materials submitted for publication shall be subject to evaluation by an editorial board consisting of the sponsor of the publication, the editor(s), and the principal or his appointed representative. Non-school publication may be distributed at times other than during school hours and at such points of distributions as directed by the principal.
6. Petitions by student to the administration shall be allowed provided prescribed procedures are followed: the petition is free of obscenities, libelous statements, personal attack, and is within the bounds of reasonable conduct. Students will not be subject to disciplinary actions for signing a petition when conditions as previously described are followed.

Jurisdictional Statement

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, and regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

RIGHTS AND EXPECTATIONS

It is the policy of the Postville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Brendan Knudtson, Jr/Sr Principal, P.O. Box 717, Postville, Iowa 52162, 563-864-7651x402, bknudtson@postville.k12.ia.us Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Student Expectations

1. We are expected to come to school drug and alcohol free every day.
2. We are expected to show respect by obeying any reasonable request.
3. We are expected to behave in a manner, which show pride in our school, both on and off the school campus.
4. We are expected to follow the "golden rule" – treat others as you want to be treated. This includes settling disagreements in an appropriate manner without resorting to violence, harassment, or intimidation.
5. We are expected to respect all property – public and private. Never leave anything of value unattended, especially in your lockers.
6. We are expected to show up on time, with appropriate learning materials to every class. Don't ask to go to the restroom, to get a drink, to go to the office to use the phone, to receive calls, or to leave the building unless it is an emergency. Check out in the office any time you leave the building and check in upon your return.
7. We are expected to wear clothing that is appropriate to a school setting, just like you would wear at any other job where you meet the public. No hats except on special designated days, any alcohol, tobacco, or drug related clothes, or any clothing with sexual connotations.
8. We are expected to avoid swearing, vulgarities, or harassment (verbal, written, or on clothing).
9. We are expected to show affection in an appropriate manner. (No displays beyond handholding).
10. We are expected to park properly in designated lots and to drive responsibly.

PPRA Notification of Rights under the Protection of Pupil Rights Amendment

Parents have the right to inspect third-party surveys before they are distributed to students and take measures to protect student privacy when surveys ask for certain sensitive information; parental right

to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of adoption, substantive changes in, or continued use of such policies.

Definitions

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

In “good standing” means any student eligible to participate in extracurricular activities without any disciplinary consequences pending against them.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration for a waiver form. This waiver does not apply to the Laptop User fee. This waiver does not carry over from year to year and must be completed annually. Any fee waivers do not pertain to the \$50 laptop deposit.

**Postville Community Schools
Student Fees
2020-2021**

Books/Supplies	
K-12	\$25.00
Activity Tickets	
Student	\$35.00
Adult	\$65.00
Family Pass	\$150.00
Hot Lunch/Meal	
Student	\$1.65
Extra Serving	\$.65
Adult Meal	\$3.85
Milk	
Student	\$.25
Adult	\$.30
Breakfast/Meal	
Student	\$1.00
Adult	\$2.45
Other	
Replacement Padlock	\$5.00
Driver Education	\$220.00
Laptop Fee	\$50.00
Replacement of Lunch Ticket	\$5.00

Fines on Textbooks (BP503.3)

Payment for book damage will be determined by the administration, based on the amount of damage done to the book. If a book is lost, the student will reimburse the school for the book by paying replacement cost.

Refund of Fees

If any student quits school or transfers to another school during the first semester, one-half of this rental workbook fees will be refunded. After the 27th week of school, there will be no such refund. Full refund of the laptop deposit will be granted only after the laptop has been turned in and checked for damages by the Technology director.

Late Registration

Any student entering during the first semester of the year will be expected to pay the full fee. Any student entering during the second semester shall pay one-half this fee, unless the business manager authorizes further reduction. Students however will pay the full cost of the laptop deposit set at \$50.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Postville Jr/Sr High Schedules

HS Daily Schedule

Period

1—8:10-8:56

2—9:00-9:46

3—9:49-10:35

4—10:39-11:25

5 **Advisor time**—11:29- 11:44

6 – 11:48 – 12:34

HS Lunch – 12:34 – 12:59

7—1:04 – 1:50

8 – 1:54 – 2:40

9 – 2:44 – 3:30

JH Daily Schedule

Period

1—8:10-8:56

2—9:00-9:40

3—9:43-10:03

4—10:06-10:46

5-- 10:49 - 11:29

Lunch 11:29 - 11:54

Advisor/Intramural 11:54- 12:09

6 – 12:12 – 12:52

7—12:55 – 1:35

8 - 1:38 - 2:03

9 – 2:07 – 2:47

10 – 2:50 – 3:30

1:30 Dismissal

Period

1—8:10-8:43

2—8:46-9:19

3—9:23-9:56

4—9:59-10:32

6—10:35-11:08

7—11:11 – 11:47

MS Lunch – 11:47 – 12:12

HS 8 – 11:50 – 12:27

HS Lunch – 12:27 – 12:52

MS 8 – 12:17 – 12:52

9 – 12:57 – 1:30

2 Hour Late Start

1—10:10-10:43

2—10:46 – 11:19

3—11:23 – 11:59

MS Lunch – 11:59 – 12:24

HS 4 – 12:02 – 12:35

MS 4 -12:29 – 1:00

HS Lunch- 12:35-1:00

6—1:04 – 1:38

7—1:41 – 2:15

8—2:18 – 2:52

9 – 2:55 – 3:30

Attendance Related Information

Compulsory Attendance (Board Policy 501.3)

Iowa is a compulsory attendance state. Parents within this school district who have children who are over six and under sixteen prior to September 15, shall have the children attend school at the attendance center designated by the board. Failure to have the children in school is a violation of Iowa State Law. (Iowa 299)

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

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 563.864.7651 x 401 on the day of the absence prior to 8:10 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is re-admitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

The school reserves the right to determine whether an absence is excused or unexcused.

Tardy for class means not in class by the time the bell rings.

Excused absences include, but are not limited to:

Illness, hospitalization, family emergency, and school activities.

Excused absences with prior approval:

Recognized religious observances,

Professional appointments that cannot be made other than during school time with written documentation for proof of attendance upon return to school,

Family outings in the company of parent or guardian approved in advance. The school administration must be in possession of a copy of the letter of appointment or other proof of appointment of the legal guardian or guardians,

-One half day will be granted for securing driver's license or permit,

-Two days are granted to help at home.

-Two days are granted for college visits* and job interviews.

*College visits are to be set up through the HS Guidance office several days prior to being gone.

Students who need to leave school during the school day must receive permission from the office and have parental permission. Students who return to class or arrive after the school day has begun must sign-in in the office with parental notification of their absence. Students without appropriate verification for an absence will be issued an unexcused admit. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students participating in school activities must be in school at least one-half day (Prior to 6th Period) on the day of the event in order to participate in a school activity. Any time absent on a day of a scheduled event must be pre-approve and excused. Only in extraordinary circumstances, may the principal waive this rule. Students will NOT be allowed to participate in practice or events as a result of any unexcused absence/tardy.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork.

COMPULSORY EDUCATION ATTENDANCE

The following procedures shall be followed in enforcing the provisions of Chapter 299 of the 2009 Code of Iowa, Compulsory Education.

I. Absences

A. Upon missing a fourth 4th in their discretion, may send a letter to the parents(s), guardian(s) or legal custodian(s) of a child who is of compulsory attendance age.

B. Upon the fifth 5th discretion, contact the parent(s), guardian(s) or legal custodian(s) of a child who is of compulsory attendance age.

C. Upon the seventh 7th discretion of school officials, may be offered between the parent(s), school officials and any other necessary agencies regarding a child who is of compulsory attendance age.

D. Upon absences of eight (8) to nine (9) days, the school truancy officer, in his or her discretion, may contact the parent(s), guardian(s) or legal custodian(s) of a child who is of compulsory attendance age.

E. Upon the tenth (10th officials, the County Attorney's office will be notified in writing of the child's attendance record, along with copies of all written correspondence and contact documentation. The County Attorney will then send a letter to its designated mediator, family and school notifying all parties of mandatory mediation. The letter to the family shall be sent by certified mail.

F. Upon notification from the mediator or school officials that mediation has failed to succeed, and upon receiving appropriate documentation of the same, the County Attorney shall initiate prosecution under §299.6 of the 2009 Code of Iowa.

"A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school year."

"If a child is truant as defined in section 299.8, school officers shall attempt to find the cause for the child's absence and use every means available to the school to assure that the child does attend....If the parent, guardian or legal or actual custodian, or child refuses to accept the school's attempt to assure the child's attendance or the school's attempt to assure the child's attendance is otherwise unsuccessful, the truancy officer shall refer the matter to the county attorney for mediation or prosecution. If the matter is referred for mediation, the county attorney shall cause a notice of referral to be sent to the parent, guardian, or legal or actual custodian and designate a person to serve as mediator in the matter...The school district shall be responsible for monitoring any agreements arrived at through mediation. If a parent, guardian or legal or actual custodian refuses to engage in mediation or violates a term of the agreement, the matter shall be re-referred to the county attorney for prosecution under section

"Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board or school's governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed a truant. A finding that a child is truant, however, shall not by itself mean the child is a child in need of assistance within the meaning of chapter 232 and shall not be the sole basis for a child in need of assistance petition." §299.8

"The board of each school district may appoint a truancy officer. The board of each school district, which does not appoint a truancy officer for the district, shall designate a suitable person to collect information in the numbers of children in the district who are truant..." §299.10

POSTVILLE COMMUNITY SCHOOL FOUR-DAY UNEXCUSED ABSENCE/ATTENDANCE

The four-day unexcused absence policy per semester is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated. In order for the Postville High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance and good work ethics.

