

South Page Middle/High School Student Handbook 2019-2020



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THE MISSION STATEMENT

The South Page Community School District is a school system dedicated to providing a well-rounded quality education, to developing student's self-worth, and to meeting the needs of the citizens of the district by providing the best facilities, instructional programs, and personnel available, while continually striving for improvement in all areas.

EXIT OUTCOMES

- Effectively understand and use communication skills
- Cope effectively with life
- Universal potential
- Continue learning
- Self-acceptance
- Problem solving
- Accountability of choice
- Individual and cultural awareness

The administration and board of education intend to consistently follow the guidelines of the student handbook; however, when it is deemed to be in the best interest of the school, a group of students, or an individual student to make deviations from the handbook policies, the administration reserves the right to make such deviations

I. GENERAL INFORMATION

A. Bell Schedule

Late Start Monday		Regular Schedule	
Period	Time		Time
1st hour	9:40-10:04		8:10-8:52
2nd hour	10:07-10:31		8:55-9:37
3rd hour	10:34-10:58		9:40-10:22
4th hour	11:01-11:25		10:25-11:07
5th hour	11:28-11:52		11:10-11:52
Lunch	11:55-12:15		11:55-12:15
6th hour	12:18-1:02		12:18-1:02
7th hour	1:05-1:49		1:05-1:49
Seminar	1:52-2:36		1:52-2:36
8th hour	2:39-3:22		2:39-3:22

B. SCHOOL SPIRIT

School spirit may be divided into three categories:

1. **COURTESY:** towards teachers, fellow students, and the officials of the school
2. **PRIDE:** in everything our school tries to accomplish and has accomplished
3. **SPORTSMANSHIP:** the ability to win and lose gracefully

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his best to keep his academic and activity standards at the highest possible level.

C. ASSEMBLIES

Seating for all assembly programs will be as directed by the staff. The assembly will begin when everyone is seated correctly. Please be courteous and attentive to the people or activities that are being presented. Discourteous behavior may result in being barred from participation at assemblies. Pep rallies must be approved by the administration.

D. SEVERE WEATHER/FIRE DRILLS/TORNADO DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and clear the building by the prescribed route.

The warning for a fire drill is a CONTINUOUS bell. During a drill or in the case of a fire, we will follow the following procedure:

FIRE DRILLS

MAIN BUILDING

3rd and 2nd Floor: Exit through the SOUTH stairwell. Exit through EAST lobby doors.

Rooms 106, 108, 110, Office Exit through the EAST doors of the main hallway.

Business Office, Superintendent Office, Janitor's Room: Exit the door on the EAST of new addition by furnace room.

FCS Room (107) & Nurse's Office: Exit through the EAST lobby doors.

Basement: Exit through the WEST doors through the lunchroom.

NEW ADDITION (SOUTH)

Band Room (111): Exit through the SOUTH door.

Kindergarten (109), and Gym: Exit through the EAST lobby doors.

Room 004 & Basement: Exit through the SOUTH door.

ART--Exit through the South door.

Elementary LIBRARY--Exit through the EAST door.

SHOP--I.A. & VOC. AG--Exit through the EAST door.

NEW ELEMENTARY--Exit through the EAST hallway door.

TORNADO DRILLS

2nd and 3rd Floor: Exit through SOUTH stairway to lobby and proceed down lobby stairs to locker rooms.

Band and Gym: Exit down SOUTH gym stairwell to locker rooms.

Art Room: Proceed directly to locker rooms.

1st Floor North of Lobby: Exit down NORTH cafeteria stairwell to Room 002.

Ag/IA Building: Seek shelter in bathrooms.

Warning for tornado drills or to take cover will be given by SHORT INTERMITTENT BLASTS from the bell system. During drill or warning to take cover, we will follow these procedures:

1. Move quickly and in an orderly manner. Don't run. This is necessary to ensure the safety for all people.
2. No talking: that means visiting, yelling, etc. Additional instructions may be given during the time that we are moving to cover. Listen and don't panic.

3. Take a large book, notebook, or something to cover your head and face for protection from flying debris.
4. Once in location, sit on your knees and curl up with your face covered and as close to the floor as possible.
5. Should the building be destroyed, students in the locker rooms will evacuate the building through the southwest doors exiting through the bus lot and across the street south to the park. Students will remain there until picked up by their parents or moved to one of the pick-up centers. Students in room 002 will exit the building through the cafeteria doors and move to the northeast corner of the block. They should remain there until picked up by their parents or moved to one of the pick-up centers. The pick-up centers are the Presbyterian Church for PK-5 and the community building or the fire station for 6-12.

E. EMERGENCY SCHOOL CLOSINGS

The superintendent of schools shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time necessary. Announcements of emergency school closings will be made over radio station KMA 960, FM 99.3, KCSI, KNIM, TV Stations-KETV, WOWT, KMTV.

F. STUDENT COUNCIL

The purpose of the student council is not to govern the students but to serve as a meeting place between the student body and administration. It is the place where problems or questions arising from either the students or administration can be presented for discussion and consideration. Meetings will be held at least once a month. The student council's principle purposes are as follows:

1. To unify student activities under one control and promote the general activities and spirit of the school
2. To aid in the internal administration of the school
3. To teach the student the values of working in a democracy

G. CHURCH NIGHT

School authorities- Mindful of the fact that a well-rounded education is based on experiences not only in school but in church and home. Wednesday night of each week is set aside for church activities. All school activities will be over by 6pm during the school year except for conference obligations or special circumstances necessitate a later time.

H. FIELD TRIPS

All trips, which are considered an integral part of a class or organization's curriculum, often include visiting sites off of the campus area. These are commonly referred to as field trips. Students are reminded that on all trips they are representing all students at South Page, and they should conduct themselves in an appropriate manner consistent with the ideals of the South Page Community School system. **Students must meet academic eligibility standards in order to attend trips which are not considered an integral part of a class or organization's curriculum.**

Senior Trip

Rationale: The senior trip should be an earned privilege. Senior students should make an effort to exhibit exemplary behavior, attendance, and academic performance to be included in this activity. For this reason, the following guidelines are established governing the eligibility for participation:

General Regulations:

- Participation is voluntary. Students participating must have accumulated the required credits for graduation. Participation shall require a signed release by the parent/guardian of each senior, indicating that guidelines have been read and understood and the parent/guardian accepts the rules and responsibilities. Any student who does not meet minimum graduation requirements will not be allowed to go on the senior trip.
- All required class work must be complete and approved by each teacher.
- All financial obligations to the school must be taken care of prior to the trip. This includes any debts that may be outstanding over the student's cumulative years in the district.
- The trip location will be selected by the class and sponsors, voted on by the class, and approved by the administration and school board.
- Senior trip is a school sponsored activity and all rules and policies governing school sponsored activities will apply unless otherwise specified by the senior trip rules written and agreed upon by the class sponsors and school administration.
- The arrangement for transportation on the trip will be the responsibility of the senior class sponsors. It shall be the responsibility of the chaperones to supervise student activities while on the trip.
- This activity is considered a school extracurricular activity and is therefore subject to the guidelines for student discipline and conduct as provided in the student handbook.
- The parent/guardian of any student whose behavior on the trip necessitates being sent home before the trip is over shall incur the responsibility for those expenses, including arranging for transportation.
- Any disciplinary action that may be taken for violation of school rules on the trip might affect graduation status and may require board action.
- Any students participating in a Senior skip day will lose the privilege of going on senior trip.

Student Eligibility: No student will be allowed to participate in the senior trip, if during the senior year, any of the following are applicable:

- The student has been suspended out of school for any disciplinary violation.
- The student has been suspended in school for two or more times for disciplinary violations.

- Students who have less than a 90% attendance both excused and unexcused record for their senior year. Hourly attendance is used to determine a student's attendance record. All others will be up to the principal's discretion. An attendance deadline will be established each year to aid class sponsors in obtaining appropriate lodging.
- The student has excessive tardies (administration discretion) to school or class.
- Students who have not participated in class fund-raising activities will be assessed reasonable amounts to make up the deficit in class funds that resulted from their non-participation in any of these activities. (This may be adjusted in case of extenuating circumstances)
- The student has been charged with or arrested for possession of use of alcohol, drugs, or paraphernalia during their senior year.
- Principal's discretion may be used regarding some of these guidelines.

