

South Page Community School District



Student Handbook

2023-2024

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Board Approved:

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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 self-worth, and to meeting the needs of citizens of the district by providing the best facilities, instructional programs, and personnel available, while continually striving for improvement in all areas.

Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the South Page Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status (for programs), socioeconomic status (for programs), sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status (for programs), socioeconomic status (for programs), sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Tim Hood, Superintendent of Schools, who can be reached at 712-582-3212; or Mrs. Rhonda Sheldon – Compliance Officer, who can be reached at 712-582-3212. Mrs. Rhonda Sheldon has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3.

Jurisdictional Statement

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

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.

Enrollment

Resident Students. Code No. 501.1

Children who are residents of the South Page School District will attend the South Page School without paying tuition. The residence of a student means the place, abode, or dwelling of the student. However, a student may establish a dwelling with someone other than the parents and attend public school in the district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

Each case involving the bona fide residence of a student will be decided upon its individual merits by the superintendent.

Nonresident Students. Code No. 501.2

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate shall be the current per pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the school district after the start of the semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the school board. Students who plan to open enroll in the nonresident district may complete the school year without the approval of the superintendent or board. These students, other than students in grades eleven and twelve, must have the recommendations of the principal, as well as an adult who resides in the school district, identified for purposes of administration.

Students in grades eleven or twelve who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students must have an adult, who resides in the school district, identified for purposes of administration.

Non resident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to the third Friday in September may be allowed to attend without the payment of tuition.

Admissions. Code No. 501.4

The board shall require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. It shall be within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent shall be the reason for suspension, expulsion, or denying admission to the student.

Student Transfers In. Code No. 501.6

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district reserves the right to deny admission to any nonresident student unless the student is complying with the open enrollment procedures.

The school district reserves the right to deny admission to any transfer student who has been suspended or expelled (or is pending these actions) by the administration or the board of the school district the student had been attending until the student has been reinstated into the school district from which the student was expelled or suspended.

The school district shall request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the principal will make the grade level determination. The principal may require testing or other information to determine the grade level.

The principal shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the principal's discretion to accept or reject credits or grades. If the student has previously attended a nonaccredited school or competent private instruction, they must have completed all of the required classes and credits at South Page High School to receive a diploma.

The board may deny admission if the student is not willing to provide the board with the necessary information.

Open Enrollment. Code No. 501.14

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district. The notice is made on forms provided by the Department of Education. The forms are available in the front office.

Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above.

The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the board's approval of the application. The receiving district's superintendent will notify the parents and send the school district by mail within five days of the school district's action to approve or deny the open enrollment request.

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is

appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests. Please see the Iowa Department of Education's [Open Enrollment Handbook](#) and [Open Enrollment application](#) for more information.

Dual Enrollment Students

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

Student Transfers Out or Withdrawals. Code No. 501.7

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the building principal in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice shall state the student's final day of attendance. If the student is not enrolling in another district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents shall notify the building principal in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records shall be sent. If the new school district requests the students' cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The parents have the right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents shall notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Records and transcripts will not be released until all school fees are paid in full along with devices and textbooks returned.

Postsecondary Enrollment Option

Eleventh and twelfth grade students, 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 the attending 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 average. Students must meet the Senior Year Plus Eligibility Requirements which includes proficiency in reading, math, and science on the Iowa Assessments.

Senior Year Plus Option

Senior Year Plus was created to provide increased and more equal access to college credit and advanced placement courses. Courses delivered through Senior Year Plus provides students with an opportunity to take a rigorous college curriculum and receive both high school and college credit concurrently.

Any student interested in a senior year plus enrollment option should submit an application in writing to the school through the counselor or principal before enrolling. Authorization for approval of courses, institution, credit, and payment for courses must be obtained from the Board of Education in advance of the pursuance of concurrent enrollment options or the district assumes no responsibility or obligations.

If a student drops after the official date stated by the high school (September 1 or January 15 or Said term), the student will be assigned a grade of "F" for that course and appear on the high school transcript as such. The grade may not be reflected on the college transcript; however, all courses taken through Senior Year Plus at school expense or as part of a student's minimum course load will be added to the student's high school transcript and grades earned will be used when calculating high school GPA and class rank.

The school district will pay for the rental of required textbooks. Students will be responsible for the purchase of lost textbooks.

Registration

Each spring students shall select the courses in which they plan to enroll for the next school year. The [Course Guide Handbook](#) provides a description of all the classes that will be available to the student 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.

Attendance

Compulsory Attendance. Code No. 501.3

Parents within the school district who have children over age 6 and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school on a minimum number of days equal to 90 percent of the approved calendar. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma
- Are attending religious services or receiving religious instructions
- Are attending an approved or probationary approved private college preparatory school
- Are attending an accredited nonpublic school
- Are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. The principal will investigate the cause for a student's truancy. If the principal is unable

to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action, the student is still truant, the principal will refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Attendance and Absenteeism

Regular attendance is very important to the success of children in school. Therefore, we encourage students to develop consistent attendance patterns. While a student can make up work missed during or following an absence, a lost day can never be made up. Going to school is a full time, not part time, job. Many employers consider attendance of equal importance to scholarship. Parents and students carry the main responsibility for attendance. Students who meet this responsibility should be rewarded for their dedication.

Student illness or some other urgent necessity should be the only reasons for absence or tardiness.

Student Absences - Excused. Code No. 501.9

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. For the absence to be excused, parental/guardian approval must be communicated to school officials.

Students whose absences are approved/excused shall make up the work missed and receive full credit for their missed work. Students will have 2 days for every excused absence to make up work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities or leave school early to travel with the team must attend school all day in order to participate. This includes attending school on the Friday before a Saturday event. In cases of extenuating circumstances that can be verified, the building principal or designee may waive this rule.

Students who are 18 years old and/or no longer living at home are not exempt from the policies governing attendance and tardies.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the students' reason for absence.

Excused Absences will include by not limited to:

- Personal illness (may require documentation if become excessive)
- Professional appointments which cannot be arranged outside of school time (documentation required)
- Recognized religious observances
- Required court appearances (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 are strongly urged to schedule vacation during the summer and/or breaks in the school calendar.
- Bereavement
- Suspensions (out of school) and interventions.

Truancy - Unexcused Absences. Code No. 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

The building principal shall investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action the student is still truant, the truancy officer shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Unexcused absences will include but not limited to:

- 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).