Four-day unexcused absence/attendance policy:

1. A two-day attendance report will be prepared for every student who reaches two unexcused absences in a class. The office will attempt a conference with the student and obtain the student signature after the second day of absence. The notice will then be mailed to the parent/guardian. The office will continue to notify the student of the number of absences accumulated after the two-day notice.
2. The four-day attendance report will be prepared when a student accumulates four unexcused absences in a class. The report will be mailed certified to the parent/guardian. A semester absence of four days from any class will place a student in possible withdrawal and receiving No Credit for the course. The student will remain in the class until the time of his/her appeal to the office for the privilege of remaining in that class for credit. The appeal form must be completed and returned to the office by the due date specified on the form, which will be three school days after the four-day absence.
3. When a student is enrolled in less than four academic courses because of violating the four-day unexcused attendance policy, the student will be dropped from the school roster or required to attend the Postville Alternative Education program.

Student Appeal for Credit Procedure:

1. The office will give verbal and written notice to all students who have exceeded the four-day unexcused absence limit in the classes.
2. The office will have available for students the student appeal for credit form. The office will fill in the number of absences and the due date at the time they give the form to the student. (It is suggested that students pick up forms before or after school to allow the office sufficient time to answer student questions.) Student Personnel
3. The student will have the opportunity to express his/her reasons for remaining in class on the form and if he/she wishes you may meet with the committee.
4. The student will return the form to the office prior to, or on the due date for committee consideration.
5. The decision to allow students to remain in class rest with the committee. The committee will consist of the counselor, a teacher selected by the principal, and a teacher selected by the student.
6. When the appeal form has been appropriately completed, the committee will review it, make a decision, notify the student of the decision and forward it to the principal's office.
7. Please understand that this appeal is not to validate reasons for past absences but the student should be prepared to do extra work or put in extra time to convince the committee of his/her sincerity to remain in class.

Additional Guidelines:

An absence count will start only upon a student's first registered day in a class.

Absences, which are due solely to hospitalization or long-term illness, will not be counted in the four-day unexcused absence limit per semester if parents immediately provide the school with a written doctor's excuse, which lists the specific dates in question.

Students who wish to participate in school-sponsored activities must attend school (3 periods) the day of the activity unless permission has been given by the principal for the student to be absent.

Class absence as a result of approved school activities will not count within the four-day unexcused absence limit per semester. Unless otherwise indicated, students who miss class due to requests from administrators and counselor fall within the approved school activities category. The administrator and counselor will do their best to call students from classes only when other opportunities are not available. All work for these school activities or field trips shall be made up before the student leaves.

Students denied course credit based upon excessive unexcused absences may utilize the due process procedures available at Postville High School. Students who desire to appeal the committee's decisions must notify the principal within three school days of notification of the committee's decision, and return the completed form to the principal's office entitled POSTVILLE HIGH SCHOOL STUDENT APPEAL FOR CREDIT FORM TO COMMITTEE AND ADMINISTRATION.

Appeal Process

- Committee
- Principal
- Superintendent
- Board of Education

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 299.1B, Code 2005, is amended to read as follows:

299.1B Failure to attend—loss of driver's license

A person who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of chapter 299A, an alternative school, or adult education classes, or who is not employed at least twenty hours per week shall not receive a motor vehicle operator's an intermediate or full driver's license until age eighteen.

A person under age eighteen who has been issued a motor vehicle operator's license who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of chapter 299A, an alternative school, or adult education classes, shall surrender the license and be issued a temporary restricted license under section 321.215.

However, a temporary restricted license shall not be issued to a person whose license is revoked pursuant to a court order issued under section 901.5, subsection 10, or under section 321.209, subsections 1 through 5 or subsection 7, or; to a juvenile whose license has been suspended or revoked pursuant to a dispositional order under section 232.52, subsection 2, paragraph "a", for a violation of chapter 124 or 453B, or section 126.3; or

to a juvenile whose license has been suspended under section 321.213B. A temporary restricted license may be issued to a person whose license is revoked under section 321.209, subsection 6, only if the person has no previous drag racing convictions. A person holding a temporary restricted license issued by the department under this section shall not operate a motor vehicle for pleasure.

321.213B. Suspension for failure to attend

The department shall establish procedures by rule for suspending the license of a juvenile who has been issued a driver's license and is not in compliance with the requirements of section 299.1B or issuing the juvenile a restricted license under section 321. 178.

615.23(2) Suspension for juvenile's failure to attend school.

a. The department shall suspend the driver's license of a person under the age of 18 upon receipt of notification from the appropriate school authority that the person does not attend school.

b. "School" means a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of Iowa Code chapter 299A, an alternative school or adult education classes.

c. "Appropriate school authority" means the superintendent of a public school or the chief administrator of an accredited nonpublic school, an alternative school or adult education.

d. The suspension shall continue until the person reaches the age of 18 or until the department receives notification from the appropriate school authority that the person is attending school.

e. The department may issue to the person a minor's restricted license in accordance with Iowa Code section 321.178 and rule 761-602.25(321) if the person is eligible for the license.

Credits

This rule is intended to implement Iowa Code sections 232.52(2)"a"(4), 299.1B, 321.213, 321.213A, 321.213B, and 321.215.

College Visitation and Job Interviews

Members of the Senior and Junior classes are allowed a maximum of two days to visit a college, trade or technical school or to interview with a prospective employer when the following conditions are met:

1. The school, parent, or student has made proper appointments with the college or prospective employer. Make arrangements with the guidance office for assistance and directions.
2. **A visitation date must be arranged through the Guidance Office.** A slip will be given to the student who will give it to the high school secretary so an admit slip may be issued. If the college visit slip is not turned into the high school office, the college visit will be unexcused.
3. The student presents a parental permission note to the principal's office to obtain will be gone absence admit for the day of the absence at least one day prior to the visitation.

4. The parent/student accepts the responsibility for preparation, transportation, and supervision; half days may be used rather than one complete day. This time is provided only in case it is needed. Seniors and juniors are encouraged to apply for jobs and to visit colleges on days in which high school is not in session.

Closed Campus, Closed Lunchtime

Postville Jr./Sr. High has a closed campus and closed noon period for all 7th-12th graders.

Senior Release (All Seniors)

Students that are considered seniors and on track to graduate will be granted open campus during lunch and during Study Halls that occur during 1st or 9th period. Students must sign out of the office prior to leaving.

Honor Study Hall (Seniors 3.0 GPA)

Seniors with Honor Study Hall who have attained a 3.0 GPA during the previous Semester or Quarter qualify for Honor Study Hall. Students also must maintain academics with a C- or above in all coursework. This privilege may be suspended or revoked by administration for conduct/attendance or academic violations. All students not in Honor study hall must report to regular study hall during all open periods including those opposite of college coursework.

State Tournament Attendance by Students (501.17)

Policy Title: State and District Tournament Attendance by Students

Students may be excused for one to three days to attend a district or state tournament in which a Postville High School student or team is participating. A coach or teacher may take his or her athletic team to a district or state tournament for the school day with parental and administrative permission.

A student may be excused for one day to attend a district or state tournament in the sport they are a participant in if accompanied by their coach.

The student must present a written request to be excused that is signed by the parent(s), dated, and presented to the principal or his or her designee prior to the absence. All schoolwork must be made up and handed in before the day(s) of the absence.

Any unexcused absence(s) pertaining to this policy will result in school detention or in-school suspension for the student. The principal will make the determination of the punishment for the student.

Inclement Weather

School Cancellations or Delays

If adverse conditions cause cancellation or delay of school or school activities, announcements will be made no later than 7:00 a.m. over broadcasting stations, District Facebook and email:

Postville Schools utilize JMC Message center for school related announcements via voice, text, and email. Parents can update email and phone numbers via the JMC Parent portal. Or call the school office to inquire about this service.

HAWK-I Insurance for Children

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

Healthy Kids Act

The Healthy Kids Act was signed into law by Iowa Governor Culver on May 13, 2008.

- Established nutritional content standards for food and beverages sold or provided on school grounds during the school day. Effective July 1, 2010. Because of this new standard, students are not allowed to bring food or beverages into the school unless it has been approved by the building principal in advance. Any items that are brought in that are not approved will be discarded.
- Requires school districts and accredited non-public schools to ensure every student in grades K-5 has 30 minutes per day of physical activity and every student in grades 6-12 has 120 minutes per week of physical activity. Effective July 1, 2009.
- Requires every student to complete a course that leads to certification in cardiopulmonary resuscitation (CPR) by the end of grade 12. Effective for the class of 2011-2012.

Requires Iowa's Area Education Agencies (AEAs), or a consortium of two or more AEAs, to contract with a licensed dietitian. Effective July 1, 2009.