II.SERVICES AND REGULATIONS

A. COUNSELING SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with school and/or social concerns, or any other question the student may feel he/she would like to discuss with the counselor.

B. LIBRARY SERVICES

The library has books for assigned study and recreational reading.

C. DAILY ANNOUNCEMENTS

A copy of the announcement will be emailed to all students each morning. Each student is responsible for the information read. Faculty has the right to add/delete announcements. Any STUDENT wishing to make an announcement for the benefit of large groups of students must turn the written announcement in to the principal's office before school begins in the morning. The office reserves the right to deny any announcement brought in.

D. TELEPHONE USE

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. Should you become ill and feel you need to go home, come to the principal's office. If it is deemed necessary, a phone call will be made from the office.

E. POSTERS AND SIGNS

Permission to place notices on the bulletin boards should be obtained from the principal's office. Students are allowed to place posters and signs on the **inside** of their lockers. Remember, they need to be in good taste. Only those posters and signs that represent a school organization may be placed on the outside of lockers.

F. LOCKER ASSIGNMENTS, INSPECTIONS, AND SEARCHES

Students will be assigned a locker during registration in the fall. Lockers may NOT be exchanged once they are assigned. The school offers padlocks to students. These may be obtained by paying a \$5 deposit, which is refundable when the lock is returned in good condition. Only padlocks from school may be used on your regular or sports locker. If you have a PE/Sport Locker you should have a PADLOCK on it. Locker INSPECTIONS can be made without advance notice to either students or parents. If a locker is inspected, the student will have the right to be present. (Locker inspections generally involve maintenance and cleanliness of the locker.)

Locker SEARCHES may be made by any teacher or administrator if they have reason to believe a school rule or policy has been broken. Advance notice to either the students or parents is not necessary. Additionally, the student does NOT have the right to be present.

G. GYM RULES

Please stay off the gym floor with street shoes. A separate pair of clean gym shoes should be used for physical education and practices.

H. STUDENT DRIVING/PARKING

Licensed students may drive their cars to school. Cars must be parked in designated parking areas. Students failing to obey the parking rules will face disciplinary action. Students are expected to drive in a safe manner at all times. Students are not to be in cars for any reason during the school day unless permission has been received from the principal.

I. STUDENT VISITORS

Student visitors are not allowed in school during the school day.

III. ACADEMIC AFFAIRS

A. GRADUATION/MINIMUM COURSE REQUIREMENTS

The superintendent of schools, assisted by the professional staff, shall establish graduation requirements for each of the curriculum areas offered by the school district. These graduation requirements shall meet the standards established by the Department of Public Instruction and/or state statute. The following requirements have been established for graduation from South Page Community School:

Students in grades 11 and 12 will be limited to one student aide period with permission from the administration.

1. A student must have earned at least the following 50 credits (28 units) (Students with IEP's {Individual Education Program} shall meet the requirements set forth in their program for graduation.)
2. Students must successfully complete the courses required by the Board and Iowa Department of Education in order to graduate.
3. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete **50** credits prior to graduation. The following credits will be required:

Language Arts.....	8 credits (4 years)
Science.....	6 credits (3 years)
Mathematics.....	6 credits (3 years)
Social Studies.....	6 credits (3 years)
Physical Education & Health.....	8 credits (4 years)
Business.....	4 credits (2 year)
Electives.....	15+ credits

South Page students will be required to successfully complete the following courses:

- Language Arts: Comprehensive English 9, 10, 11
- Science: Physical Science, Biology
- Mathematics: Algebra I
- Social Studies: World History, Geography, American History, Government, Economics
- Physical Education & Health: 9, 10, 11, 12
- Business: Adv. Computer Applications, CORE 9, CORE 12, Personal Finance

Applied Courses: Language Arts, Mathematics, Science (These classes are required only of those students who have failed to meet district competencies as per administrative policy contained in the student handbook.)

South Page administrative staff will ensure all students will be transitioned into this new policy without affecting their graduation schedules. The required courses of study will be reviewed by the Board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

1. NO credit would be issued for Direct/Read Study or Study Hall
2. Student Teachers Aides would only receive ½ credit a semester
3. Job Shadow or Internships would receive 1/2 credit per semester
4. AP Classes would only get weighted grades if they take the test at the end of class and pass that test.
5. The CORE 12 class includes a requirement of 20 hours of community service (or 1,000 word essay about the importance of community service) and a completed individual portfolio. Both of these requirements must be successfully completed in order to receive a passing grade.

Classification—Credit Requirements

Freshman	(0-12)
Sophomore	(13-25)
Junior	(26-38)
Senior	(39-53)

B. EARLY GRADUATION REQUIREMENTS

Early graduation may be granted if the student has the required credits. Permission to graduate early will be given solely at the discretion of the school board. Each case

will be considered individually. (In such case PE requirements may be waived.) A student earning enough credits to graduate in less than seven semesters will be given special recognition and class rank, not displacing a student that has attended seven semesters or more.

C. CLASS RANKING:

Valedictorian

- 1. The student with the highest grade point average if below a 4.0 or all students with a grade point average of 4.0 or above will be named Valedictorian for their graduating class. If more than one student has a 4.0 or above average it will be discussed with the students and administration on the delivery of speeches at graduation. Must have a minimum 3.7 GPA.**
- 2. Valedictorian Status will be announced after senior grades are calculated at the end of the second semester the students' senior year.**
- 3. To be eligible for Valedictorian the student must be in good standing as defined under the Athletic/Activity Handbook good conduct rule.**

Salutatorian

- 1. The student with the second highest grade point average after the Valedictorian has been established will be considered the Salutatorian. Must have a minimum 3.5 GPA.**
- 2. Salutatorian Status will be announced after senior grades are calculated at the end of the second semester the students' senior year.**
- 3. To be eligible for Salutatorian the student must be in good standing as defined under the Athletic/Activity Handbook good conduct rule.**

D. MIDDLE SCHOOL RETENTION POLICY

If a student's academic progress meets the following criteria, said student's academic progress shall be reviewed by a committee consisting of two core area teachers, one secondary special education teacher, the building principal, the guidance counselor, and our AEA representative for special needs students. This committee shall recommend the consideration of retention or promotion to the next grade level.

Criteria to be considered: If a student fails to maintain a GPA of 1.00 or higher in core area courses for the school year. Core area subjects shall include English, mathematics, reading, social studies and science.

- If a student scores below the cut score (Iowa level for proficiency) in two or more of the core areas on that year's Iowa Assessments test. Core areas shall include language, mathematics, reading, social studies, and science.

E. REGISTRATION

Each spring students shall select the courses in which they plan to enroll for the next school year. In the Course Guide Handbook a description of all the classes available to the students next year with information regarding the grade level, length of the course, evaluation methods used, prerequisites necessary to enroll in the course etc. are included. Read through these carefully to be sure that you are signing up for the classes that you really need.

F. INCOMPLETE GRADES

Any student not meeting the requirements for completion of a course due to prolonged excused absences will be given an incomplete grade until the work is completed and graded by the instructor. A period of one calendar week (7 consecutive days) will be allowed to complete the work required unless unusual circumstances, as deemed by the administration, necessitate extra time. If the work is not completed after one week, zeros will be entered for the missing work and the final grade for the course will be calculated.

G. HOMEWORK

Homework is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study time helps in completing assignments on a time efficient basis.

H. HONOR ROLL/GPA

Two honor rolls are published. To be eligible for honor roll, you can have no grade lower than a B-. Students who receive no grade lower than an A- will be placed on the All-A honor roll. All classes carry letter grades, and all classes are figured into honor roll and GPA.

Honor Roll is computed and published each grading period. There are three honor roll distinctions:

- Gold Honors GPA 3.67 to 4.00
- Silver Honors GPA 3.33 to 3.66
- Bronze Honors GPA 3.00 to 3.32

The honor roll will be published at the end of each quarter. Semester honor rolls will be published at the end of each semester.