Notification of Absences

Parents are asked to notify the school of their student's absence by calling the school at 712-582-3212 each day the student is absent **by 9:00 am. The absence will permanently remain unexcused if notification from the parent (by phone or written note) has not been received by 9:00 am of the day of the student's return. The school will attempt to contact parents at home or at work if the student's absence has not been verified.**

Tardy

Unexcused Tardies:

A student is considered tardy if not in his/her classroom when the bell rings to begin class. If a student is more than 10 minutes tardy, it will be considered an absence.

Tardies will be accumulated on a semester-to-semester basis. (See Behavior & Disciplinary Consequences for discipline action.)

Students with 3 or more tardies to school may not participate in extracurricular events for that day/evening.

Excessive tardies could become a truancy issue and could be turned over to the County Attorney. Tardies will be handled accordingly:

- 1 tardy- student is learning to be punctual (warning).
- 2 tardies- parent(s) will be notified of the student's tardiness and told the next tardiness will result in detention and no participation in extracurricular activities/practices on the day of the detention.
- 3-4 tardies- 30-minute detentions for each/ student will not be allowed to participate in Bulldog Time for the remainder of the school year.
- 5-6 tardies- 1 hour detention per tardy.
- 7+ tardies- 1 day ISS per tardy

Excused Tardies:

- Student who comes to class shortly after the bell with a pass from another teacher.
- Student who asks permission to go to the restroom, take the pass, and returns shortly after the bell

Attendance Procedure

The days referred to below are total days missed. Exceptions will be made for approved, long term absences.

3 or More Consecutive Days

If a student is absent 3 or more consecutive days, the school may require a doctor's statement confirming the illness.

7 Days Absent

A letter will be sent to the parent/guardian addressing both excused and unexcused absences.

10 Days Absent

An "Attendance Cooperation meeting" will be scheduled with parents and school interventionists and/or administration. School officials have the right to request professional notes only as excused absences and will no longer accept parent notifications for student's absence. If the guardian(s) and/or student refuse to attend the Attendance Cooperative Meeting, a home visit may be made by school personnel and/or accompanied by a police officer.

15 Days or More Absent

The following may occur:

- The police may accompany school personnel on a home visit; or
- The school district will request mediation meeting with parents, student, administration, and school interventionist
- A student may be in jeopardy of losing credit or potentially being dropped from school, notification to county attorney, revocation of driver's license, and/or cessation of social security benefits if applicable.

18 Days or More Absent

The following may occur:

- A letter will be sent to the County Attorney notifying them of attendance concern.

An Attendance Committee will consider whether your child needs to attend school on an adjusted schedule based on needs.

Daily Procedures

Arrival to School

Students are allowed to enter the building at 7:45 am on regular school days unless they have special permission from a staff member. On late start mornings, students are allowed to enter the building at 9:15 am.

High School and Junior High students will wait in the commons until the 8:05 am bell to report to their first hour class. Students who wish to eat breakfast will be allowed to go to the cafeteria and then report to the common until the 8:10 am bell.

Elementary students will wait in the gym until the 8:05 am bell unless they wish to go eat breakfast in the cafeteria. Students may sit in the bleachers or walk laps around the perimeter of the gym floor until the 8:10 am bell.

Students who arrive at school after the tardy bell for the first hour of class must report to the front office, sign in, and get an admission pass to class.

Leaving School Early

Secondary Students wanting to leave school early must present a slip to the office before 8:15 a.m. signed by the parent stating the reason why they are to be dismissed early and at what time the student is to be dismissed. The parent may call the office and notify the secretary as well. All excuses to leave early should be held to a minimum. In case of a family emergency, students may be excused by a telephone call from parents to the office. Students must sign out in the front office before they leave the school.

Students excused more than 50% of the morning or 50% of the afternoon, whether excused or unexcused, will still be counted absent on the daily roll toward perfect attendance.

Make-Up Slip When Absent

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

Daily Announcements

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

Textbook/Technology

Unreasonable damage to textbooks will result in fines. Lost textbooks/technology devices must be paid for and replaced immediately. The fines for these must be paid to the office.

See [Technology Device Guidebook](#).

Technology Violations

- 1st Offense

- Loss of device for 24 hours
- 2nd Offense
 - Loss of device for 1 week + student-technology department conference
- 3rd Offense
 - Loss of device for 1 month + student conference with administration, technology coordinator, and parent signature on letter.
- 4th Offense
 - Loss of device for 1 month + student meeting with technology coordinator administration, and parent(s)

Telephone Use

Messages and deliveries from home should be left in the office. However, calls for pupils during school hours are disturbing to the school routine and therefore should be held to a minimum. Students will be called out of class only in an emergency. Students may use the office telephone only when a special need exists. The student must receive permission from his/her teacher prior to using the telephone.

Personal Electronic Devices

Students whose personal electronic devices disrupt the learning environment may have the device taken away. A progressive discipline plan will be used to determine appropriate consequences. Electronic devices are highly encouraged not to be brought to school or locked away.

Cell Phones

Junior High and High School Policy:

Students may have their cell phones before school, after school, passing periods, and during lunch time. **Cell phones are not permitted during instructional time regardless if it is a study hall or work time.** (Cell phones are NOT to be seen or heard during class time.)

Elementary Policy:

Elementary students may bring their cellphones to school but need to be locked in their lockers during the school day.

Portable Music Devices

Portable music devices are not allowed during instructional time unless permitted from the teacher or supervisor. Portable music devices may not be used during hallway passing time due to safety reasons. 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 the parent picks up the device or the student serves a half hour detention. The district and/or any agents of the school will not be liable for the loss or damage of any confiscated electronic devices.

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 the lockers.

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 without approval of administration. 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 school issued padlocks may be used on your regular or sports locker. If you have a PE/Sports 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.)

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 administration.

School Visitation

Stakeholders are welcome to visit the building. For safety purposes, visitors must stop at the front office to sign in and receive permission from administration, and obtain a visitor pass. Office personnel will direct visitors to the appropriate destination and notify staff that a visitor will be coming to the room.

Student visitors are not allowed in school during the school day. The office will ask students to come to the office for those parents who need to see their students.