Immunizations

Iowa Code 139A.8 requires all students enrolling in an Iowa school to submit proof of immunizations to the admitting official using an Iowa Department of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted. It is the duty of the admitting official to ensure a valid certificate is on file for each student in their schools (Iowa Administrative Code (IAC 641-7.8(1))). Applicants without proper evidence of immunization or exemption are not entitled to enrollment in an elementary or secondary school. It shall be the duty of the admitting official to deny enrollment to students who do not comply with requirements for proof of immunization or immunization exemption (IAC 641-7.10). A student may be provisionally enrolled if they have received at least one dose of each of the required vaccines or they are a transfer student from another U.S. school system. In such cases a provisional certificate must be issued for a medically feasible amount of time in which vaccines needed to qualify for a certificate of immunization can be administered, not to exceed 60 calendar days (IAC 641-7.7(2)). It is the responsibility of the applicant, parent or guardian to ensure the applicant receives all necessary immunizations during the provisional enrollment period and submit a certificate of immunization to the admitting official at the end of the provisional enrollment period (IAC 641-7.7(3)). If at the end of the 60 days, the applicant has not completed the required immunizations due to a minimum interval requirement, a new provisional certificate must be submitted to the admitting official. All provisional certificates must be maintained by the admitting

official until a certificate of immunization has been submitted (IAC 641-7.7(6)). At the end of a provisional enrollment period, if an enrollee has not submitted a certificate of immunization, the admitting official shall immediately exclude the applicant from the benefits, activities and opportunities of the school until the applicant submits a valid certificate of immunization (IAC 641-7.7(5)).

Local public health departments are required to audit elementary and secondary school records annually to report the number of valid certificates on file (IAC 641-7.8(2)). You can find links to Iowa Code, chapter 139A.8, Iowa Administrative Code, and certificates of immunization at <http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=Laws>. Please direct questions to nurse consultant, Kelli Smith, Iowa Department of Public Health (515) 281-4938 or Kelli.Smith@idph.iowa.gov.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor (chiropractor or physician) stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Emergency Drills

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

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

Administration of Medication (BP 507.2)

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

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

When the administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis

who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

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

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

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

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

School Nurse

The school nurse provides student health services. The nurse coordinates hearing, vision, scoliosis, and physical development screenings with Keystone Area Education Agency 1 and other outside agencies. The nurse administers all medications under the authorization of physician and parents.

Communicable and Infectious Diseases (507.3)

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

Prevention and control of communicable diseases are included in the school district’s bloodborne pathogen exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

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

A student who is at school and who has a communicable which creates a substantial risk of harm to other students, employees, or others at school should report the condition to the building principals any time the student is aware that disease actively creates such risk.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site: <https://idph.iowa.gov/CADE/reportable-diseases>.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher’s recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employee’s physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by

employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

The school district has designated Brendan Knudtson at 563.864.7651x 402 as its Level I investigator. Tim Dugger may also be contacted directly 563.864.7651x 422.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Physical Restraint of Students

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is mandatory. Students are expected to behave in a manner that represents themselves and the school district. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away, or there is a religious conflict. Students who are not attending assemblies shall report to the office during assemblies.

There will be several assemblies held at Postville High School throughout the year on subjects of interest to the students. In addition to pep meetings, assemblies are held for Veteran's Day. There may also be assemblies for special programs of interest to the student body, and exchange programs with other schools. One pep assembly of fifteen minutes per week may be held during school hours. Additional pep assemblies are at the discretion of the principal. Arrangements may be made for students to do curricular work during assemblies.

Responsibilities of Students Participating and Attending School Activities

- Know and demonstrate the fundamentals of sportsmanship.
- Respect, cooperate, and respond enthusiastically to cheerleaders.
- Censure fellow students whose behavior is unbecoming,
- Respect the property of the school and the authority of school officials.
- Show respect for an injured player when he is removed from the contest.
- Do not applaud errors by opponents or penalties inflicted upon them.
- Do not heckle, jeer, or distract members of the opposing team.
- Never criticize the players or coaches for the loss of a game.
- Respect the judgment and strategy of the coach.
- Avoid profane language and obnoxious behavior.

STUDENT RESPONSIBILITIES AND RIGHTS

Discipline

Discipline is "instruction; or a subject that is taught: a field of study; training that corrects, molds, or perfects the mental faculties or moral character; punishment; control gained by enforcing obedience or order; orderly or prescribed conduct or pattern of behavior; and self-control." The objective for Postville High School students is "self-control".

The punishment of students is reserved for those few students lacking self-control who willfully disregard orderly and prescribed conduct. Therefore, the punishment of wayward students is progressive and becomes more severe in the face of recurring violations of the same rules of conduct. The administration and educational staff will work hard with all students to help them reach the objective of "self-control".

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while 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.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

Vandalism

Students shall treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

It shall be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative rules regarding this policy.

Inappropriate Student Conduct

- Academically inappropriate behavior
- Disruptive Conduct
- Annoying behavior, excessive talking, mischief, restless, inattentive behavior
- Incomplete class work or refusal to do assignments
- Lack of class materials
- Plagiarism
- Cheating
- Sleeping during class, study period, or homeroom.
- Bus - Inappropriate behavior
- Ammunition
- Dangerous substances or objects
- Distracting items
- Drugs
- Over the counter Prescriptions
- Water guns, Water Balloons
- Weapons, including knives
- Criminal Behavior
- Arson
- Assault and Battery
- Drugs: alcohol, narcotics, tobacco, including e-cigarettes, vaping devices
- Explosives including fireworks
- False alarms, bomb threats, or setting off fire extinguishers
- Fighting
- Harassment
- Illegal entry
- Theft

Disciplinary Measures (BP 503.1)

Administrative Conference

Reprimand

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

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal. Detentions will start to be served within twenty-four hours after the student has met with the principal after the due process hearing.

Removal from class means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student. Students removed from class may be readmitted, placed on independent study outside the classroom, or withdrawn failing from the class at the discretion of the classroom teacher in consultation with the guidance counselor and administration.

Suspension (BP 503.1R1)

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

Intervention Center may be an alternative to in-school or out-of-school suspension.

Shadowing by Parent is an alternative to in-school suspension. An in-school suspended student may have a parent shadow them through their schedule including lunch to assure proper conduct rather than serving the suspension.

Notification to Law Enforcement Officials

All inappropriate conduct that is criminal will be reported to law enforcement officials.

Restitution is monetary compensation.

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

Academic Sanctions (loss of credit or grade reduction) for academic offense.

Corporal Punishment (BP 503.5)

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of the resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Attendance

Students who have been absent because of illness or injury should not be required or made to feel that they are required to participate in an activity when they are physically unable to do so. Only under emergency circumstances will an excused absence be allowed just prior to the scheduled time for the activity/athletic event to commence.

Students absent for one or more periods the day of an event or practice must have **prior approval or present to administration documentation from a parent, guardian, doctor, lawyer, or other qualified professional in order to participate**. Students whom have been unexcused tardy or absence during the day and not presented acceptable documentation will not be eligible to **practice or participate** on that day.

Excused absence requirements:

1. Absent morning of event – Activity member /athlete must present a legitimate excuse signed by parents or guardian upon arrival at school.
2. Absent afternoon of event – Activity member/athlete must provide a legitimate excuse before leaving school.
3. Absent all day – day of event – Activity member/athlete must provide a legitimate excuse the day **prior** to the absence.

Suspension from school (In or Out)

A student under suspension for disciplinary reasons is not eligible to practice or participate during the period of his/her suspension and may not rejoin the activity until the school suspension has been lifted by the administration.

Sunday Practices

There are to be no Sunday practices during the academic school year, however, practice may be held on Sunday only with approval from the Superintendent or his/her designee.

Practice on Days of School Cancellation

There is to be no practice either voluntary or involuntary on those days school is cancelled.

Wednesday Practice

Wednesday practices will end by 6:15.

Activity Participation Rules and Good Conduct Code

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities of students during their years as well as for their lifetime. These activities begin with participation in interscholastic athletic and music events in the seventh grade and continue throughout high school.

In order to promote excellence in these activities, to provide assurances of health and safety, and to contribute to the educational nature of school activities in general; the Postville Community School District has established a Good Conduct Code to be followed and kept by all students who participate in any school activities. Students whose actions are not consistent with the ideals, principles, and standards of the Postville Community School District shall be ineligible to participate in all extracurricular activities including athletics, drama, speech, student government, cheerleaders, clubs and other activities other than regularly scheduled classes approved by the school.

The board of education of the Postville Community School District, following the guidelines of the Iowa Department of Education, Iowa High School Athletic Association, Iowa Girls' High School Athletic Union, and the Upper Iowa Conference, state that a student is ineligible for competitive activities if the student:

1. Does not have a doctor's certificate of fitness issued for the current school year.
2. Does not have a doctor release to participate post-injury.
3. Is twenty years of age or older.
4. Is below the seventh grade.
5. Has attended high school for more than eight semesters (twenty days attendance constitutes a semester).

6. Has trained with or has been a member of a college squad or has participated in a college level contest.

In addition to the above:

1. All contestants shall have earned a minimum of four credits toward graduation in the preceding semester. They shall be making passing grades in at least four subjects each quarter. Twenty days of attendance in any semester, or participation in any part of an athletic contest on a team representing the student's school, shall be regarded as a semester of attendance and a semester of athletics.
2. A student who enters school after the second week of the semester, (except for transfers), shall be ineligible to participate in athletic contests during that semester except by permission of the executive board of the appropriate state activity association.
3. A student who transfers from a school located in a public school district to a school in another district, except upon a like change of parental residence, shall be ineligible to compete in interscholastic athletics for a period of ninety (90) school days exclusive of summer enrollment.
4. No member of an athletic team shall receive any compensation in any form for services rendered as a member of the student's team. No student shall be eligible to participate in a contest sponsored by a governing organization if the student, or any member of the student's family, is receiving any remuneration, either directly or indirectly, to influence the student to attend or the student's family to reside in a given school district in order to establish eligibility on a team of said school. A student will be permitted to receive only the customary ribbon or medal for participation in an interscholastic athletic contest. A student will be allowed to receive from the student's school for participation in the interscholastic athletic program, only a trophy, plaque, cup, medal, unattached letter, monogram, or other insignia of the student's school. The value of any school award cannot exceed ten dollars.