I. REPORT CARDS

Report cards will be issued at the end of each quarter indicating the student's progress.

J. PROGRESS REPORTS

Grades are checked weekly for eligibility. Students with grades of D or F will have an email or letter sent to parents. Parents and students also have access to grades through the JMC system.

Eligibility Status

Grades will be checked every Thursday and students will be notified on Friday about eligibility status. Eligibility status will start on the following Monday to Sunday. Students with IEP's will be eligible based on the student's progress on his or her Individual Education Program and the recommendation of the IEP team. Eligibility will be based on the following:

- 1 Failing grade – student will be placed on probation until the following week grade check.

- If that grade and all other grades are passing the student is removed from probation.
- If that grade or another grade is failing the student is ineligible for the following week
- 2 or more Failing Grades – student is ineligible for the following week.

Semester Test

Semester test will be given at the end of the semester in all classes in grades 9-12. The last day of the semester will be dedicated to students taking semester test.

Attendance and Semester Test for Grades 9-12:

Students with **both** of the following will not have to take the 2 classes they have the highest grade in:

1. 2 or less absences from school (excused or not)
2. A average in all classes

College Classes

Concurrent Enrollment: High School students will be able to take college classes if they will fit into the schedule of the student. Students must be in high school and have a 2.65 GPA average to be allowed to take a college class. It is also recommended that students be proficient in all areas. The school will pay the tuition for these classes and will pay for the rental of required textbooks. Students will be responsible for the purchase of lost textbooks. Grades earned in these classes will become part of the students' high school transcripts and will be calculated into their overall grade point average. High school credit will also be awarded for each class successfully completed.

Post-Secondary Enrollment: Eleventh and Twelfth grade students, and ninth and tenth grade students who have been identified for the talented and gifted program, may take classes through any of the Iowa colleges and universities, if the class is not offered by their high school. The school district pays the tuition and textbook fees. College credit and high school credit is awarded for these classes if they are completed successfully, and the grades are calculated into the students' cumulative high school grade point averages.

K. TEXTBOOKS

A \$15.00 textbook fee is charged with a limit of \$45.00 per family. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office.

L. WORK RELEASE PROGRAM

The philosophy of the work release program revolves around the belief that many students in grades 12 can benefit from work experience. Experience and knowledge gained in the work environment can provide an excellent background for future employment. However, the importance of completing graduation requirements is also recognized in the program. The following rules will regulate the administration of this program.

1. Parental permission will be required.

2. Students must meet all graduation requirements including the total required for graduation as well as specific courses required.
3. It is recommended that the periods used for work release run from the beginning of the day or run to the end of the day. While students will not be limited by this rule, it may be used as a basis for denial.
4. Job verification will be required by employer signature on the form provided.
5. The employer must be someone other than a parent, grandparent, uncle, or aunt.
6. The employer must agree to evaluate the student periodically with regard to attendance and work performance. A form will be provided for this.
7. Students will be issued ½ credit for each period of work release successfully completed.
8. The time allowed for work release shall not exceed three periods.

M. GRADING SCALE

	Percentage	GPA			
A	100 - 95	4.00	C	76 - 73	2.00
A-	94 - 90	3.67	C-	72 - 70	1.67
B+	89 - 87	3.33	D+	69 - 67	1.33
B	86 - 83	3.00	D	66 - 63	1.00
B-	82 - 80	2.67	D-	62 - 60	0.67
C+	79 - 77	2.33	F	59 - 0	0.00

IV. ATTENDANCE POLICY & PROCEDURES

- A. **Daily on-time school attendance in an important part of the learning experience and must be a top priority for the learner. Consistent attendance is essential for students to be truly successful in school. The average attendance rate at South Page Community Schools is in excess of 95%. Typically students should miss 5 or fewer days of school per semester. Only in the most extreme of cases would it be acceptable for a student to miss 10 or more days during a given semester.**
- B. **Mandatory Attendance: according to section 299.1 of the Iowa Code, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age is accountable for the child's attendance at school. Section 299.1A of the Iowa Code mandates that children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age for that school year.**
- C. **Absences: when dealing with attendance issues, the principal or designee will interpret the Iowa Code and make the final determination whether an absence is considered excused or unexcused. The principal or designee may require documentation for absences.**

Excused Absences will include but not limited to:

- Personal Illness (may require documentation if become excessive as outlined in letter A in this policy)
- Professional appointments which cannot be arranged outside of school time (documentation required)
- Recognized religious observances
- Required Court appearance (documentation required)
- Pre-Arranged/approved absences—these include absences that are important to the family that are requested by the parent and approved by the principal in advance of the absence from school. Failure to obtain prior permission will result in the absence being considered unexcused (the exception to this would be an emergency). Parents/guardians are strongly urged to schedule vacation during the summer and breaks in the school calendar.
- Bereavement
- Suspensions (out of school) and interventions.

Unexcused Absences will include:

- Class cuts
- Falsely informing the school about the reason for the absence
- Absences that have not been pre-arranged and pre-approved as excused.
- Absences when the school has not been notified during the absence (the exception to this would be an emergency) (refer to letter F in this policy).

D. Students whose absences are excused will be allowed to make up the schoolwork missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. School work missed because of absences must be made up within the number of days missed plus one, not to exceed ten calendar days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

1. Students will report to the office to receive a make up slip for excused absences.

E. Students must be in attendance at school for *one-half a day in order to participate in school activities that day. Only the principal can approve absences for more than ½ day in order for the student to participate.*

F. In the case of illness it is the responsibility of the parent to notify the school secretary as soon as the parent knows the student will not be attending school on that day. Phone calls will be made to parents if a student is absent from school.

G. Truancy—Unexcused Absences

Work missed due to unexcused absences will not be made up. Students may also be subject to additional disciplinary action for truancy including suspension, expulsion, and consideration of loss of credit.

Definition of truant: Students are expected to be in attendance every day of the school calendar. In accordance with 299.8 of the Iowa Code. Any child of compulsory attendance age who fails to attend school as required and is considered unexcused, shall be deemed to be a truant.

According to Iowa Code, 299.5A, if a parent, guardian refuses to accept the school's attempt to assure the child's attendance the attendance issue shall be referred to the county attorney for mediation or prosecution.)

H. Tardy

Tardy—student is not in the classroom when the bell stops ringing.

Exceptions:

1. student comes to class shortly after the bell with a pass from another teacher
2. student asks permission to go to the restroom, takes the pass, and returns *shortly* after the bell

Unexcused tardy Consequences:

3 Times per week = parent called and ½ hour of detention time

4 or more Times per week = parent called and 1 hour of detention time

Detention time will be served within 48 hours or time will double. Detention time will be served before next sports practice if applies to student.

DETENTION TIME WILL DOUBLE FOR EVERY WEEK IT IS NOT SERVED. TIME WILL HAVE TO BE MADE UP IN ORDER TO PARTICIPATE IN THE FOLLOWING ACTIVITIES (BUT NOT LIMITED TO): HOMECOMING EVENTS, PROM, FIELD TRIPS, CHECKOUT, SENIOR TRIP, ETC.

I. Leaving School Grounds

If a student must leave or return to the school grounds for any reason during the school day, they must sign a release or admit sheet in the principal's office. To leave school grounds during the school day, the principal's permission must be obtained and a note or phone call from the parent will be required before leaving.

V. STUDENT BEHAVIOR AND DISCIPLINE

A: Student Responsibilities and Discipline

Students who exhibit inappropriate behavior in the opinion of the staff and /or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. The staff is expected to be firm, fair, and consistent in dealing with student discipline. When a discipline problem persists, the principal or teacher may call the parents for a conference.

Rules of behavior at South Page Community School exist for three reasons:

1. the safety of all students and staff,
2. the protection and care of school property,
3. the establishment of the best learning conditions possible.

Each student will be responsible for knowing the rules of behavior.