Bell Schedules

South Page Bell Schedules

Regular Schedule		1:15 Dismissal		2 Hr. Late Start	
1st hour	8:05 - 8:52 (47)	1st hour	8:05 - 8:33 (28)	1st hour	10:05-10:32 (27)
2nd hour	8:55 - 9:42 (47)	2nd hour	8:36 - 9:04 (28)	2nd hour	10:35-11:02 (27)
3rd hour	9:45 - 10:32 (47)	3rd hour	9:07 - 9:37 (30)	3rd hour	11:05-11:39 (34)
4th hour	10:35 - 11:22 (47)	4th hour	9:40 - 10:10 (30)	6-12 Homeroom PK-5 Lunch	11:42-12:04 (22)
6-12 Homeroom PK-5 Lunch	11:25-11:48 (23)	5th hour	10:13 - 10:43 (30)	6-12 Lunch PK-5 Recess	12:07- 12:29 (22)
6-12 Lunch PK-5 Recess	11:51-12:14 (23)	6th hour	10:45 - 11:16 (30)	4th hour	12:32-1:06 (34)
5th hour	12:17 - 1:04 (47)	6-12 Homeroom PK-5 Lunch	11:19 - 11:40 (21)	5th hour	1:09 -1:43 (34)
6th hour	1:07 - 1:54 (47)	6-12 Lunch PK-5 Recess	11:43 - 12:04 (21)	6th hour	1:46 - 2:20 (34)
7th hour	1:57 - 2:44 (47)	7th hour	12:07 - 12:37 (30)	7th hour	2:23 - 2:57 (34)
8th hour	2:47 - 3:34 (47)	8th hour	12:40 - 1:15 (30)	8th hour	3:00 - 3:34 (34)

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.

School Spirit

School spirit may be divided into three categories:

- COURTESY
 - Towards teachers, fellow students, and the officials of the school
- PRIDE
 - In everything our school tries to accomplish and has accomplished

- SPORTSMANSHIP
 - The ability to win and lose gracefully

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

Gym Rules

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

Student Fundraising. Code No. 504.5

Students may raise funds for school-sponsored events with the permission from the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property.

Student fundraising can enhance a student's educational experience but it must not be at the expense of the safety and education of the district's students. The following are additional regulations to assist the administration in developing procedures necessary for successful fundraising efforts.

Safety:

- Students will not be asked to solicit door to door.
- Students who do not wish to engage in fundraising efforts will be provided an alternative community service option to apply toward credit of funds raised. The alternative option will not be unduly burdensome or onerous when compared to the fundraising activity.

Fiscal Responsibility:

- All funds generated due to a student fund raising activity will be deposited into the district's student activity funds, pursuant to applicable laws and board policies.
- Funds raised for a participatory student activity will be equally applied to all students regardless of their participation in fundraising efforts.
- All funds generated from district sponsored student fundraising efforts will be deposited in the student activity fund.
- All funds generated from non-district sponsored student fundraising efforts will be deposited into an agency fund designated by the board for such purpose.
- No school district employee or other individual affiliated with the district may deposit student fund raising funds into any other account.
- All funds received from student fundraising are the property of the district.

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 received by the principal's secretary. Students involved in fundraising are responsible for all money due.

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

Wednesday/Church Night

School authorities are 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 6:00 pm during the school year except for conference obligations or special circumstances necessitating a later time.

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

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 to participate.

General Regulations

- Participation is voluntary. Students participating must have accumulated the required credits for graduation. Participation shall require a signed release by the parent for each senior, indicating the guidelines have been read and understood and the parent 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 completed 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 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 the senior trip.

Student Eligibility for Senior Trip: 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 fundraising activities will be assessed reasonable amounts to make up the deficit in class funds that results from their non-participation in any of these activities. (This may be adjusted in case of extenuating circumstances.)
- Students who have 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.

Student Health, Well-Being, and Safety

Hawk-I Insurance (Board Policy 507.6)

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in intramural or extracurricular athletics shall be required to have health and accident insurance. The student shall bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

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

Immunizations (Board Policy 507.1)

Students desiring to participate in athletic activities in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Medication Administration Guidelines

All medications should be taken before or after school hours whenever possible. However, it is understood that certain medications are required during the school day. Iowa State Law and South Page Schools allow medications to be administered at school only when the following specific guidelines are met.

- Medicine prescribed 3 times a day should be given at home: before, after school and at bedtime. Medications that are to be given four times a day will be given at lunch.
- Herbal remedies, Natural Supplements, or Essential Oils that are not approved by the Federal Drug Administration will NOT be administered by school personnel.

- All medications must be brought to the school and picked up by an adult. The medications will be kept in a locked storage area and distributed by the school nurse or school personnel that have taken the Medication Administration Course. Medication will not be sent home with students. Any medication that has not been picked up by the last day of school will be disposed of properly.
- No medication is to be kept by students in their lockers, desks, or on them personally. Medications are to be kept in the school's designated area.
- Medications will be transported for field trips according to State of Iowa recommendations.

Prescription Medication

- Per Iowa State Law prescription medication must be in the original container from the doctor, pharmacy, or store. The name of the student, medication, time to be given, and name of the physician must be on the container. Written permission to give the medicine, with the parent's signature, must accompany the medication. A current pharmacy labeled container can serve as the written prescriber's order.
- Parent instruction cannot conflict with the prescriber's orders.
- The parent is responsible for submitting a new prescriber's order form to the school each time there is a change of dosage or time of administration. Prescriber's orders may be faxed or emailed to the nurse.
- Medications must be in the most current pharmacy labeled container.
- Empty bottles of prescription medication will not be automatically sent home with a student unless under specific circumstances arranged/approved by the nurse or school staff.

Self-Carry Emergency Medications

- Inhalers
 - Students with asthma and other airway constriction diseases may self-administer their life saving medication when a parent provides written permission and a physician's prescription.
 - All inhalers must have the prescription label directly on the actual inhaler as well as on the box it comes in.
 - If the student misuses this privilege, the privilege will be withdrawn.
- Epi Pens
 - South Page Community Schools does not provide epinephrine auto injectors. In the event of an anaphylactic reaction, emergency services (911) need to be contacted immediately.
 - A student who has a prescribed epinephrine auto injector may carry and self administer when a parent provides written permission and the physician provides a prescription.

Over The Counter Medication

- All medications must be brought from home by an adult in the original container labeled with student's name
- Parent instructions cannot conflict with label instructions.
- Over-the-counter medications can only be administered if the label instructions correspond with the student's age, weight, and medication indications.
- School nurses may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.