The following eligibility rules of the Postville Community School District shall be in effect.

GOOD CONDUCT RULE (BP 503.4)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities of students during their years as well as for their lifetime. In order to promote excellence in these activities, to provide assurances of health and safety, and to contribute to the educational nature of school activities in general; the Postville Community School District has established a Good Conduct Code to be followed and kept by all students who participate in any co-curricular activities beginning with 7th grade.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors, or when a preponderance of the evidence indicates a policy violation:

- Possession, use or purchase of tobacco products to include e-cigarettes, regardless of the student's age.
- Possession, use or purchase of alcoholic beverages, including beer and wine. ("Use" includes having the odor of alcohol on one's breath) This includes "near beer" labeled as non-alcoholic.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor misdemeanor offenses) regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).
- Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others
- IF a student transfers in from another Iowa school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Policy Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is a general knowledge in our school district of the fact of the student's violation in the previous district.

PENALTIES

Any student who, after a hearing before administration, is found to have violated the Good Conduct Rule during the school year or in the summer shall be subject to a loss of eligibility as follows. Any offenses occurring in 7th or 8th grade will not carry over to high school. Students will serve both an athletic and non-athletic penalty, if participating in both types of co-curricular activities

First Offense within a student's high school career. Athletic: Up to one-third of a season of ineligibility reflected in contests. Non-athletic: Up to four weeks or longer if necessary to include a minimum of one public performance.

Second Offense within a student's high school career. Athletic: Up to one-half of a season of ineligibility reflected in contests. Non-athletic: Up to six weeks or longer if necessary to include a minimum of two public performances. Additionally, the student will need professional evaluation and/or treatment prior to reinstatement.

Third Offense within a student's high school career. Athletic: Up to one year of ineligibility. Non-athletic: Up to one year of ineligibility. Additionally, the student will need professional evaluation and/or treatment prior to reinstatement.

The period of ineligibility attaches immediately upon finding of a violation if the student is currently engaged in a co-curricular activity and, if not completed during the current activity, it will be carried over to the time when the student seeks to go out for the next activity or contest. An ineligible student shall attend all practices or rehearsals, but may neither "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, then the student begins serving the penalty in its entirety during the next season of participation, at the discretion of the activities director.

VOLUNTARY ADMISSION

The voluntary admission provision is in place to allow students to seek help with substance abuse. It is designed for students and parents as a tool for treatment without the penalty of losing eligibility. This admission is not intended as a loophole to avoid consequences for students found to have violated the Good Conduct Rule. This admission may prevent the loss of eligibility.

The purpose of the provision is to create honesty and openness when dealing with code of conduct violators. It is designed to help violators, not punish them. Violators, or their parents/guardians, must approach building administrators acknowledging the student offense. To remain eligible, the student must:

1. Be referred by the school to a substance abuse agency for evaluation.
2. Complete all appointments with the agency.
3. Fully cooperate with all recommendations made by the agency.

The agency will provide recommendations to the school as well as evidence of compliance and completion. The voluntary admission provision does not apply to violations of the Good Conduct Rule when:

1. The violation occurs at school or a school sponsored event.
2. Law enforcement officials are involved.
3. Investigations into a specific incident of student violations have already begun.

STUDENT ACTIVITIES Sponsors/Coaches Contact Info

<u>Name</u>	<u>Position</u>	<u>Phone Extension</u>
Brendan Knudtson	7-12 Principal	402
Denise Mauss	K-12 Guidance Counselor	425
Katie Livingood	K-12 Nurse	244
Shauna Johnsen	5-12 Instrumental Music	428
Anne Koopman	National Honor Society	430
Bryan Mueller	Head Wrestling Asst. Football Asst. Soccer Weight room Supervisor	407
Erin Buehler	Head HS Volleyball Coach Head JH Girls Basketball	427
Emma Trealor	JH Student Council	
Emma Trealor	Art Club	412
Betsy Shea	Volunteer Cord Sponsor HS Student Council Sponsor	424
Kevin Johnson	Head HS Football Head JH Track	404

Sean Singewald	JH Asst. Wrestling	411
Amy Norby	Yearbook	409
Nick Zuercher	FFA Sponsor	413
Kayla Rupard	Head Football Cheer Coach JR Girls Track Coach	400
Susie Mueller	Junior High Volleyball	413
Brad Rose	Head Cross Country Coach Head Girls Track Coach	433
Aandi Deering	Head HS Girls Basketball	
Kim Kleve	Asst. HS Girls Basketball	
Anne Friederich	JH Play Asst. Speech Asst.	
Ty Halverson	JH Football	423
Noah Schaufenbuel	8 th Grade Boys Basketball	293
RJ Olsen	Head Boys Soccer Asst. HS Football	227
Mike Sass	Head Boys Basketball Head Girls Golf	233
Nick Zieman	Head Boys Golf	254
Derek Friederich	Speech Coach Jr High Play Director Thespian Sponsor	

Field Trips or Excursions (BP 606.5)

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in others classes or school activities due to attendance on field trips or excursions are considered excused absences. Students may be held from attending field trips if they are not in good academic standing in another class at the time of the field trip.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Only students that have turned in signed field trip permission forms are allowed to participate.

School-Sponsored Student Organizations

School-sponsored student organizations are those, which are recognized by the school district and board. School-sponsored student organizations include: Football, Volleyball, Boys and Girls Cross – Country, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track, Boys Golf, Girls Golf, Soccer, Baseball, Softball, and Cheerleading.

Postville is a member of the Upper Iowa conference which includes: Central of Elkader, East Allamakee, Clayton Ridge, MFL-Mar-Mac, North Fayette Valley, South Winneshiek, Turkey Valley, Starmont, and West Central of Maynard.

Competition also occurs in Band (marching, concert, small group, and solo) and Chorus (girls' chorus, boys' chorus, mixed chorus, chamber choir, small group, and solo). Both Band and Chorus also have conference festivals. There are large group and individual Speech Contests.

Clubs/Activities include Student Council, National Honor Society, News Staff (Pirate Perspective), FFA, Annual Staff, Executive Cabinet, Student Ambassadors and Class activities.

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

Activity Buses

Spectator buses may be taken to away games, at the discretion of administration. At times, special arrangements are made for tournaments. A fee may be charged to individuals riding the spectator bus. Riding on the spectator bus is a privilege that may be taken away. Students riding a spectator bus are expected to ride both to and from the event.

Participants in a school-sponsored activity are required to ride the school-sponsored transportation. Students who ride an activity bus must ride to and from the event on the bus. Students must ride home on the activity bus unless a parent personally appears and requests in writing to transport the student home. Requests for students to ride home with anyone other than legal parent/guardian must be made one day prior with administration. No requests will be granted for students to ride home with other students.

School buses shall not stop on the highway to pick up or discharge pupils driving to and from extracurricular activities, which are held in the evenings, or on Saturdays. All students shall be picked up at one central point and unloaded at this site when they return home. Students may be dropped off at destinations to attend other school activities with administration approval.

Fund Raising

Students may raise funds for school activities upon approval of the principal and superintendent at least two weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised

remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

Use of School District Facilities by Student Organizations

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

Dances

The principal must approve school-sponsored dances, at least two weeks prior to the dance. Participants may include any student grades 9-12 for Postville High School dances and students 7-8 for Junior High School dances (Junior High school students are not eligible for high school dances and vice versa). Students from other districts who want to attend a dance on school property must be approved, prior to the dance, by the principal. Any student who is over the age of 20 must receive permission from the building principal to attend the function one week prior to the scheduled date. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. A clean-up committee must function after the dance.

Student Council (BP 504.1)

The Postville Student Council shall serve as the regular medium of communication between the student body and the faculty and administration.

Each class elects representatives to the Student Council. Each class may also send its vice president, who may have the right to vote if decided by the council. The Student Council meets once every two weeks during the school year or more often if necessary. Major events administered by the Student Council include: homecoming, student assemblies, and the selection of council members and officers.

Executive Cabinet

Executive cabinet is composed of the president of the Student Council and the respective presidents of each class. All other members of the Student Council and the other class officers serve as ad hoc members of the cabinet. The cabinet meets once a month with the principal to advise and inform the principal of student opinions and concerns regarding the school community.

Class Officers (BP 504.1)

Each class elects a president, vice president, and secretary-treasurer to carry out the business of each class. The president presides at class meetings and appoints committees as needed. The vice president takes over in the absence of the president. The secretary-treasurer takes the minutes of

each meeting and keeps all the records for each class. The secretary-treasurer sends a copy of the minutes to the principal.

Student Activity Tickets

Students may purchase a student activity ticket (\$35) for admission to certain school district activities. Students not wishing to purchase a activity ticket must pay regular student admission prices to attend a school district activity.