Rules of Behavior

1. *Listen carefully and follow the directions.*
2. *Treat each other wisely and with respect.*
3. *Work and play safely.*
4. *Respect public and private property.*
5. *Do your best work.*

Secondary

There will not be an assigned detention period. Teachers may make arrangements for detention students to stay either after school or before school to ensure that teachers will be able to stay with students. Any teacher may detain any pupil for discipline or help when needed under the said teacher's supervision. The student will be notified 24 hours ahead of the period to be detained, so he/she may make arrangements for transportation, as the school will not make special provisions for transporting the student home. If more strict discipline is required, a letter will be sent to the parent concerning the nature of the problem, and the parent will be required to accompany the student to school to aid in the solution of the matter. Teachers may call for a parent's permission to detain any student for discipline reasons on the same day. Students will stay either that day, if parents have given permission, or the next day. Teachers will turn in all discipline slips and notices to the office.

Students are to serve an assigned detention prior to attending any extracurricular practice on the day of the detention. Failure to serve detention prior to assigned extracurricular practice will result in a double detention. If a student fails to serve detention with the teacher in the agreed upon period of time, the principal will be notified and the student's time will double.

B: Student Discipline – Secondary Principal

Should disciplinary action needs to be taken by the Secondary Principal due to a student's behavior, the following procedures will be followed:

- a. the consequences could be but not limited to: detention, ISS, OSS, parent phone calls.**
- b. the parent/guardian will be notified of the consequences and the reasons for the consequences being imposed.**
- c. the detention time assigned must be made up within 48 hours. If not made up within 48 hours the student may serve a one-day in school suspension and the assigned detention time.**

Other disciplinary action may include:

- a. a meeting with the student, parent/guardian, principal, and teacher(s) involved.**
- b. additional detention time.**
- c. in school and/or out of school suspension up to ten days.**
- e. a violation of the Good Conduct Policy.**

C. SUSPENSION

Students serving a suspension are not eligible to attend any South Page extracurricular activity, competition, or practice during the assigned suspension (to include the evening of assigned suspension days). Failure to serve an assigned suspension will result in additional consequences. Only the administration may assign a suspension from school or any given class.

Students may be suspended from school (in-school or out-of-school) for behavior deemed unacceptable by the administration of South Page Community School.

Length of suspension will be at the discretion of the administration but will not exceed a total of ten days for one consecutive period of time. Students serving suspension for any reason will be ineligible to participate in or attend any extracurricular activity, competition, or practice during the assigned suspension days (to include the evenings of assigned days also). Failure to serve suspension may result in expulsion. Re-admittance will be made by the administrator who invoked the suspension.

D. EXPULSION

Students may be expelled from school by a majority vote of the board of education upon the recommendation of the administration. Expulsion is considered the last resort and will be used only when the presence of the student is detrimental to the best interests of the school.

E. PASS SYSTEM

When leaving a class, a student must have a written pass signed by the teacher

F. CELL PHONE

Cell phones are not allowed to be seen or heard during educational time.

Students who are checking out of class or study hall to go to another location in the school must give their cell phone or electronic device to the supervisor prior to checking out.

In a situation where it is essential for a student to make a phone call they may use the phone in the front office. To obtain permission to use the office phone the student will need to request permission stating who they are calling and the reason for the call. If deemed valid by the principal or his agent permission will then be given to use the schools phone.

Electronic Devices

Portable music devices are not allowed during instructional time but **with permission from the teacher or supervisor these devices may be used**. Portable music devices may not be used during hallway passing time due to safety concerns. Devices may be confiscated if they become a distraction to the educational process of the class and to other students. The confiscated device will stay in the possession of the principal until either the parent or guardian pick up the device or the student serves a ½ hour detention. The district and/or any agents of the school will not be liable for the loss or damage of any confiscated electronic device.

Electronic devices such as but not limited to laser pointers and electronic games are not to be used during school hours. Any student displaying an electronic device during the day or any time a student's device is heard during the school day said device will be confiscated. The confiscated device will stay in the possession of the principal until either the parent or guardian pick up the device or the student serves a ½ hour detention. The district and/or any agents of the school will not be liable for the loss or damage of any confiscated electronic device.

G. DRESS CODE

Students' dress can have a significant effect on learning and behavior. The following have been found to be a distraction to the learning process and are UNACCEPTABLE FOR SCHOOL:

1. **Shirts cover stomach, back, sides, and both shoulders (with straps of at least 2 fingers wide.) No undergarments will be exposed. In addition provocative or revealing clothing such as tube tops, halter tops, crop tops, muscle shirts, or short shorts/skirts will not be permitted. (material must extend beyond fingertips when arms are held at sides) Leggings?**

Under certain circumstances, or during certain activities, a stricter dress code may be appropriate. Students must comply with the sponsor's requirements.

1st offense: Students will change the inappropriate clothing or will wear provided clothing. Repeat offenders or students who refuse to comply will be referred to the principal for additional consequences.

2. **Clothing, jewelry, or personal belongings that relate or refer to drugs, alcohol, tobacco, sex, vulgarity, profanity, or that reflect adversely upon persons because of race, sex, color, creed, or ancestry.**
3. **No caps or hats are to be worn in the school.**
4. **Coats and bookbags are to be left in the student's locker and not taken to class.**

H. Profanity:

The use of language that is disparaging, obscene, demeaning, abusive, degrading, disrespectful and/or profane is considered verbal conflict. Directed harassment (to student or staff member) or profanity will be referred to the principal immediately. Consequences may include removal from class, detention, or suspension.

I. Public Displays of Affection:

Demonstrations of affection including physical contact will be considered inappropriate. Couples refusing to cooperate will be subject to detention and parents will be contacted.

J. Vandalism:

Vandalism is the willful or malicious destruction or defacement of property belonging to school, staff, or students. Students found to have destroyed or harmed property may be required to reimburse the property owner, serve detention, and/or in school suspension. Students may also be reported to law enforcement officials.

K. LUNCH

Due to the Wellness policy there will be NO POP allowed during school hours and Breakfast/Lunch scheduled times. This rule will also include thermoses.

L. CONTRABAND/CONTROLLED SUBSTANCES

The possession or use of items considered contraband and/or controlled substances on the school premises, property, or at school activities (both home and away) may result in suspension expulsion from school. The following list is considered contraband/controlled substances:

1. **Alcoholic beverages**
2. **Tobacco, tobacco products**
3. **Weapons, dangerous objects**
4. **Drugs that have not been properly prescribed by a physician.**

5. Drug paraphernalia
6. Pornographic materials

M. CORRIDOR COURTESY

1. Keep corridors open to traffic by **walking to the right**. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up papers from the floors.
4. Leave the school building within ten minutes after dismissal unless under supervision of a teacher or sponsor.

N. BUS TRANSPORTATION

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.

While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.

1. Gum, candy, and pop should not be eaten or drunk on the bus unless given permission by the driver.
2. Bus riders should never tamper with the bus.
3. Do not leave books, lunches, or other articles on the bus.
4. Do not throw anything out of the window.
5. Bus riders are not to leave their seats while the bus is in motion. If you ride a bus to any school activity, you must return on that bus unless your parents are at the activity and have informed the sponsor that you are going home with them. Parents must contact the sponsor directly or by phone. Students may be released to another parent if permission was obtained by the parent in advance.

O. ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges by a school.

"Electronic" means any communications involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The **Level I Investigator** or designee will be responsible for handling all complaints by students alleging bullying or harassment. The **Level I Investigator** or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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

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

and a copy shall be made to any person at the central administrative office at 606 Iowa Ave., College Springs, IA 51637.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual 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.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the Level I investigator, the designated investigator. The alternate investigator is a second designated Level I investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

P. INITIATION ACTIVITIES

Any type of initiation activity or hazing is forbidden on school grounds during the school day or during a school activity. Students involved in this type of activity may receive consequences from the district, and law enforcement will be notified when necessary.