Emergency Drills

Emergency drills are designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice, it is very important for students and teachers to treat them seriously.

Emergency Signs

A critical ingredient in the safe school plan is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety

are scenarios that are planned and trained for by students, teachers, staff and administration.

Secure, Lockdown, Evacuate, Shelter and Hold are keywords we are implementing as a district at the recommendation of The Standard Response Protocol (SRP). In the event of an emergency, the action and appropriate direction will be called on the PA.



SECURE - “Get Inside. Lock Outside Doors”



LOCKDOWN - “Locks, Lights, Out of Sight”



EVACUATE - “To the *Announced* Location”



SHELTER - “For a Hazard Using a Safety Strategy”



HOLD - “In classroom, hallways need to be clear.”

Fire Drill:



Public Announcement: “ Evacuate following fire evacuation routes to your evacuation site.”

The following procedure should be followed during a fire alarm by Secretary or Administrator

- Contact the police (911) to confirm they received the alarm message and state that this is not a drill, and we need the fire department.
- Follow normal fire Evacuation Process.

TEACHERS & STUDENTS

- At the sound of the announcement or alarm, teachers will facilitate the evacuation of students according to evacuation routes to their designated evacuation site.
- Students should leave the room in a single file line. Do not take any personal belongings.
- Pre-designated person(s) should check the adjacent rooms, vacant classrooms, or storage then evacuate immediately.
- Once outside, the building principal and secretary will call 911 or the Page County Sheriff at 712-542-5193 and the building superintendent.
- Take Crisis Bag if possible.

Evacuation sites

- Take attendance immediately upon arrival at evacuation site and note time.
- If all students are accounted for use your green card to communicate. If you are missing a student, hold up your red “need help” card and attempt to contact a building administrator or 911, if you are in need of medical help hold up your “need medical help” card.
- The Principal and Secretary will make sure everyone has evacuated the building.
- Staff and students will remain at evacuation site until notified by administration or Incident Command that they can return to the building or that Reunification process will begin.
- If evacuated for reunification stay with your students taking attendance and noting time regularly. Stay with your students unless you are given another assignment by Incident Command.

Tornado/Disaster Drill :



Public Announcement: “Take Shelter, we are in a tornado warning. Bell Signals may also be used.”

TEACHERS & STUDENTS

- At sound of alarm or announcement, teachers will facilitate the evacuation of classrooms as designated by the evacuation map in their room.
 - Alarm signal: PA Announcement.
 - Alternative signal: Direct Contact or Bell Signal.
 - Administrators and Secretaries will be responsible for notification of rooms if alarm system fails.
- Take Crisis Bag from your room if possible.
- Take attendance immediately and note time upon arrival at the designated area.
 - Contact building administrator or secretary if you are missing a student.
- Personnel designated by administration or incident command will check to make sure everyone is in a safe area.
- Staff and students will remain in designated safe areas until directed by the administration or emergency personnel.
- If you can't get to designated areas, seek shelter immediately under desks and tables as far away from windows as possible.
- Remind students to sit quietly and cover their heads.
- Industrial Tech and Ag Shops should cease work and instructors should cut power to all equipment if able to.
- If evacuation is necessary teachers will lead students to the following evacuation sites.
- The reunification process will be activated by Incident Command.
- If evacuated for reunification stay with your students taking attendance and noting time regularly. Stay with your students unless you are given another assignment by Incident Command.

Bomb Threat



Public Announcement: “Evacuate following fire evacuation routes to your evacuation site.”

TEACHERS & STUDENTS

- At the sound of the announcement or alarm, teachers will facilitate the evacuation of students according to evacuation routes to their designated evacuation site.
- Take Crisis Bag if possible.

Evacuation sites

- The Principal and Secretary will make sure everyone has evacuated the building.
- Staff and students will remain at evacuation site until notified by administration or Incident Command that they can return to the building or that Reunification process will begin.
- If evacuated for reunification stay with your students taking attendance and noting time regularly. Stay with your students unless you are given another assignment by Incident Command.

When deemed appropriate, incident command or administration may call for an evacuation of students and staff to reunification locations.

Danger/Hazard Outside



Lockout: Lockout is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Lockout uses the security of the physical facility to act as protection.

Public Announcement: “Lockout! Secure the perimeter. Lockout! Secure the perimeter.”

TEACHERS & STUDENTS

STUDENTS:

- Return to the building if outside.
- Proceed to your class.
- Business as usual.

TEACHERS:

- Lock outside doors and secure the perimeter
- Recover students and staff from outside building.
- Increased situational awareness.
- Ensure that your crisis bag is close by.
- Remind students they are safe as the building is locked down.
- Conduct business as usual.
- Take roll, account for students, note time. Report any students who are unaccounted for to the building secretary.

Traumatic Injury or Death



Public Announcement: “Hold in your classroom, hallways need to be clear! Hold in your classroom, hallways need to be clear.”

STUDENTS & TEACHERS

- DO NOT PANIC! REMAIN CALM!
- Do not move the victim, except to prevent further injury.
- Provide CPR and or First Aid as necessary.
- Remove bystanders from immediate area, try to keep the group together and away from those who were not present so that the situation can be debriefed.
- Two people should remain with the victim.
- Notify Office if you have dialed 911 and provide them with the location and type of injury so that they can direct emergency personnel.
- Office personnel will notify the Nurse , School Counselor and Principal.
- Administration will establish incident command.
- Administration will contact the parents and establish a plan for debriefing with staff and students who were present at the time of the injury.
- If there is criminal activity suspected those removed from the area will remain in designated area until dismissed by law enforcement.
- Emergency personnel will assume responsibility for treatment and transportation.

Hazardous Substance (Hazmat Emergencies



EVACUATE - “To the Announced Location”

- Immediate location: This will be the responsibility of the adult near the Hazardous Substance. Evacuate students to another location inside the building.

HOLD - “In the classroom, hallways need to be clear.”

Public Announcement: “Hold in your classroom, hallways need to be clear! Hold in your classroom, hallways need to be clear.”

- Remove students from the area where the chemical has been spilled - evacuate the room.
- Notify building secretary immediately so that janitor, nurse and building Administrator can respond.
- Immediately consult the container for first aid and clean up information. Follow instructions for the specific substance involved in the incident.
- If a substance has been ingested, inhaled or touches the skin contact poison control

(1-800-222-1222).