Student Participation in Non-school Athletics

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the athletic director. Such outside participation will not conflict with the school sponsored athletic activity. If students are in multiple activities and there are schedule conflicts student participation will be determined by the principal/activities director only after discussions have taken place with student, parents, and coaches.

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official

has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first day of school to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, 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, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605 or visit their web site at: <http://www.ed.gov/offices/OII/fpc/> for more information.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for 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.

Considering factors such as the following may form reasonable suspicion:

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

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

- The age of the student
- The sex of the student

- The nature of the infraction
- The emergency requiring the search without delay.

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

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, 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.

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.

Student Lockers and Desks (BP 502.5)

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

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

Each student will be assigned an individual hallway locker and padlock in the Mott building. School padlocks are to be used for all physical education, athletic, and hallway lockers. Do not use your own padlocks on any lockers. Money, purses, and anything possessing special value should never be left in one's locker unless the locker can be and is locked. Responsibility for the safekeeping of valuables

resides with the student not the school. All school padlocks must be returned to the principal's office, when called on, at the close of each year. Do not attempt to keep them or to take them home with you. Lost, not returned, or damaged padlocks will be paid for by the student on a replacement cost basis.

Threats of Violence

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

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student;
- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat;

and any other relevant information from any credible source.

Technology Responsible Use Policy (BP 605.6)

Policy Title: Technology Responsible Use

Internet and network access is available to students, faculty, and staff (users) at Postville Community School District (PCSD). The PCSD administration believes this access offers valuable, diverse, and unique resources to students, faculty and staff. The primary goal of PCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of computers, technology devices and/or equipment. School technology is reserved exclusively for academic use.

With the vastness of the Internet, users should be aware that some material found on the Internet might not be considered of educational value in the context of the school setting. Users should be warned that some material might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The administration and Technology Support Staff (Tech Staff) have made attempts to restrict access to controversial materials, but advise that it is impossible to filter and restrict access to all controversial materials. Therefore, it is the responsibility of the user to not access

controversial/inappropriate materials, and report to a member of the PCSD administration if access to controversial/inappropriate material is found.

Network Resources refers to all aspects of PCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of PCSD's network resources whether this access occurs while on or off campus.

Digital citizenship unacceptable ethics and behavior includes but is not limited to the following:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download or stream Internet based music, video and large image files at school not required for school work, as this slows the performance of the network for all users;
- to alter, add or delete any files that affect the preinstalled configuration of a school computer issued to you or others;
- to conduct any commercial business;
- to conduct any illegal activity, including gambling;
- plagiarizing any material, including written information, videos, images, etc;
- to conduct any political lobbying/political campaigning;
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto PCSD computers; to copy PCSD school software (copying school-owned software programs is considered theft);

In addition, Users should not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email";

File Sharing and File Sharing Programs

The installation and/or use of any non-preinstalled internet based file sharing tools is explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

Legal Issues and Jurisdiction

Because PCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment/resources are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of PCSD's network resources is subject to the rules stated in this policy.

School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Responsible Use Policy. Users of PCSD network resources should also be aware that electronic records may be subject to the Iowa Open Records law. When applicable, law enforcement agencies may be notified.

Discipline

The use of the Internet is a privilege, not a right, and inappropriate use may/will result in the suspension or cancellation of those privileges. Any user who violates these rules will be subject to disciplinary action.

Disclaimer:

PCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of PCSD. While our intent is to make network access available for educational goals and objectives, account holders will have the ability to access other materials as well. At PCSD, we expect all users to obey the Responsible Use Policy when using the network. Students found in violation of the policy will be disciplined as deemed appropriate by the Administration on a case-by-case basis.

Students who access restricted items on the Internet are subject to the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of up to four weeks at the discretion of the administration.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 9 weeks. Access required for educational purposes will be allowed under direct supervision.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for the balance of the school year. Access required for educational purposes will be allowed under direct supervision.

Dress Code (BP 502.1)

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause a substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

The Postville Community School District conforms to common law provisions in regulation of student dress. The two provisions of law that apply state that clothing may be regulated in order to prevent:

1. Anything that poses a threat to the health or safety of students or staff

2. Anything that poses a threat to the normal operation of the school day.

Regulations to enforce these provisions include the following:

- Clothing with suggestive or profane language or promotion of alcoholic products or controlled substances may not be worn.
- Shorts and skirts judged to be of appropriate length and design may be worn.
- Shoes and shirts must be worn.
- Tops must have straps that are one inch in width and without low cut revealing necklines.
- Skin showing at the waist or mid-body area is prohibited.
- Pant/jeans that lace up the leg past the knee are prohibited.
- Bandanas, sunglasses, and caps are prohibited inside the school building or during school hours.

Final authority for determining compliance to these guidelines shall be held by the building principal or his/her designee. Students are expected to follow the directions of the teacher

Care of School Property

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

Driving and Biking to School

To promote safety, to eliminate as much student driving/riding during the school day as possible, and to enhance the opportunities for proper student conduct, it shall be the policy of the Postville Board of Education to discourage any and all but the absolutely essential amount of student driving/riding in or on vehicles during the school day. Specifically, the Board of Education or its appointed representative(s) will not grant any student the privilege of driving/riding during the school day unless the parents can show just reason for such driving/riding. The high school principal shall have the authority to limit any and all driving/riding privileges. Parents and students 18 years of age who attend Postville Community Schools may file an appeal to such judgments (those requests denied by the principal) to the superintendent. Should it become necessary, the parent or the adult-age student may make a final appeal to the Board of Education sitting in regular session.

Driving or riding to or from school in /on vehicles is prohibited without written permission from the principal.

Parking Space

Parking space is available in the rear of the high school and also in the parking lot north of the baseball field. Faculty/Staff Parking spaces are outline in white. Student parking is outlined in yellow. Seniors may park along the north side of the high school. No student should park in the "U" or by the elementary building. Students with a valid handicap permit or are temporarily handicapped should make arrangements with the principal for parking.

All students using the privilege of driving to and from school must have a motor vehicle permit issued by the school. Motor vehicle permits restriction: It is understood the above student will not sit in nor move the vehicle for any reason between 8:10 a.m. and 3:030 p.m. without the permission of the high school principal.

All students driving/riding to school must have parental permission. All such students must register their vehicles. Parking on school property is a privilege and not a right. Students that do not follow the proper rules for parking and driving on school property will not be allowed to park or drive on school property.

Violation of driving privilege will result in suspension of this privilege.

All motor vehicles used by students under this rule will be registered with the principal's office.

Hall Passes

During the time classes are in session, students in the halls must have a pass from a school proctor. Each student must have an individual pass; students without a pass are subject to disciplinary measures. Students may be assigned detention if they do not have a hall pass.

Illegal Items Found in School or in Students' Possession

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

Cheating

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

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Jr/Sr High Principal.

Cell Phones and Electronic Devices

It is recognized that cell phones and other electronic devices have value as educational tools, yet at the same time can be major distractions to the educational process. Therefore, it is imperative that students use them in an appropriate manner at school, and that staff members not only teach them appropriate use, but also hold them accountable when disruptions occur.

Teachers have the authority to request that cell phones are turned off during their class rather than left on silent, as well as for students to take their phones out of their pockets, purses, etc. and place them in a specific place, such as on top of their desk, on a counter, or in a box or bag.

It is also recognized that the cell phone has become a common tool of communication used between parents and their child. With that in mind, the following expectations need to be followed:

- Parents need to limit the number of texts they send during the school day as students do not need to be checking their phones constantly to see what message a parent may have sent.
- When a known situation exists that an emergency phone call or contact needs to be made with a child, the call/contact should come through the office, or the child should leave his/her cell phone in the office with the secretary who would then monitor it for a call/contact. This will prevent a disruption to class and the learning environment.

Cell phones, cameras or any other device capable of taking, transmitting, and/or storing photographic or audio images or recordings are not allowed to be used without the express consent of the other party. In addition, they cannot be used at any time in locker rooms or restrooms except under emergency conditions to seek assistance.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests, examinations, or any other assessment shall be subject to discipline under the behavior code.

The use of cell phones and other electronic devices on field trips and extra-curricular activities will be at the discretion of the teacher, sponsor, or coach. Violations of this policy will result in:

- **First offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day.
- **Second offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day. They must then turn the device in to the office for the next school day prior to the start of the first period where it will remain secured until the end of the school day. Parents will be notified. The student may also fall under the behavior code for insubordination.
- **Third Offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. At that point, the student and a parent must meet with the principal to discuss the matter. The student will be required to drop the phone off in the office prior to the start of the school day and leave it there for the remainder of the day for 10 school days, and the student will receive consequences for insubordination.
- **Further Offenses** – The device will be given to the principal or his designee and will be secured in the office. Parents will be required to meet with the principal to determine next steps. The phone may be held in the office the remainder of the school year as contraband. The student may also be suspended for insubordination.

Note: If at any time the cell phone or other device is being held in the office a learning activity requiring their use is taking place in a class, the student will not be able to use their device. They will have to take part in the learning activity without the device

Capturing of Video/Photos/Audio at School or School Activities

Smartphones and other technology devices capable of storing and /or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students

will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without out the permission of other parties captured in the video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or include content that is disparaging towards others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or the depicts violations of other school policy or state or federal law. Students violating this policy shall be subject to reasonable discipline, the device shall be confiscated and not return until the end of the school day or after a parent or guardian/conference has been held, if such a conference is determined necessary by building administrator or the administrator's designee. Students violating this policy may be prohibited from processing any smart phone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a students' IEP or 504 Plan.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least (2) days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Initiations, Hazing or Harassment

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

Students who feel that they have been harassed should:

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

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

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

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, etc, and
- Demeaning jokes, stories or activities.