VI. STUDENT ACTIVITIES

A. ACTIVITIES AND CLUBS

It is recommended that all students participate in at least one of the many activities or organizations in the South Page Community School. Be cautious about becoming involved in so many activities that your grades suffer. Below is a list of activities and organizations:

1. Athletics: Baseball, Basketball, Football, Softball, Track, and Volleyball
2. Music: choir, concert band, and pep band
3. Cheerleading
4. Speech
5. Student Council
6. Yearbook
7. FFA
8. NHS
9. School Plays
10. Art Fair

11. Science Fair
12. BPA
13. Debate
14. Quiz Bowl
15. Weightlifting
16. STEM Fair
17. CTE Fair

Any group of students, having sufficient interest, can request time for club meetings provided the group is willing to establish a constitution and bylaws, and submit them to the principal and superintendent for approval. If approved, permission will be granted to form the organization. Discipline policies for ALL extracurricular activities will be as listed in the athletic/activities handbook.

B. CLASS ORGANIZATIONS

Each class will elect its own president, vice president, secretary/treasurer, and student council representative. Class meetings will be held as needed.

C. FINANCES

Each school-sponsored group needs funds to carry on its work and activities. Money-raising projects and dues charged to members are the two primary sources. All money-raising projects must have the approval of the administration. Any income raised must be turned in and receipted by the principal's secretary. Students involved in fund raising are responsible for all money due.

Only SPONSORS may sign for credit for purchases made in any capacity.

D. DANCES

School-sponsored dances will be restricted to current South Page students and their dates. If the dates are from outside of the school, they must be signed up and approved by the principal. Student's dates cannot exceed the age 21.

Once a student is in attendance at the dance, they may not leave the building. Except for extenuating circumstances that must be approved by the sponsor, leaving the building will terminate attendance at the dance. There will be sign out sheet students will sign when they leave the dance early.

The school reserves the right to regulate the dress of musicians and those in attendance and the volume of the music. The school also reserves the right to deny attendance to anyone smelling of alcohol or giving the appearance of intoxication.

E. NATIONAL HONOR SOCIETY

The National Honor Society is an honorary club for high school seniors, juniors, and sophomores. The purpose of the NHS is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. To be eligible students must have a cumulative grade point average of 3.0. In addition, members selected must meet high standards in leadership, service, and character. Further requirements, such as certain classes required, can be discussed with the high school guidance counselor. Failure to maintain the standards for selection (i.e., violations

of the school's good conduct code) may result in a hearing by a faculty council for possible dismissal from the organization.

F. SPEECH AND DRAMA

In addition to the regular speech course at South Page, students may also participate in the state speech contests. Students may also try out for parts in plays presented during the school year.

G. FFA

FFA is an organization aimed at aiding students to prepare for future roles in society. Personal growth, family life, vocational preparation, citizenship, values, leadership, and community involvement are some of the areas emphasized. Several service and social events as well as informational meetings are held during the year.

H. YEARBOOK

Students wishing to work on the yearbook must sign up for yearbook class in the spring. The number is limited, however. The school will sell advertisements to help pay for the yearbook.

I. BPA

Business Professionals of America is a career and technical student organization. BPA aims to help develop leadership, academic and technological skills in the workplace among students and leaders within the community. "Today's students, Tomorrow's business professionals"

VII. SPECIAL EVENTS

A. STUDENT PICTURES

Student pictures will be taken at school each fall. Parents may order from several packages offered by the photographer.

B. HOMECOMING ACTIVITIES

Homecoming activities will be sponsored by the student council and will vary from year to year. Activities traditionally include the crowning of a king and queen, the homecoming dance, a pep rally, and other activities to boost school spirit during the week.

C. JUNIOR/SENIOR BANQUET AND PROM

The junior/senior banquet and prom is sponsored by the junior class and is held in the spring of the year. Only members of the junior class, the senior class, the staff, and their dates are allowed to attend (dates cannot be Jr High age or over 21 years of age). The rules covering school-sponsored dances also apply to the prom. Sophomores may be asked to serve at the banquet.

D. PARENT/TEACHER CONFERENCES

Student/Parent/teacher conferences will be held in the fall and spring. Parents are encouraged to visit with teachers about their child's progress and other concerns they may have.

E. GRADUATION ACTIVITIES

Near the beginning of the school year, a time is set aside to have a representative call on our school for the purpose of selecting and ordering senior graduation announcements. Seniors must also have their pictures taken for the yearbook and for the class composite. A day will be set aside early in the year for seniors to have pictures taken at the school. Gowns will be rented to the students. Caps and tassels are purchased by the students. If class finances allow, the cost of all flowers for graduation are paid from class funds.

VIII. MISCELLANEOUS

A. SECONDARY FACULTY

Mr. Tim Hood	Superintendent
Mrs. Sheldon	Principal
Mrs. Bowman	HS SPED
Mrs. Driscoll	Library/Art
Mrs. Brooke	FCS
Mrs. Rankin	Science
Mr. Davis	7-12 Counselor
Mrs. McCall	Music/Band/Choir
Ms. Biery	Social Studies
Mrs. Mathers	HS/MS Math
Mrs. Wooten	PE/Health
Mr. Leininger	CAD
Classes Offered at Clarinda	FFA, English, Spanish
(all classes are available to take)	

B. OPEN ENROLLMENT

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. Students interested in open enrolling into or out of the school district must contact the superintendent for information and forms.

IX. Athletic/Activity Handbook

The purpose of this handbook is to serve as a reference guide of rules and policies for coaches, students, and parents involved in the extracurricular programs at South Page. We feel it is a great honor to have the fine participation of our students in extracurricular activities, and we hope that students regard it as a great privilege. If anyone has a question regarding a particular situation not covered in this handbook, please feel free to contact the school. We hope that the lines of communication will constantly be open between the school and community.

Good Conduct Rule & Guidelines for Co-curricular Activities

Purpose

The purpose of a good conduct rule is to help each individual student involved in a co-curricular activity take responsibility for his or her actions. Students who participate in activities serve as role models for peers and younger students. Therefore, their attitudes and actions have an important impact on others.

Co-curricular activities are offered as an option and a privilege. Those who participate are expected to assume responsibility for maintaining high standards of behavior. Because it is a privilege to represent a school in activities, it follows logically that the school must have the authority to revoke the privilege when the student does not conduct himself or herself in an acceptable manner. Not only does this responsibility exist while he or she is performing, but it also exists at all other times. As a member of school activities, a student draws attention to himself or herself and their school. Therefore, the South Page Community School District has set standards for students who wish to participate in co-curricular activities.

Students who violate the good conduct rules will be determined ineligible. THIS POLICY APPLIES TO STUDENTS' HABITS AND CONDUCT DURING THE OFF-SEASON AS WELL AS DURING THE SEASON OF PARTICIPATION.

Co-Curricular Activities Included:

BASEBALL, BASKETBALL, CHEERLEADING, FFA, FOOTBALL, NHS, STUDENT COUNCIL, SOFTBALL, TRACK, VOLLEYBALL, DRAMA, SPEECH, SHOW CHOIR, JAZZ BAND, MUSIC ENSEMBLE, MUSICAL, MUSIC CLINIC, SOLO, and any other programs designated by the South Page Community School Board of Education.

Iowa High School Athletic Association Eligibility

The IHSAA states that a student is ineligible for competitive athletics if the student:

1. Does not have a doctor's certificate of fitness issued within the present school year.
2. Is over twenty years of age.
3. Is below a scholastic standing of the 9th grade.
4. Has attended high school for more than eight semesters. Twenty days constitutes as a semester.
5. Was out of school last semester.
6. Entered school last semester later than the second week of school.
7. Changed schools this semester except upon like change of residence of parents.
8. Accepted for high school participation an award other than the unattached letter of the school
9. Received any money, expense, or otherwise, for participation in any athletic activity.
10. Competed during the school year on a team other than own school team without the previous written consent of own superintendent.
11. Habits and conduct, both in and out of school, are such as to make the student unworthy to represent the ideals and standards of the school.