Intruder-Shooting-Hostage

LOCKDOWN: Lockdown is called when there is an immediate threat inside the building.

Public Announcement: “Lockdown. Locks, lights out of sight. Lockdown. Locks, lights, out of site.”

- Classroom Doors should be locked at ALL times during the school day.
- Clear the hallway outside of your room and direct students into your room quickly
- All classes should hide in the classroom away from the door and out of sight. Turn off lights and be quiet.
- If possible place desks, shelves, anything that can be quickly moved in front of the door.
- No one should leave your room for any reason.
- Students will be kept out of sight as much as possible.
- Communicate any students you are missing with your building administrator and any administrator you can reach outside of your building as quickly as possible.
- If calling 911, give as much information as possible, do not disconnect.
- Administration will work with police and fire departments to determine Incident Command.
- Teachers should take attendance regularly and note time; you are accountable for your students.
- Should you encounter a gun or other weapon, place something over the top of it (ex. Trash can) DO NOT pick it up.
- Do not dismiss, even if told to open the door. Police or a school employee will unlock your door and enter your room to dismiss you - do not open the door for them. Follow their instructions. They will escort you out of the building. Do not stop, stay in line. Do not attempt to gather your things. Keep your hands in sight.
- Notification of the location of the student body and reunification sites will be the responsibility of the administrative offices.
- Teachers will stay with students if they are moved to reunification sites. Continue to take attendance and note time any time that there is a change in location.
- Do not dismiss students prior to reaching the reunification site.
- Upon arrival at the reunification site stay with students unless otherwise assigned a duty by Incident Command.

Behavior Threat Assessment & Suicide Risk Assessment

An assessment is simply a careful examination of anything that may cause harm to you or others during the course of your work/school day. Once this is done, the response team will be able to decide upon the most appropriate action to take to minimize the likelihood of anyone being hurt. The aim is to prevent accidents and illness. It is carried out by identifying the risk and using appropriate control measures to minimize or eliminate the risk.

Emergency/Weather School Closing or Delay

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 closing will be made over radio station KMA 960, FM 99.3 and the school website. Parents will be notified through the student information system via text or email.

Extra-curricular activities or practices scheduled will be canceled for the day or evening of a day when school is canceled or dismissed early.

Academic Affairs

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.

Make-Up Work When Absent

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

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.

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. **When a student has an unexcused absence or is truant, the teacher is under no obligation to provide make-up work, reschedule a test or give a test that was given on the day of the absence, or accept work that was due.**

Incomplete Grades - Prolonged Excused Absences

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 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.

Student Progress Reports and Conferences. Code No. 505.1

Students will receive a progress report at the end of each nine-week grading period. Students, who are doing poorly, and their parents, are notified prior to the end of the semester in order to have an opportunity to improve their grade. Parent-teacher conferences will be held twice (once in the fall and once in the spring) to keep parents informed.

Weekly Progress Reports

Grades are checked every Thursday for eligibility for students in grades 7th - 12th. Students and their parents with grades of D or F will be notified by email or letter. Parents and students also have access to grades through the JMC system. Eligibility Status will start on the following Monday to Sunday. Students with IEPs 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:

- One Failing Grade - Student will be placed on probation until the following week grade check
 - If the grade and all other grades are passing the student is removed from probation.
 - If the grade or another grade is failing the student is ineligible for the following week.
- Two Failing Grades or More - Student is ineligible for the following week.

Academic Probation

Students who are academically ineligible will be declared ineligible unless participating in the guided study program or Homework Club. A probationary academic option will be made

available to students who participate in the homework club/guided study program. These students will regain their eligibility if they attend all guided study sessions/or/document passing performance in all courses. Guided study program/Homework Club will be held on Tuesday, Wednesday, and Thursday from 3:30pm - 4:30 pm. The following procedures will be used to gain the probationary status:

- Students who are ineligible will be invited to attend guided study sessions if failing grades were issued. In order to gain probationary status, the student must acknowledge the offer and agree to attend all study sessions.
 - Students must arrive on time and stay for the duration of the Guided Study Program/Homework Club
- The Student will become eligible if he/she attends all study sessions and demonstrates improvement in targeted courses.
 - Students who do not participate in the Guided Study Program and are ineligible will remain ineligible for the following week. The weeks run Monday - Sunday.
- All teachers and coaches will be notified of students on academic probation or academic ineligibility.
- The Activities Director will monitor students on probation every week. The Activities Director may rescind the eligibility of a student on probation if the student does not attend all study sessions /or/ fails to demonstrate improvement in target courses.
- Students gaining probationary status must meet the academic eligibility requirements of the Iowa High School Athletic Association, The Iowa Girls Athletic Union, The Iowa Music Association And The Iowa Speech Association, at the end of the term.

Academic Dishonesty

Cheating Or Plagiarism: Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process. Cheating includes copying someone else's work (from any source) and presenting it as your own, using someone else's ideas or concepts and representing them as one's original thoughts or ideas, allowing someone to copy your work, or the use of crib notes. Individuals found to be cheating will be subject discipline assigned by the teacher with the building principal support.

Report Cards

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

Student Promotion - Retention - Acceleration. Code. No. 505.2

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The district shall adhere to the following:

Retention/Promotion in kindergarten - eighth grade

The retention of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year. The parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.

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 an AEA representative for special needs students. This committee shall recommend the consideration of retention or promotion to the next grade level. The criteria to be considered:

- If the student fails to maintain a GPA of 1.00 or higher in core areas (English, mathematics, reading, social studies, and science) for the school year.
- If the student scores below the proficiency level in two or more of the core areas on that year's Iowa Assessment test.
- Student's attendance record for the year.

Retention/Promotion in ninth - twelfth grade

Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.