Student Complaints

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

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

Student 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 unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful

speech. No student shall express, publish or distribute in an official school district publication material, which is:

Obscene, libelous, slanderous, or encourages students to:

- Commit unlawful acts
- Violate school district policies, rules or regulations
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
- Disrupt or interfere with the education program
- Interrupt the maintenance of a disciplined atmosphere, or
- Infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter. Midterms reports are also given at scheduled Parent-Teacher Conferences. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students who receive an incomplete in a class must complete the class within two weeks after the start of the next quarter. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit. Grade information is available via the parent portal on the JMC Student information system.

Mid Term Notices (Progress Reports) (BP 505.1)

To help students know where they are in course work and to keep parents informed, midterm reports will be issued at midterm for students each quarter. These reports are to report significant progress or decline between report cards. Progress reports may also be sent anytime during the quarter especially for those students who are not doing the work in a timely fashion and the Student Success Plan will apply.

Parent – Teacher Conferences (BP 505.1)

Parent – Teacher Conferences are held throughout the year for the entire district. These conferences give parents and teachers the opportunity to discuss the students' progress and problems. If these conferences don't work in your parents' schedule they should feel free to call and make appointments to meet with those teachers they feel they need to contact.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities. Students are expected to complete homework on time.

Postville Jr./Sr. High School

Grading & Reporting Guidelines and Practices

The Postville Community School District's grading and reporting policies and practices are intended to improve consistency in measuring student learning in academic grading among teachers and subject areas for grades 7-12 focusing on student's achievement. The primary purpose of a grade is to communicate the learning progress of students for grades 7 – 12.

In order to realize these goals, the grading and reporting system must:

- Reflect academic achievement
- Contain meaningful feedback
- Be honest, fair, transparent, credible, meaningful and user friendly
- Be criterion referenced (What students will be able to know, understand, and do.)
- Align with the Postville Community School District's curriculum (standards/benchmarks/Learning Goals)
- Reflect consistency within and among courses, grade levels, departments and schools

The new grading guidelines use a uniform percentage grading scale and place greater weight on final products of learning in calculating the grade with less weight on the academic practice involved in learning.

Definitions

Academic Practice (formative): work conducted when a student is still learning the material. These are assessments that are designed to provide feedback and direction for both students and teachers. For the students, the adjustment may mean review of material, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward (e.g. teacher observation, practice tests or checkpoints, daily work, rough drafts, peer editing, notebook checks, etc.)

Academic Achievement (summative): work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making a judgment about a student's achievement at the end of a sequence of instruction, (e.g. final speech/research paper/project, tests, exams, performance assessments, semester test, etc.).

Assessment Guidelines

1. Teachers will assess student learning in a variety of ways within a grading period.
2. Within JMC, these are the categories in which assessments will be categorized: Academic Achievement (Summative), Semester Test (high school), and Academic Practice (Formative).

-Middle School

Academic Achievement (summative) will be 75% of the semester grade.

Academic Practice (formative) will be 25% of the semester grade.

-High School

Academic Achievement (summative) will be 75% of the semester grade.

Academic Practice (formative) will be 25% of the semester grade.

3. **Number of Academic Achievement opportunities:**

Middle School:

For each semester, there will be a minimum of 3 assessments in the Academic Achievement category (summative).

High School:

For each semester, there will be a minimum of 4 assessments (not including the semester final) in the Academic Achievement category (summative).

4. Teachers who teach the same course will use the same number of Common Academic assessments.

5. **Second Chance Testing:** A second opportunity to retest will be available for all students. The second test may not be the exact same as the original test.

When requesting a retake, the student will be required to document what additional learning is needed before they take the test. Students are not permitted to simply show up for a test retake and hope for a better result. The teacher may require the student to complete additional practice, attend a tutoring session, complete another activity or complete any previously assigned daily work.

The higher of the two scores is placed into the grade book (not the average of the two scores.)

6. If the scores on assessments are generally low, a teacher should not simply add points onto the grade for all students. The practice of using the top student score as the maximum for points possible (i.e. 100 point test and the top score is 88; therefore, the test is taken out of 88) is not an acceptable practice.

General Procedures

1. To better prepare students for each Academic Achievement Assessment (summative test), teachers will begin each class with a review of the learning targets (incorporating homework), today's targets to be learned, provide students with engaging learning instructional activities, and conclude each class with a review of the essential learning from that day.
2. All grading and reporting should be based on the standards and be criterion-referenced—not using any type of grade curve.

3. **Course grades** will reflect the level of the student's academic achievement.

While non-academic factors may be highly valued and often contribute to the student's achievement, they should not be included in the student's grade.

The following are examples of non-academic factors and may not be included in the course grade: behavior, attendance, attitude, punctuality, effort, ability, improvement, or participation, (certain class participation such as PE, music, Art are exempt); daily work based solely on completion (i.e. there must be some assessment of the student's work.)

4. **Homework or daily work** is considered practice that is necessary to achieve the targeted student learning goals. It should be focused, meaningful, and completion time should be enough to learn the expected outcomes. It should provide immediate feedback to students about their learning.

5. Late work:

Academic Practice (Formative):

Includes all daily work, homework, checkpoints, practice tests, etc. These are to be completed by the due date. Students will have 5 instructional days from assigned due date to complete the learning activity without loss of points. However, work not turned in on the date due will be recorded as Missing (MI), which reflects in the grade book as a zero.

At the teacher's discretion, late work may be accepted up until the day of the final test and/or the end of the quarter.

Academic practice accepted after the 5 days may be subjected to a maximum of 10% deduction.

Any additional days are at the discretion of the teacher.

All work must be completed before Second Chance Testing is to be given.

Academic Achievement (Summative)

Includes a test, exam, final research paper, final class project, final speech, etc.

Students are expected to take the assessment on the date scheduled by the teacher. Any student who misses the Academic Achievement assessment must complete it without penalty.

Not taking an assessment is not an option.

If the student has not completed all summative assessments for the semester, the teacher may assign a course grade of incomplete. A course grade of incomplete must have the Principal's written approval. The students will have 10 school days after the end of the semester to complete course requirements.

6. Extra credit for students will not be available. Students are expected to complete all Academic Practice and Academic Achievement assessments. Students also have Second Chance Testing available.

At a teacher's discretion, bonus points may be included in a specific Academic Achievement Common Assessment grade (tests, final projects, final research paper, semester test, etc.) and should be related to the academic content standards being evaluated in a given class. Bonus points cannot affect more than 5% of the grade on a given assessment. These rigorous questions shall be related to the standards of a course.

7. High school Semester tests are required for all courses. Teachers who teach the same course will give a final common semester assessment that represents the essential learning of the course. Example assessments may include, but are not limited to: a final oral presentation, an in-class

essay, short answer questions, or multiple-choice assessments. All high school students are required to complete all semester tests for the courses enrolled.

8. Grade Updates:

Grade updates will be done 4 times each semester. This may or may not
Include Mid-Term Grades

These grade updates are provided to students/parents on the JMC Parent Portal available from our school website.

9. The District Grade Scale is used for all classes:

99-100=A+ No higher than a 4.0

93-98 = A

90-92 = A-

For courses designed as Pass/Fail

87-89 = B+

83-86 = B

P = Passing

80-82 = B-

77-79 = C+

F = Failing

73-76 = C

70-72 = C-

67-69 = D+

63-66 = D

60-62 = D-

00-59 = F

10. At the end of the semester, teachers are expected to assign the most appropriate grade, based on the body of evidence of the student's academic achievement.

Standardized Tests

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

Performance Testing for Academic Credit

In meeting the needs of the students, the board may grant credit by performance testing for course work, which is ordinarily included in the school district curriculum. Students wishing to receive credit by testing shall have the approval of the superintendent prior to taking the test. Testing for credit may only be utilized prior to the offering of a course. Once the course has begun, a student must attend the class and complete the required work for credit.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Physical Education Dress

Authority to determine suitable and acceptable gym clothes for high school physical education classes is delegated to the instructors of these classes with approval of the administration.

Physical Education- High School (BP 602.3a)

All students shall be required to participate in physical education. A student may however, be excused from this requirement under one of the following exceptions.

1. The student is a senior enrolled in a cooperative work-study, or other educational program authorized by the school, which requires the student's absence from the school premises during the school day.
2. The student presents the original medical excuse from a licensed physician.
3. The student is participating in an interscholastic athletic program. This option shall be limited to one semester per school year except for seniors who may use it for two semesters if the athletic program for each semester requires at least as much participation per week as one-eighth unit of physical education.
4. The student is enrolled in and completes academic courses not otherwise available (i.e. is enrolled in and completes seven credits of course-work in a semester). This option shall be limited to one semester per school year.

In the event a student wishes to exercise one or more of these options, a written application shall be made by the parent/guardian to the principal/designee. If the request is denied, the decision may be appealed to the Superintendent, whose decision shall be final.

Open Enrollment (BP501.14,501.15)

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact superintendent's office for information and forms.