Iowa High School Associations Academic Eligibility:

Any student who does not meet the following are not eligible for the first 30 school days of competition in their sport:

1. All contestants shall be enrolled students in good standing and pass all courses in which they are enrolled. Athletes must also be making adequate progress toward graduation requirements at the end of each grading period. For purposes of this rule grading period shall mean at the end of the semester.
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 contest and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. For the purposes of this rule a “bona fide contestant” means a student who presently is or previously has competed in the interscholastic athletic activity to which the student’s period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.
3. At the end of the grading period that is the final grading period (second semester), a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four weeks following the end of the second semester.
4. A student who is on an IEP shall be required to make adequate progress towards the goals and objectives on the student’s IEP.
5. Students who meet 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 the summer following 12th grade.
6. All students are academically eligible upon entering the ninth grade.
7. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
8. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout students to participate in athletics upon return to school if the student is otherwise eligible under these rules.

South Page Academic Eligibility

Grades will be checked every Thursday and students will be notified on Friday about eligibility status. Eligibility status will start on the following Monday to Sunday. Eligibility will be based on the following:

- 1 Failing grade – student will be placed on probation until the following week grade check.
 - o If that grade and all other grades are passing the student is removed from probation.
 - o If that grade or another grade is failing the student is ineligible for the following week
- 2 or more Failing Grades – student is ineligible for the following week.

The final semester grades will be covered by the Iowa High School Association Academic Eligibility.

While ineligible a student must participate in team/group practices and attend (but not compete/perform in) team/group events with the team in street clothes. A student may not participate in or attend any other extra-curricular activities or events while ineligible.

Additional Requirements

Additional requirements for each activity may be issued by a sponsor/coach with prior approval of the administrative team. A student's ignorance of regulations is not an excuse for violations.

Presence at Function Where Alcohol or Controlled Substances Are Being Used/Consumed

Illegally by Minors

The South Page Community School District believes that students who represent our school through its activities program should not be present at parties or other social functions where alcohol or other drugs are being used or consumed illegally by minors whether or not the students are involved in activities are actually drinking or using controlled substances themselves. The presence of our student representatives and school ambassadors at such parties or in such situations sends a message to others that illegal use of alcohol and other drugs is okay.

Therefore, if a student who is subject to the Good Conduct Rule either admits to having been in attendance or is found to have been in attendance at such a party or social function, the student has the following options:

- a. Leave immediately. An intention to leave is not a defense, nor is being the "designated driver."
- b. Demand that the person(s) bringing the contraband or alcohol leave the party and take the drugs with him/her/them.
- c. If you are unable to do a or b above, contact a parent or a school staff member immediately for transportation.
- d. Stay and lose eligibility for extracurricular activities.

Good Conduct Violations

Violations of the good conduct provisions shall include the possession, or use of alcohol, possession or use of non-prescription drugs, or unauthorized use of prescription drugs; and the use or possession of tobacco. In addition, other violations of the good conduct code shall include gross misconduct (defined as conduct unbecoming to a student/athlete representing our school and extra-curricular programs) by a student. (Gross misconduct may include but not be limited to: stealing, truancy, damage to school property, and any other conduct which would warrant an in/out school suspension.)

Violation Determination

Violations will be determined by admission from the student, observation by school personnel, report by law enforcement, guilt as determined by a court of law, or a decision of the administration after an investigation. Students charged with a legal violation in Iowa or other states are expected to report the infraction to the administration.

Consequences

Suspension

Suspensions from co-curricular activities are described below. The number of suspensions listed represents contest dates. Suspensions not completed in one season or activity will carry over to the next event or activity in which the student is participating. Suspensions encompass all activities in which the student is a current participant, including post-season contests. During the suspension, the student/athlete will be expected to continue practicing, but will not be able to participate in contests or performances. A final administrative decision will be made on any circumstances not clearly addressed in the policy.

First Offense

*Suspended for 25% of current activity, or next activity in which the student is involved. (If there were 24 baseball playing dates, 6 would be missed. If 3 games are played on one day in a tournament, that would constitute one playing date.) In the event of a fractional number of playing dates, suspensions will be rounded down to the nearest whole number.

Second Offense

*Suspended for 50% of current activity, or the next activity in which the student is involved, and *approved counseling or community service may be required before reinstatement. (If there were 8 football playing dates, 4 would be missed.) In the event of a fractional number of playing dates, suspensions will be rounded up to the nearest whole number.

Third Offense

*Ineligible for a period of one (1) calendar year assigned upon determination of violation and consequences.

Fourth Offense

*Could result in complete ineligibility for the rest of the high school years after a review board selected from teachers, coaches, administration, and a board member from the school has heard the case. Their review and vote would determine whether the student would be eligible for further participation

Suspension from co-curricular activities: These are EXAMPLES ONLY—PERCENTAGES BASED ON A TYPICAL YEARLY CALENDAR.

	25%	50%	
Baseball	6	12	JV-Varsity
Basketball	5	10	The Administration will determine whether
Football	2	4	suspension will apply to junior varsity and/
Softball	7	14	or varsity playing dates based on past
Track	2	4	experience of the student and in
Volleyball	3	7	consultation with the coaches.
Cheerleading	Corresponds with sport in season		

If a student is serving a suspension from athletics, it will also apply to other activities during that time period, not to exceed one performance. If a student is not involved in athletics, a suspension will be served as follows:

Student Council	Next activity
NHS	Next activity
FFA	Next activity or competition
Jazz Band	Next performance
Drama	Next performance
BPA.....	Next performance
Show Choir, Music Ensemble...	Next performance
Musical, Music Clinic, Solo.....	Next performance
Speech	Next performance
Social Function	Next activity as defined by the Administration

Field Trips

Field trips are scheduled as an extended educational opportunity to enhance learning in the classroom. It will be an administrative decision regarding the student's eligibility to participate in class related field trips. SENIOR TRIP

Examples:

1) A volleyball player attends a party where alcohol is served and makes no attempt to leave.

Fourteen contest dates are scheduled for the season. The next Saturday the team attends a tournament where 3 matches are played. If the suspension for First Offense was 3 matches, has she served her suspension?

NO—The policy states 3 contest dates will be missed. Number of matches on a given day doesn't matter.

2) A football player is suspended from 25% of the games for breaking the Good Conduct Policy. Only 1 game remains in the regular season. Do play-off games count?

YES—The policy includes post-season contests. If suspension isn't finished during the football season, it will carry over to the next activity.

3) A student is arrested at an after-prom party and doesn't participate in any sports until basketball season. Can the suspension be carried over?

YES—However, there most likely will be social events such as Homecoming that the student would not be able to attend.

4) A student is convicted of shoplifting. The student participates in no extra-curricular activities. Prom is 2 weeks away. Can the student attend?

NO—The policy states the next social event would be missed if the student is not involved in other activities.

5) A student entering her freshman year breaks the Good Conduct Policy during the summer. The student is out for volleyball and marching band. What will the student miss?

The student will miss 25% of the contest dates at the level of play at which the athlete most likely would have competed. The student would also miss 1 band performance date during that time period.

- 6) A senior boy breaks the Good Conduct Policy in the summer following graduation. The student is out for baseball, and there are only 5 contest dates left in the season. If the suspension calls for 6 contest dates to be missed, will the student get to finish out his senior year?

NO—The suspension will be served. If the team goes into post-season play, the athlete could return to action following the suspension.

- 7) A student out for speech breaks the Good Conduct Policy. Individual speech contest is the next Saturday. Will the student compete?

NO—According to the policy, the student will miss the next scheduled performance.

- 8) A student breaks the Good Conduct Policy and is suspended for 25% of the playing dates in football. There is only 1 remaining game. Will that student have to miss any basketball games?

YES—The suspension carries over from season to season. Since one playing date was missed in football, half of the suspension was served. Basketball suspension would require missing 5 playing dates, but only $\frac{1}{2}$ ($2\frac{1}{2}$ games rounded down would be a suspension of 2 playing dates) would need to be served during the basketball season. If the student is involved in a music activity during that time period, 1 performance would be missed.

Students and Violations

A student must stay out for the activity the entire duration or the penalty starts over with the next activity.

ALL VIOLATIONS OF THE GOOD CONDUCT CODE ARE ACCUMULATIVE FROM GRADES 7-12. If a student is found to have violated the Good Conduct Rule again while serving a period of ineligibility, the student will advance to the next consequence, which will be added to the current penalty.