Acceleration in kindergarten - twelfth grade

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

High School Grade Classification

Freshman	0-12 credits
Sophomore	13 - 25 credits
Junior	26 - 38 credits
Senior	39 - 52 credits

Graduation Requirements. Code No. 505.5

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 52 credits prior to graduation. Students with Individual Education Plans shall meet the requirements set forth in their program for graduation. The following credits will be required for graduation and will be required to successfully complete the following courses:

Language Arts	8 credits (4 years)
English 9	
English 10	
English 11	
Science	6 credits (3 years)
Physical Science	
Biology	
Mathematics	6 credits (3 years)
Algebra I	
Social Sciences	6 credits (3 years)
World History	
American History	
Government	
Economics	
Physical Education/Health	3 credits (4 years)
Health (1)	
PE 9th Grade (.05)	
PE 10th Grade (.05)	
PE 11th Grade (.05)	
PE 12th Grade (.05)	
Business	4 credits (2 years)
Advance Computers Applications	
Core 9	
Core 12	
Personal Finance	
Electives	19+ credits

- Students in grades 11 and 12 will be limited to one student aide period with permission from the administration.
- No credit will be issued for Direct/Read Study or Study Hall
- Student Teachers Aides would only receive ½ credit a semester.
- Job Shadow or Internships would receive ½ credit per semester.
- AP Classes would only get weighted grades if they take the test at the end of class and pass the test.
- 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.

High School Student Drop-Out

The Department of Transportation (DOT) will be contacted if a student drops out of school. Student's license may be revoked and/or will not receive a license until he/she is 18 years old.

Iowa Code 299.1B Failure to Attend - Driver's License

A person who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of chapter 299A, an alternative school, or adult education classes shall not receive an intermediate or full driver's license until age eighteen.

Work Release Program

The philosophy of the work release program revolves around the belief that many students in grades twelve 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. Parent 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.

Grading Scale - Grade Point Average

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

Honor Roll

Two honor rolls are published. To be eligible for A/B honor roll, students can have no grade lower than a B-. Students who receive no grade lower than 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. Students must be a full time student to be eligible for Honor Roll. The honor roll is published at the end of each quarter. Semester honor rolls will be published at the end of each semester.

Early Graduation. Code No. 505.6

Students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy. This includes students who wish to graduate at midterm or earlier. Each case will be reviewed independently and decisions made by the Board of Directors.

Each case will be considered individually. In such cases, 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.

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

Student Honors and Awards. Code No. 505.3

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships, and good citizenship awards for students to assist students in setting goals. Students will be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended the school district for at least two semesters or have not attended an accredited public or private school will not be eligible for honors and awards. Dual enrolled students may be eligible for honors and awards in only those courses for which they are enrolled at South Page High School. Students transferring into the high school from a non-accredited setting will not be eligible for class ranking.

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 will be named Valedictorian for their graduating class. If more than one student has a 4.0 GPA, it will be discussed with the students and administration on the delivery of speeches at graduation.
2. Must have a minimum grade point average of 3.7.
3. Valedictorian status will be announced after senior grades are calculated at the end of the second semester of the students' senior year.
4. 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.
2. Must have a minimum grade point average of 3.5.
3. Salutatorian status will be announced after senior grades are calculated at the end of the second semester of the students' senior year.
4. To be eligible for Salutatorian the student must be in good standing as defined under the Athletic/Activity Handbook Good Conduct Policy.

Commencement. Code No. 505.7

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Students who have not met the requirements for graduation will not be allowed to participate in the commencement proceedings. The students will be encouraged to finish the requirements for graduation at South Page High School. Other options, which are in the best interests of the student, may be explored.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Board reserves the right to hold diplomas and final transcripts until all student fines are paid.

Student Behavior and Discipline

Student Conduct. Code No. 503.1

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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 education 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 of South Page Community School exist for three primary 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 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

Student Discipline

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

1. The consequences could be but not limited to: detention, ISS, OSS, parent phone calls.
2. The parent will be notified of the consequences and the reasons for the consequences being imposed.
3. 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:

1. A meeting with the student, parent, principal, and teacher(s) involved.

2. Additional detention time.
3. In school and/or out of school suspension up to ten days.
4. A violation of the Good Conduct Policy.

Detention Time

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

There will not be an assigned detention period. Teachers must make arrangements for detention students to stay whether 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.

Student Suspension. Code No. 503.2R1

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

In-School Suspension

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from schools.

The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not limited to, written or oral notice of the student of the allegations against the student. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

Out-of-School Suspension

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

A student may be suspended out of school for up to ten days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student oral or written notice of the allegations against the student.

Suspensions & Special Education Students - Board Policy 503.1

Students who have been identified as special education students may be referred for a review of the students' Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Students who have not been identified as special education may be referred for evaluation after the students' suspension to determine whether the student has a disability and is in need of special education.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

Expulsion. Code No. 503.2

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

Students may be expelled for violations of board policy, school rules, or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. 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.

Good Conduct Rule. Code No. 503

It is a privilege and an honor to be able to participate in extracurricular activities and represent the school district. The student and the school are judged by the participant's character and conduct at all times. Junior-Senior High students serve as role models to many people, especially their peers and younger students, and their attitude has an important impact on others. **Any student whose habits and conduct in and out of school, during both the school year and during the summer, are not consistent with the ideals, principles, and the standards of the School District may be declared ineligible by the High School Principal.**

The Good Conduct Rule is in place for students 7-12 grades and is cumulative throughout their secondary career. The following activities are covered by district policies and rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g., Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, graduation speaker, class officer, student government officer or representative), state contests and performances for cheerleading or any other activity where the student represents the school district. Any student with a Good Conduct Violation within twelve (12) months of homecoming, will not be eligible for homecoming royalty.

District Academic Requirements (this includes all extracurricular activities)

To retain eligibility for participation in South Page High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who admits to or who is found to have used or to have been in possession or control of an alcoholic beverage (as defined in Chapter 123 of the 1999 Code of Iowa) or a controlled substance (as defined in Chapter 124 of the 1999 Code of Iowa), or who admits to or is found by school administration to have used or possessed cigarettes, vapes, juuls or tobacco products (as defined in Chapter 453A of the 1999 Code of Iowa) or to have committed any criminal offense (other than minor traffic violations), shall be ineligible for public performances in his/her current extracurricular activities.