Class Loads

It is required that all students take a challenging and rigorous class load. It is recommended to students who plan to continue their education after high school that they take 7 classes each semester.

Adding/Dropping Courses

A course may be dropped anytime during the first three days of the any semester, except for classes scheduled for two semesters. Student dropping during this grace period would be dropped without failure. Students must maintain the minimum academic load.

Work Experience

Work experience is limited to two periods during any semester.

Study Periods – Student Behavior

Study periods time is provided to permit time, during the school day for students to complete assigned homework, or to enrich their educational program. Study periods are to be considered by

staff and students as a place and time where students may expect to find and be a part of an environment conducive to studying. It is each individual staff member's responsibility, when assigned a study period, to maintain an academic environment conducive to studying for all students within the study period. Failure of students to cooperate with the staff member supervising the study period in maintaining an academic environment may lead to suspension and/or an administrative recommendation to the board of education for expulsion from school.

Specific Study Period Rules

1. Students should report to study period (on time) with something appropriate in their possession to study or read.
2. Upon entering the study period students should immediately sit in their assigned seats.
3. Students not in their assigned seats will be counted absent.
4. Students may sign out of the study period for the following reasons only:
 - a. To the library (The number who may sign out will be established by the staff member in charge of the study period and the librarian.)
 - b. To other areas of the building, classrooms, etc. with a pass from the teacher who will be supervising the area where the students sign out. To leave the study period for this purpose a student must have a pass from the teacher in his/her possession upon entering the study period. Students will not be allowed to leave the study period to get a pass from a teacher.
 - c. "Emergency" situations are to be determined by the study period supervisor.
5. Noise level within the study period: conducive to studying.

Honor Roll and Academic Honors

To be eligible for "B" honor roll student GPA is 3.00 or higher. The "A" honor roll is 3.67 or better. The "Straight A" honor roll requires a 4.0 GPA. An "F" grade disqualifies a student from the honor roll, even if their GPA is 3.00 or higher.

Class Rank Index System

Postville has implemented a Ranking index to determine class Rank based upon the following calculations. (Beginning with Class of 2017) Students not on track to graduate with their cohort will not be included in the index rank.

Postville Class Rank Index

GPA x 18 = _____

+

ACT Score or Predicted ACT Score from IA Assessments(lowest)

+

Advanced Postville Course x 2 (C- or above)

=

_____ Total Postville Class Rank Index

Activity Participation Eligibility Rules and Code of Conduct

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

activities begin with participation in interscholastic athletic and music events in the seventh grade and continue throughout high school.

In order to promote excellence in these activities, to provide assurances of health and safety, and to contribute to the educational nature of school activities in general; the Postville Community School District has established an Activity Participation Rules and Good Conduct Code to be followed and kept by all students who participate in any school activities. Students whose actions are not consistent with the ideals, principles, and standards of the Postville Community School District shall be ineligible to participate in all extracurricular activities including athletics, drama, speech, student government, cheerleaders, clubs and other activities other than regularly scheduled classes approved by the school.

The board of education of the Postville Community School District, following the guidelines of the Iowa Department of Education, Iowa High School Athletic Association, Iowa Girls' High School Athletic Union, and the Upper Iowa Conference, state that a student is ineligible for competitive activities if the student:

1. Does not have a valid completed Iowa Athletic Pre-Participation Physical issued for the current school year.
2. Does not have a doctor release to participate post-injury.
3. Is twenty years of age or older.
4. Is below the seventh grade.
5. Has attended high school for more than eight semesters (twenty days attendance constitutes a semester).
6. Has trained with or has been a member of a college squad or has participated in a college level contest.
7. Has been diagnosed with a concussion and not completed the concussion protocol.

In addition to the above:

1. Students whom accumulate 4 full days as Absent Unexcused will be dismissed from any activity.
2. A student who transfers from a school located in a public school district to a school in another district, except upon a like change of parental residence, shall be ineligible to compete in interscholastic athletics for a period of ninety (90) school days exclusive of summer enrollment.
3. No member of an athletic team shall receive any compensation in any form for services rendered as a member of the student's team. No student shall be eligible to participate in contest sponsored by a governing organization if the student, or any member of the student's family, is receiving any remuneration, either directly or indirectly, to influence the student to attend or the student's family to

reside in a given school district in order to establish eligibility on a team of said school. A student will be permitted to receive only the customary ribbon or medal for participation in an interscholastic athletic contest. A student will be allowed to receive from the student's school for participation in the interscholastic athletic program, only a trophy, plaque, cup, medal, unattached letter, monogram, or other insignia of the student's school. The value of any school award cannot exceed ten dollars.

5. Iowa High School Athletic Association Scholarship Rules 36.15(2)

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health,

may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers. - A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester. - The student is eligible at 12:01 AM on the 31st day of ineligibility. - A mid-year graduate eligibility ceases following date of graduation. (Summer baseball is an extension of 2nd semester for eligibility purposes.)

Postville Schools Academic Eligibility Policy

In addition to the IHSA Academic Eligibility Policy Postville CSD has add the following Academic Rules.

1. In addition to the Semester Grade Eligibility check to be in compliance with the IHSA the Postville Jr/Sr High has the following Academic Eligibility criteria in order for students to be Eligible for Participation in Activities.

Students Grades will be checked at each quarter Midterms and End of Quarter. IHSAA rules will be followed at Semester endings. Students whom are receiving Failing Grades in any course will be subject to 1 week (5 in-session school days) ineligibility to include 1 competition date or performance date. At the end of the week if a students grades are all passing they become immediately eligible. If they are still failing at this time ineligibility continues until a student is receiving a passing grade in all courses. If this ineligibility period falls during the state IHSAA policy dates, the IHSAA Association dates set precedents for the dates of ineligibility. Students will have to have passing grades to begin participation at the conclusion if the IHSAA ineligibility periods. IHSAA Semester grade expectations carry forward to the next sport they participate in, district eligibility requirements will not carry forward.

Grade Checks:

- 1st Quarter Mid-Term
- 1st Quarter Ending
- 2nd Quarter Mid-Term
- 1st Semester Ending (IHSAA Rules Apply)
- 3rd Quarter Mid-Term
- 3rd Quarter Ending
- 4th Quarter Mid-Term
- 2nd Semester Ending (IHSAA Rules Apply)

Participation in School Activities is a Privilege and as such the following information is important for you to know.

JH Eligibility Rules

Students Grades will be checked at each quarter Midterms and End of Quarter. Students whom are receiving Failing Grades in any course will be subject to 1 week (5 in-session school days) ineligibility to include 1 competition date or performance date. At the end of the week if a students grades are all passing they become immediately eligible. If they are still failing at this time ineligibility continues until a student is receiving a passing grade in all courses.

Grade Checks:

- 1st Quarter Mid-Term
- 1st Quarter Ending
- 2nd Quarter Mid-Term
- 1st Semester Ending 2 Week Ineligibility
- 3rd Quarter Mid-Term
- 3rd Quarter Ending

4th Quarter Mid-Term
2nd Semester Ending 2 Week Ineligibility

Participation in School Activities is a Privilege and as such the following information is important for you to know.

The following eligibility rules of the Postville Community School District shall be in effect.

GOOD CONDUCT RULE (BP 503.4)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities of students during their years as well as for their lifetime. In order to promote excellence in these activities, to provide assurances of health and safety, and to contribute to the educational nature of school activities in general; the Postville Community School District has established a Good Conduct Code to be followed and kept by all students who participate in any co-curricular activities beginning with 7th grade.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors, or when a preponderance of the evidence indicates a policy violation:

- Possession, use or purchase of tobacco products to include e-cigarettes, vapes, regardless of the student's age.
- Possession, use or purchase of alcoholic beverages, including beer and wine. ("Use" includes having the odor of alcohol on one's breath) This includes "near beer" labeled as non-alcoholic.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor misdemeanor offenses) regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).
- Inappropriate or offensive conduct such as fighting, hazing or harassment of others.
- IF a student transfers in from another Iowa school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Policy Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is a general knowledge in our school district of the fact of the student's violation in the previous district.

PENALTIES

Any student who, after a hearing before administration, is found to have violated the Good Conduct Rule during the school year or in the summer shall be subject to a loss of eligibility as follows. Any offenses occurring in 7th or 8th grade will not carry over to high school. Students will serve both an athletic and non-athletic penalty, if participating in both types of co-curricular activities

First Offense within a student's high school career. Athletic: Up to one-third of a season of ineligibility reflected in contests. Non-athletic: Up to four weeks or longer if necessary to include a minimum of one public performance.

Second Offense within a student's high school career. Athletic: Up to one-half of a season of ineligibility reflected in contests. Non-athletic: Up to six weeks or longer if necessary to include a minimum of two public performances. Additionally, the student will need professional evaluation and/or treatment prior to reinstatement.

Third Offense within a student's high school career. Athletic: Up to one year of ineligibility. Non-athletic: Up to one year of ineligibility. Additionally, the student will need professional evaluation and/or treatment prior to reinstatement.

The period of ineligibility attaches immediately upon finding of a violation if the student is currently engaged in a co-curricular activity and, if not completed during the current activity, it will be carried over to the time when the student seeks to go out for the next activity or contest. An ineligible student shall attend all practices or rehearsals, but may neither "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, then the student begins serving the penalty in its entirety during the next season of participation, at the discretion of the activities director.