Due Process

A student shall have the opportunity to present his/her side of the incident when he/she has been accused of a good conduct violation. The student shall be told the basis for the accusation and shall be given an explanation of the evidence and be given an opportunity to tell his/her side of the story. The administrative team shall determine whether the student has violated the good conduct code and shall notify the parents or guardians in writing of the decision.

Middle School Policy

All 7th and 8th grade students are subject to all guidelines for the South Page Community School co-curricular activities handbook. Middle school students are required to have a doctor's certificate of fitness issued for the current school year and a signed handbook with all necessary signatures and/or releases. If violation of the Good Conduct Rule occurs in middle school, ineligibility will occur according to the same percentage of competition as applies to senior high limitations.

Activity Transportation

Students will ride the bus with the team/group to all events except for special extenuating circumstances that must be cleared with the coach/sponsor and principal. Students will ride the

bus home unless a parent signs the sign-out list obtained from the coach/sponsor. Students may be released to another parent of a team/group member providing that written permission is obtained from the student's parent.

Insurance

Every student competing in an athletic event will have insurance, or each student's parents will sign a consent form assuming responsibility for costs resulting from the treatment of athletic injury. Each athlete will have a medical physical exam filed with the athletic director before practicing or competing in a sport.

Return of Uniforms/Equipment

Uniforms in all activities shall be returned not later than 1 week after the last scheduled contest unless prior arrangements have been made with the coach/sponsor. Failure to return the uniform or equipment will result in a \$1.00 per school day fine paid by the student and up to the cost of the missing uniform or equipment.

Lettering

The following criteria will be used in each sport to letter. Non-sport activities will establish their own criteria for lettering.

1. Basketball: Play in 1/3 quarter the total varsity team quarters.
2. Softball/Baseball: Play in 1/3 of the total varsity team innings.
3. Track: Score one point in a meet or achieve 6 improvements in personal performance throughout the season.
4. Volleyball: Play in 1/3 of the varsity games.
5. Football: Players will need to score 25 points in the lettering system in order to win a varsity letter.
 - 5 points will be awarded to any player who does not have any unexcused absences.
 - 3 points will be awarded for games played.

The reasoning behind the proposed lettering system is to give an incentive for athletes to participate in summer weight conditioning. By participating in the summer conditioning program, athletes will become more competitive in the future.

Keeping Sportsmanship #1

Everyone involved in co-curricular activities is responsible for showing their support in an appropriate manner. Participants, parents, fans, and coaches should be leading the way to have the highest level in principles and standards of general behavior. Too often we forget the reasons for having co-curricular activities. Emotions override our common sense to act in an intelligent, decent way. Co-curricular programs serve as a means to teach proper attitudes and ideals to the students involved. We all have a lot to gain by keeping standards of sportsmanship in mind while attending any co-curricular activity. When sportsmanship is #1, we always win.

Athlete of the Year

The Athlete of the Year Award is given to a senior girl and boy selected by the athletic staff. To be eligible an athlete must have lettered in three out of four sports while in high school; have been awarded an all-conference, all-district, or all-state award in one or more sports; and exhibited behavior and attitudes of the highest quality to which, in opinion of the athletic staff, all athletes

should aspire. Only qualified individuals will be considered. In years in which no one qualifies, the award will not be given.

X. EDUCATIONAL EQUITY POLICY STATEMENT

It is the policy of the South Page Community School not to discriminate on the basis of sexual orientation, race, color, national origin, creed, age, marital status, socioeconomic status, gender, gender identity, religion, or disability in its educational programs, activities, or employment policies as required by the Title VI and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Rhonda Sheldon – Equity Coordinator, South Page School, College Springs, Iowa; Civil Rights Commission, Des Moines, Iowa; or to the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

GRIEVANCE PROCEDURE

Any student or employee of the South Page Community School shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI or the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act 1973.

Level One - Principal or Immediate Supervisor

(Informal and Optimal - may be bypassed by the grievant)

Any employee with a grievance of discrimination on the basis of sex, race, national origin, creed, age, marital status, pregnancy, or disability may first discuss it with their principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of discrimination on the basis of sex, race, national origin, creed, age, marital status, pregnancy, or disability may discuss it with their teacher, counselor, or building administrator.

Level Two – Superintendent

If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting

concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen working days after receipt of the complaint.

Level Three - Superintendent

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or their designee. The Superintendent or their designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or their designee within ten working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

Level One investigator concerning complaints of abuse of students by school employees is the secondary principal; Level Two investigator is the superintendent.

XI. INTERNET AND NETWORK APPROPRIATE USE POLICY

Your access to the network/Internet is a privilege, not a right.

The South Page Community School is offering Internet access for student use on a networked computer system. This document contains acceptable use policies for use of the Internet and that system. Hereafter, the Internet and network will be referred to as the system. This policy may be revised or updated at any time.

Cyber-bullying

The South Page School expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by but not limited to:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;

- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.

Students found to be engaging in activities as described above shall be subject to the terms of the South Page Anti-Bullying Harassment Policy stated within the student handbook. (code No. 104)

A. EDUCATIONAL PURPOSE

1. The system has been established for educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The system has not been established as a public access service or a public forum. The South Page Community School has the right to place reasonable restriction on the material accessed and posted through the system. Users are expected to follow the rules set forth in the handbook and the law.
3. The system may not be used for commercial purposes. This means you may not offer, provide, or purchase products or services through this system.
4. The system may not be used for political lobbying, but you may use the system to communicate with elected representatives and to express opinions on political issues.

B. STUDENT INTERNET ACCESS

1. All students will have access to the Internet World Wide Web information resources through classroom, library, or school computer lab.
2. **Secondary students (6-12) may access an individual e-mail account solely for the purpose of educational use. A student will not check their email unless they are enrolled in a class that requires an email account to be checked regularly for academic purposes. No personal emails will be sent while connected to the school's system.**
3. If approved by the technology coordinator, students may create a personal Web page. All material placed on the student's Web page must be pre-approved by the technology coordinator.

C. UNACCEPTABLE USES

The following uses of South Page's system are considered unacceptable:

1. Personal Safety
 - a. You will not post personal contact information about yourself or other people. Personal contact information includes addresses, telephone, school address, work address, etc.
 - b. You will not agree to meet with someone you have met online without your parent's approval.
 - c. You will promptly disclose to your teacher or other school employee any message received that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to any computer system beyond the authorized access. This includes attempting to log in through

- another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.
- b. You will not make deliberate attempts to disrupt the system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. You will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. System Security
- a. You are responsible for your own individual account and should take all precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
 - b. You will not grant anyone access to your account.
 - c. You will immediately notify a teacher or the technology coordinator if you have identified a possible security problem. Do not attempt to look for security problems because this may be construed as an illegal attempt to gain access.
4. Inappropriate Language
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. You will not post information that could cause damage or a danger of disruption.
 - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by another person to stop sending messages, you must stop.
 - f. You will not knowingly recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information about another person.
6. Respecting Resource Limits
- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
 - b. You will not download files, this includes music files as well.**
 - c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
7. Plagiarism and Copyright Infringement
- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that

work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material
 - a. You will not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
 - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this policy.
 - c. Your parents should instruct you about additional material that they think inappropriate for you to access. The District fully expects that you will follow your parent's instructions in this manner.

D. YOUR RIGHTS

1. Free Speech

Your right to free speech, as set forth in policy, applies to your communication on the Internet. South Page's system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
2. Search and Seizure
 - a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
 - b. Routine maintenance and monitoring of the system by administration and the system operator may lead to discovery that you have violated this policy, the handbook, or the law.
 - c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the handbook, or the law. The investigation will be reasonable and related to the suspected violation.
3. Due Process
 - a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities through the system.
 - b. In the event there is a claim that you have violated this policy, handbook, or the law in your use of this system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

1st violation - 1 month suspension from use
2nd violation - 1 year suspension from use
3rd violation - administrative discipline

Faculty members may also request termination of specific user accounts should there be problems associated with those accounts regardless of whether or not the violator is established.

- c. If the violation also involves a violation of other provisions of the handbook, it will be handled in a manner described in the handbook. Additional restrictions (including complete suspension of use) may be placed on your use of your Internet account.