- A. The student must be a full time student.
 - 1. Grades in ALL classes taken by a student counts towards eligibility.
 - 2. Should a student fail one class at the end of a preliminary grading period (approximately four weeks) he/she will be eligible to participate in activities as long as he/she attends three sessions per week for approximately four weeks of a morning study table. Study table will be held Tuesday, Wednesday, and Thursday. Students must attend the entire four weeks or until the next grade check to be eligible for any event during that time.
 - 3. If a student failed two classes during the grading period, they are automatically ineligible for approximately four weeks or until the next grade check. Ineligibility dates will be published, but may be adjusted due to calendar changes. Students are encouraged to attend study table but that will not affect eligibility.
 - 4. Should a student fail any classes at the end of the semester (official grading period), he/she is ineligible for 30 consecutive days. (Department of Education Rule 36.15)
 - 5. If a student's only sport is softball or baseball, the period of ineligibility is 30 consecutive calendar days, starting immediately upon release of the report cards. Refer to: Rules of Eligibility DE, May 9, 2006.
 - 6. A letter will be sent to the student's guardian or parent notifying them of the ineligibility.
 - 7. Students that are ineligible and participating in events that leave during the academic day may not travel with the team. If the team leaves after the academic day has ended, may travel with the team but cannot dress in uniform.
- B. This academic ineligibility policy is in addition to, but does not replace the Iowa High School Athletic Association Eligibility Rule, which remains in force where applicable.
- C. Students involved in co-curricular activities are to hand assignments, take tests, and fulfill all other responsibilities before departing for these events.
- D. A student must be in attendance all day in order to participate in a scheduled school activity. The student must be in attendance on the Friday prior to a Saturday activity. In cases of extenuating circumstances, which can be verified, the building Principal or designee may waive this rule.
- E. Dates of eligible will be based on the yearly school calendar.
- F. Eligibility periods include all extracurricular activities (THIS INCLUDES DANCES, HOMECOMING, AND PROM) or other activities that are held.
- G. Students must practice during ineligibility.

State Scholarship Rule 36.15 (*Effective 7/1/08*)

This is directly from the State and applies to athletics only. See Iowa Department of Education; Academic Eligibility for more information, www.iowa.gov/educate

- A. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.

- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times.

To qualify under this rule, a “subject” must meet the requirements of 281 - Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, post secondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

- A. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
- B. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.** Study table is recommended but not required.
- C. At the end of a grading period that is the final grading period in a school year, 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 consecutive weeks following the end of the final grading period.
- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- F. All member schools shall provide appropriate interventions and necessary academic support for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- G. A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- H. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
- I. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
- J. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

- K. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.
- L. "Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. "Compete" does not include any managerial, record keeping, or other non-competitor functions by a student on behalf of a member or associate member school.
- M. A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

What Days are Included in the "30 Consecutive Days?" (State Scholarship Rule)

A day of school is defined in 281 - Iowa Administrative Code rule 12.1 (8) as a "day during which school is in session and students are under the guidance and instruction of the instructional professional staff," and includes parent-teacher conferences and field trips. This is the definition used in the scholarship rule also. Therefore, the ineligibility period includes any day included in a school's 180 instructional days. If a day counts as one of the 180 instructional days, it counts as one of the 30 days for the purposes of this rule. NOTE: Ineligibility applied under this rule also includes non-school days (e.g., Saturday, Sunday, holidays) occurring during the 30 school day period of ineligibility. These non-school days are not deducted from the period of ineligibility.

If the season ends before 30 consecutive calendar days expire, the extra days carry over to the next sport in which the student competes.

When Does The Ineligibility Period of 30 Days Start? (State Scholarship Rule)

The period of ineligibility starts with the first day on which the state allows competition, not practice. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first school day after final grades are issued.

Good Conduct Rule for Extracurricular and Co-Curricular Activities (p. 23)

Education is the right of a student. Extracurricular activities are a privilege for a student. Violation of the Good Conduct Policy will result in these privileges being withheld from the student.

Any student who violates the Good Conduct Policy either in or out of school during the school year and/or during the summer months shall be ineligible and it shall be the duty of the building principal or activities director to exclude the student from extracurricular activities until reinstated to eligibility by the local school administration.

The following are defined as either extracurricular or co-curricular activities:

Athletics: Baseball, Boys Basketball, Girls Basketball, Cross Country, Football, Boys Golf, Girls Golf, Softball, Volleyball, Wrestling, Cheerleading, Boys Track, Girls Track, etc...

Music: Instrumental (Honor Bands, Pit Orchestra, Small Group Competition) Vocal (Show Choir, Honor Choir, Small Group Competition) Musicals, etc...

Dramatics: All-School Play, Speech Group Competition, etc...

Clubs: FFA, FCCLA, BPA, etc...

Other: National Honor Society, Student Council, Class Officer, Art Club, BPA, TAG, Mock Trial,

Prom, dances, homecoming, etc...

Other after-school activities may be added during a school year.

The following will be considered violations of the Good Conduct Policy:

- Possession, use, sale, manufacture, purchase, or distribution to tobacco, nicotine, electronic cigarettes, vapes and/or vaping products regardless of the student's age;
- Possession, use, sale, manufacture, purchase or distribution of illegal drugs or the unauthorized possession, use, or purchase or otherwise lawful drugs;
- Possession, use, sale, manufacture, purchase or distribution of alcoholic beverages, including beer and wine;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court systems (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, adjudicated for the act(s);
- Inappropriate or offensive conduct such as, but not limited to: fighting with staff or students, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others (Note: this could include group conduct);
- Repeated violation of rules and regulations established by the South Page Community School District and/or the Board of Education.

The following actions and/or criteria will be used to determine whether a student has violated the Good Conduct Policy:

- Admission by the student to a school administrator, staff member, or law enforcement official
- The student is observed using and reported by a staff member as engaging in behavior in violation of the policy, or is observed or ticketed by law enforcement official(s).
- Student is determined to be guilty of conduct in violation of the Good Conduct Policy after an administrative (i.e.: Department of Transportation) or judicial hearing (i.e.: juvenile court)
- Student, after an investigation by the administration, and after being notified of the allegations and given an opportunity to tell the student's side is found by the school administration to have violated the school's Good Conduct Policy will be deemed ineligible for a period of time as described in Consequences of Prohibited Conduct.

Transfer Student(s):

Any student declared ineligible under his or her prior school district's Good Conduct Rule must complete the prior school district's period of suspension or the South Page Community School period of suspension, whichever is longer, before becoming eligible for extracurricular or co-curricular activities. If a student drops out of an activity prior to completion of the period of eligibility they will be placed under Section D of the Consequences of Prohibited Conduct section of the Good Conduct Rule. Other eligibility rules as defined by IHSAA or IGHSAA will be enforced as applicable.