Postsecondary Enrollment Options

Students in grades nine through 12 may receive credits that count toward graduation requirements for successfully completed courses at a community colleges, private colleges or state universities. The school district may pay up to \$250 of the cost of a course successfully completed. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year. Students interested in participating in this program should contact the guidance counselor.

Correspondence Courses

All work for credit done outside the school must have prior administrative approval.

Early Graduation (BP 505.6)

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

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

Graduation (BP 507.5)

Students who are in good standing and who meet the graduation requirements set by the board are allowed 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.

Graduation Requirements (BP 505.5)

Students must have successfully completed the courses required by the board for graduation. Students must successfully complete each grade level, grade one through grade twelve, and complete all the required courses of study prior to graduation as determined by the State Department of Education and the board.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete need the following credits prior to graduation:

Courses

English	8
Social Studies	6
Mathematics	6
Science	6
Health	1
Physical Education	2
Electives	18
Total Credits Needed for Graduation	50

Special Education students may meet individual graduation requirements as stated in their individual education plan (IEP). The Board shall have complete discretion to determine extraordinary circumstances.

The required courses of study will be reviewed by the board every year.

Alternative Diploma Education Program (BP 505.9)

Students graduating from the Postville Community School District’s Alternative School (Postville Rise Academy) will have the option of receiving a diploma from the Postville Rise Academy (Alternative Diploma Program) or the Postville Community School District (regular diploma program).

A student completing an alternate high school diploma program at the Postville Rise Academy will take a minimum of thirty-six (36) credits. The thirty-six(36) credits will be as follows:

Science	6 credits
Math	6 credits
Social Studies	6 credits
American Government	1 credits
English	8 credits
Physical Education	2 credits
Health	1 credits

Financial Literacy	1 credits
Elective Credits	5 credits
Total	36 credits

Students completing a regular high school diploma program at the Rise Academy Alternative learning environment would need to have fifty(50) credits. The fifty(50) credits are as follows.

Science 6 credits

Math 6 credits

Social Studies 6 credits

American Government 1 credit

English 8 credits

PE 2 credits

Pre-Employment 1* *

-Electives 21(2018 and beyond)

A student completing the Alternative Diploma Program (36 credits) will receive a Postville HS Alternative Program diploma. These students will have their own graduation ceremony. Graduates of the Postville Rise Academy receiving the Alternative diploma are not allowed to participate in the Postville HS regular graduation Ceremony in May.

Students completing the regular high school program (50 credits) at Postville Rise Academy will receive a regular Postville High School diploma. These students may also participate in Postville High School regular graduation ceremony in May.

Interview of Students by Outside Agency

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations. Students will be instructed in safe riding practices including emergency evacuation drills. (IAC 43.40)

Persons riding in school district vehicles shall adhere to the following rules:

- Riders must be at the designated loading point before the arrival time.

- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

School Security Procedures

Student Health, Well-Being and Safety School Day

Students may be present on school grounds before 8:00 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 20 minutes of dismissal.

Below are the procedures that will be in place. There are some significant changes in the access people will have to our school, but one of our top priorities is providing our students a safe environment to learn.

PROCEDURES BEFORE SCHOOL BEGINS

- The main entrance to each building will be open starting at 7:45am. This will allow access into the area between the outside doors and the inside security doors. Once inside first set of doors, you will need to go through the door that directly takes you into the office.
- At 8:10 a.m. the main entrance doors will be set to lock down for the school day.

- If you are coming to school late, and after the 8:10 time, you will be required to push the “entry request button” and the office will proceed to go through the proper measures and protocol to let you in.
- Any parent/guardian or visitor wishing to come into the building before school, will be required to check into the office, sign-in, and receive a visitor’s badge.

PROCEDURES DURING SCHOOL HOURS

- After 8:15 a.m., the entry doors will be locked. All visitors will be required to push the “entry request button” to gain entrance into the buildings.
- The following information will be required to gain access into the buildings
 - You may be asked to provide a picture I.D. if the office personnel can’t easily recognize you.
 - Office personnel will verify your identity and ask the visitor to state the reason for requesting entry into our buildings.
 - Upon verification, office personnel will unlock the “entry door” to allow access.
 - Once you have gained access, you will go directly through the main office door to check in, sign in and fill out an I.D. tag. The I.D. tag must be worn while visitors are in the building.
 - STUDENTS WHO ARE TARDY WILL ALSO HAVE TO USE THE ENTRY REQUEST BUTTON.

PROCEDURES AT THE END OF THE SCHOOL DAY

- The main entrance to each building will unlock for the end of the school day at 3:05 p.m. We ask that you please wait outside the entrance for your son/daughter to be dismissed. Your child will be released to you when the staff member sees you and your child identifies you as the person picking them up from school.
- If you need to pick your child up prior to the end of the school day, you will need to notify the school in advance and state the time you wish to pick your child up. You will need to follow the procedures above to gain entrance into the building. Once you have gained entrance, your child will either be called down to the office, or they will already be waiting for you in the office.

ADDITIONAL INFORMATION TO PREPARE FOR

- Attempt to make it a habit to set up appointment times to come to the school and visit.
- If someone, other than yourself, is to pick up your child, please make sure you have provided communication doing so. If this person will be picking up your child on a regular basis, please make sure to submit their name to be entered into our record keeping system.

Controlling access to our schools is a major aspect of school security. While these new procedures will create an inconvenience for people in our fast-paced lives, it does provide additional security to help ensure the safety of our students and staff.

Visitors/Guests

Visitors to the school grounds must check in at the principal’s office. If a student wishes to bring a guest to school, the student must receive permission from the principal at least 1 week prior to the guest’s visit.

Legal Status of Student

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

Citizenship

Being a citizen/resident of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

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

Guidance Program

The school district's guidance program is divided into four separate categories. The categories are: counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. The employees maintain confidentiality involved in the guidance program.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal.

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Postville CSD participates in a Federal Lunch program and all students receive Free breakfast and lunch.

Lost and Found

Lost articles that are turned in may be found in the lost and found box located in the Mott lobby, physical education locker rooms, offices, or custodian's room.

National Honor Society

National Junior Honor Society

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of secondary schools.

The Criteria for NJHS include Character, Scholarship, Leadership, and Service.

National Honor Society

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

General Pertinent Information from the NHS/NJHS National Constitution

Membership:

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty council and is based on outstanding scholarship, leadership, service, character, and for NJHS citizenship is also included. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS/NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor/Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. An NHS/NJHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed are never again eligible for future membership or its benefits. Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school. Membership in NJHS is not an automatic qualifier for membership in NHS.

Selection of Members:

Section 1: To be eligible for membership the candidate must be a member of the appropriate grade/class. They must be in their second semester of ninth grade for NJHS and second semester of tenth, eleventh, or twelfth for NHS. Candidates must have been in attendance at the school the equivalent of one semester.

Section 2. the national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 on a 4.0 scale or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship for NJHS.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS/NJHS.

Section 5. NASSP (National Association of Secondary School Principals) shall not review the judgment of the Faculty council regarding selection of individual member to local chapters.

Article V: Selection of Members

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting member of the Faculty Council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year. (Note: Alternative or additional selection periods may be added.)

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration. (Form at end)
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser. (Sample forms at end)
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of NJHS or NHS who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Junior Honor Society or National Honor Society with a letter attesting to such from their previous principal and/or chapter adviser who transfers to this school will be automatically accepted for membership in this chapter. The Faculty council shall grant to the transferring member one semester to attain the membership requirements, and thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Selection is based on the characteristics of Scholarship, Leadership, Service, Character, and Citizenship (NJHS). Following are some reminders about these qualities.

Scholarship: Your cumulative GPA must remain above 3.0 on a 4.0 scale. Aim to have at least of 3.0 or higher every grading period.

Leadership: To help you explore and expand your leadership skills, a student exercises leadership when he/she:

- is resourceful in proposing new solution, applying principles, and making suggestions
- demonstrates initiative in promoting school activities
- exercises positive influence on peers in upholding school ideals and spirit
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability

--is a leader in the classroom, at work, or in other school or community activities

--is dependable in any responsibility accepted

Service: To help you explore and expand your service opportunities, a student who serves:

--volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance

--works well with others and is willing to take on difficult or inconspicuous responsibilities

--enthusiastically renders any requested service to the school

--is willing to represent the class or school in interclass and interscholastic competition

--participates in some activity outside of school (for example, scouting, 4H, religious groups, volunteer services for the elderly, poor, or disadvantaged)

--mentors in the community or students at other schools

--shows courtesy by assisting visitors, teachers, and students

Character: To help you develop character, the student of character:

--consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability, etc.)

--cooperate by complying with school policies and regulations and codes of student conduct

--takes criticism willingly and accepts recommendations graciously

--demonstrates the highest standards of honesty, academic integrity, and reliability

--regularly exhibits courtesy, concern, and respect for others

--complies with instructions and rules, and displays personal responsibility

(additional character resources are found at www.nhs.us or www.njhs.us)

Citizenship: While technically only a quality of consideration for NJHS selection, citizenship is definitely a quality worth demonstrating and developing. A student who demonstrate citizenship:

--understands the importance of civic engagement

--has a high regard for freedom and justice; respects the US form of government (representative democracy); and respects the law for all citizens at the local, state, and federal levels

--demonstrates mature participation and responsibility through involvement with activities such as scouting, community organizations, or school clubs.