E. LIMITATION OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. PERSONAL RESPONSIBILITY

When you are using the South Page system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something or think you can do something, without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong--and that person is you. Your use of the Internet can be a mirror that will show you what kind of person you are.

Your access to the network/Internet is a privilege, not a right.

XII. Technology Agreement (STRIVE)

Project STRIVE - Student Technology Relevant, Intellectual, Vigorous, & Engaging

The Apple iPads and any accessories that have been issued to students are the property of the South Page Community School District.

The technology device is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

- The student's parent/guardian must have signed prior to the student receiving a laptop/iPad.
- All previous years' technology assessments and/or charges for damage to the laptop or charger must be paid prior to the student receiving a laptop.
- Parent/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
- Parents, guardians and students should have no expectation of privacy for any use of the laptop/iPad computers or district network.

- The District has the right to randomly inspect any iPad, laptop, application, or peripheral device on any or all laptops on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- Each laptop and iPad is assigned to an individual student and names should be visible on each technology device. Students should never "swap" or "share" their laptop/iPad with another student, friend, or sibling.
- Keep your login and password private; use by anyone other than yourself creates a security risk to your files and the network. If you forget your password or wish to change it, see the Technology Coordinator.
- Students must have their laptops/iPads and chargers with them at school. Students should bring the technology devices to school fully charged.
- Use of the computer for anything other than teacher directed or approved activity is prohibited during instructional time (8:30 a.m.-3:30 p.m.) This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen-savers, backgrounds, and or pictures are prohibited. District policy will be followed.
- Installation of file sharing programs (i.e. Limewire) is forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be followed at all times.
- Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
- Computers are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop computer must be turned off at all times except when being used as part of the class. Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
- Computers are not to be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Technology Acceptable Use Policy for Students and other district policies.
- Students should be aware of personal safety when online and take appropriate measures to ensure their safety (see Technology AUP). In an effort to help ensure student safety while online, students in Grades 6, 7, & 8 may have limited access to social networking sites while using the school laptop.

- Student files will automatically “sync” with the server at login and logoff as well as periodically throughout the day. However, it is the student’s ultimate responsibility to make sure files are “synced” with the server in order to back up files. Music and picture files will not be backed up to the server. These files should be backed up to other sources such as a jump drive or CD. The District will limit the amount of storage space available to each student on the server, so only school-related files should be on the laptop and server and all files should be deleted when they are no longer needed. When you exceed your assigned storage limit, new files will not be saved to the server until older files are removed.
- The use of any technology device is a privilege, not a right, and inappropriate use will result in loss of those privileges. Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP’s, in district policy, and at the discretion of the building principal.

GENERAL USE AND CARE OF THE LAPTOP

- During the school day, students must have the laptop/iPad with them or stored in their locked school locker or designated storage cart. Laptops must never be left unattended. Laptops should not be left in classrooms or locker rooms. Unattended laptops will be picked up by faculty and given to the principal or technology coordinator.
- Students in grades 9-12 should take their laptop/iPad home with them or store it in their locked school locker.
- It is the responsibility of the students who take their laptops/iPads home to bring them to school every day. Failure to do this may result in losing the privilege of taking the laptop home.
- Never walk with the laptop/iPad lid open. This puts stress on the device and the screen.
- When transporting laptops between classes or to and from school, the laptop should always be placed in the carrying case with the case zipped. The laptop should be carried by the handle on the carrying case only—no shoulder straps or other straps may be used.
- Students should not use their laptop/iPad while walking or on the bus or other form of transportation. Laptops/iPads should be used on a flat, stable surface. Laptops/iPads should not be taken on school sponsored activity trips unless expressly needed for the activity. * Laptops/iPads should be protected from extreme heat or cold. Laptops/iPads should never be left in a vehicle even if it is locked.
- Laptops/iPads should be protected from the weather, water, liquids, and pets. Eating or drinking near the laptops/iPads is strictly forbidden. Laptops/iPads cannot be used in the lunchroom during mealtimes.

- The student is responsible for the care of the charger and extender cord. Do not let the cord “dangle” or pull or stretch the cord. Keep pets from chewing on the cords. Cords should be LOOSELY wrapped correctly using the “ears” provided on the charger to prevent damage to the cord when being stored.
- The LCD screen is the most sensitive part of the laptop/iPad. Heavy objects should never be placed on top of the laptop/iPad. This includes books, musical instruments, sports equipment, etc. Laptops/iPads should never be placed in a backpack or book bag. The laptop should always be placed in the provided protective laptop case and carried by the handle of the case.
- Each student’s laptop and carrying case has his/her name displayed. This name should remain in place unaltered and clearly visible. Students who remove all or part of their name will be charged \$10 for a replacement.
- Students may not deface the laptop or carrying case in any way with stickers, tape, whiteout, markers, pens, engravings or any other items or marks.
- The laptop/iPad should be brought to the technology coordinator for cleaning. Never use sprays of any kind on the laptop/iPad.

DAMAGE COSTS

- All appropriate acceptable use policies must also be signed by students and parents/guardians.
- Lost or damaged power adapters and/or batteries are not covered. These are the responsibility of the student.
- Any laptop/iPad that sustains accidental damage will be charged to the student for the cost of repair.
- Any laptop/iPad left in an unsecured school locker or classroom, or any other unsecured location, that is stolen or damaged will result in the student being responsible for replacing or repairing the laptop at 100% of the district cost.
- Any attempt to repair the laptop/iPad or intentional damage or malicious mischief to the laptop/iPad will result in the student being responsible for replacing or repairing the laptop/iPad at 100% of the district cost.
- All damage fees must be paid by the end of the current school year. Students with unpaid damage fees will not be issued a laptop or charger the following year until all fees are paid.

LAPTOP AUP CONSEQUENCES

- Students who do not bring their laptops/iPads to school consistently or do not bring them charged, may be required to leave the laptop at school so it is available for educational use.
- Students who have excessive absences will be required to leave the laptop/iPad at school so it is available for educational use and may use the laptop/iPad when they are present.

- Students who are habitually neglectful of their laptop/iPad may be required to leave the laptop/iPad at school and use it only at teacher request.
- Students in Out-of School-Suspension (OSS) will have restricted program access during that time.
- Students in In-School Suspension (ISS) may use the laptop/iPad only for required school work and will have restricted program access.
- Students who have a cracked LCD screen will lose the laptop/iPad for five (5) school days. At the end of five (5) school days, the student will be issued a loaner laptop until repairs are completed on the student's laptop.
- Consequences for not complying with the use and care guidelines will result in the following consequences and a letter will be sent home to parents/guardians. In addition, other district policies may also be enforced and all other appropriate consequences as outlined in the Student Handbook may be applied.
 - 1 st Offense: Confiscate 1 school day
 - 2 nd Offense: Confiscate 1 school day/5 more school days with restricted programs
 - 3 rd Offense: Confiscate 1 school day/20 more school days with restricted programs
 - 4 th Offense: Confiscate 1 school day/restricted programs remainder of the school year
- Students who allow another student whose laptop/iPad privileges have been revoked or restricted to use his/her laptop/iPad will also receive appropriate consequences as outlined above or as stated in the Technology Acceptable Use Policy

STUDENT HANDBOOK SIGNATURE FORM

Please return this page by August 30, 2019

My signature indicates that I have received and read the South Page Community School Student Handbook for the 2019-2020 school year.

This form will be signed by both the student and his/her parent(s) and returned to the principal's office.

Student's Signature

Parent's Signature

NONDISCRIMINATION NOTICE

EDUCATIONAL EQUITY POLICY

It is the policy of South Page Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, gender identity, sexual orientation, race, color, national origin, creed, religion, age, marital status or physical or mental disability in its educational programs, activities, or its employment and personnel policies as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. . § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101,et seq.).

This agency shall provide program activities, a curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to the Superintendent, South Page Community School District, PO Box 98, College Springs, IA 51637 (712) 582-3212 or the Director of the Iowa Civil Rights Commission

in Des Moines, the Director of the Region VII Office or Civil Rights, United States, Department of Education in Kansas City, MO.

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