Consequences of Prohibited Conduct (Good Conduct Rule)

Any student who has engaged in prohibited conduct shall immediately be ineligible to participate in any extracurricular and/or co-curricular performance, scheduled contest, program, or trip until reinstated. Students will be allowed to practice during their period of ineligibility. Students will not be allowed to leave school early for any extracurricular activity.

A. Minimum lengths of ineligibility shall be as follows:

1. First offense within the students' school career: restitution contract signed by all parties involved with the contract and a parent/student visit with the activities director must both be completed before the student can be reinstated. The student will be ineligible for 50% of the scheduled contests of an athletic season; and/or one major fine arts activity. If a student is not involved in athletics or fine arts, they are ineligible for 10 weeks (5% per week).
 - a. A restitution contract must include the following:
 - i. Description of present prohibited conduct.
 - ii. Description of any past prohibited conduct.
 - iii. Description of three projects.
 - A project which will improve or benefit the student's community or school. (9 hours approximately)
 - A project which will improve or benefit the student's team or activity.
 - A project, which will improve or benefit the student.
 - iv. Date by which each project will be completed.
 - v. Number of hours anticipated to complete each project.
 - vi. Approval of contract by student's parent or guardian.
 - vii. Designation and signature of the individual who will supervise and verify completion of each project.
 - It is the responsibility of the student to create the projects proposed in the contract. The school guidance counselor will assist students in creating projects and preparing the restitution contract by making suggestions. Each student will be required to decide himself/herself what to include in the contract.
 - If a proposed restitution contract is approved by the Building Principal, Dean of Students, and Activities Director (or administrative designee if they are unavailable), the student's eligibility will be reinstated as long as the student is making satisfactory progress towards completing the contract.
 - Coaches or activity sponsors may impose penalties in addition to the restitution contract commensurate with the violation. The penalties should be clarified in their preseason handouts.
2. Second offense within the students' school career: The student will be ineligible for 75% of the scheduled contests of an athletic season and/or two major fine arts activities.
3. Third & subsequent offenses within the students' school career: The student will be ineligible for 12 calendar months from the date of violation.
 - a. If the prohibited conduct involved alcoholic beverages or controlled substances, there must be participation and compliance with recommended treatment at an agency approved by the school. It is the responsibility of the parent/guardian for any expenses incurred for services.

B. In addition to the minimum consequences, a longer period of suspension commensurate with the offense up to and including permanent suspension may be imposed by the

Building Principal, or Activities Director (or administrative designees if they are unavailable).

- C. Any student suspended from school will remain ineligible until he/she is readmitted to school and reinstated to participate. The period during which a student is suspended from school will not be considered in calculating the period of ineligibility imposed.
- D. The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is begun or carried over to the time the student seeks to go out of the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student will be expected to practice but may not participate in games or contests. He or she may not travel with the team or group depending on what the individual coach decides is appropriate for their individual sport or activity. In situations where the Good Conduct Policy has been violated and the consequences are not completely served during the season the consequence will be carried over in this manner. The percentage of the consequence that is not served during the season will be carried over to the time between seasons at the rate of 5% each week of the consequence left. For example if after basketball season the student has 20% of the consequence left he/she will have 4 weeks left to serve. Then if the student goes out for track and it starts 2 weeks after basketball, the student has 10% of the consequence left, which would be figured from the track meets that are scheduled. A meeting will be held with the principal, activities director, head coach, student, and parents to discuss the consequences.
- E. A student must actively participate in a sport to use up their Good Conduct violation ineligibility. They cannot go out for a sport that has already for the purpose of using up their ineligibility period. The full sport season must be completed in order to complete the ineligibility. If the season is not completed, ineligibility returns to 5% per week and any prior eligibility served during the season not completed will not count towards reinstatement of eligibility.

Appeals (Good Conduct)

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The review by the Board will be run like a hearing and the student, the student's representative and administration will all have an opportunity to present their respective case to the board. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Duty To Notify (Good Conduct)

It is the duty of each student to notify his/her building principal/dean of students or his/her designee if the student has engaged in prohibited conduct.

Honesty Provision (Good Conduct)

The principal or designee may impose a lesser period of ineligibility when the secondary student voluntarily reports the violation of the Good Conduct Rule within twenty-four (24) hours of the commission of the violation. This applies to the first offense only. The number of contests may be reduced to 30% of the contests.

- A. A student who is charged with prohibited conduct, or referred to Juvenile Court for alleged prohibited conduct, by a law enforcement office, must notify his/her building principal/dean of students or the principal's designee on the next working school day. The student must notify the Superintendent's office if the violation occurs in July when the secondary office is closed.
 1. This notification will not be considered an admission to prohibited conduct by the student or determination of guilt.
 2. An administrative investigation may be commenced on the basis of the notification.
- B. A student who has entered a guilty plea or been found guilty in a court of law, or who has been adjudicated delinquent or entered into an informal adjustment agreement in Juvenile Court, must notify his/her building principal on the next working school day. The student must notify the Superintendent's office if the violation occurs in July when the secondary office is closed.
- C. Ineligibility - Transfer Students
 1. Any student who enrolls from another district will be ineligible for extracurricular or co-curricular activity in this district until the student has completed at least the minimum length of ineligibility, which would apply, had the student's conduct occurred while enrolled in this district. In calculating the period of ineligibility to be imposed, the student shall be given credit for any time of ineligibility served in compliance with the previous districts rules.

STUDENT CONDUCT & BEHAVIORS - Board Policy 503.1

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

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

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. This could include, but is not limited to, being disrespectful to staff or school through social networking sites, text messages, blogs, iChat, etc. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, technology suspension, probation, and expulsion.

Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

Nuisance Items- students may not possess radios, televisions, beepers, water guns, toys, bouncy balls, and other similar items during the school day. These items may be taken from students during school or school-sponsored activities if they are causing a disruption. The items taken from students will be returned at a later time.

NOTE: *Students who participate in extracurricular activities at South Page Schools and are reported to the office in violation of the policies listed below may jeopardize their eligibility (see eligibility guidelines). A student in ISS or detention will not participate in extracurricular activities/practices on the day(s) they are in ISS or detention.*

Behavior & Disciplinary Consequences

VIOLATION	CONSEQUENCE
<ul style="list-style-type: none"> ● Profanity, inappropriate language/behavior ● Littering* ● Displays of Affection 	<p>1st Offense:</p> <ul style="list-style-type: none"> ● Conference with Principal and 30 minutes detention. Parent/guardian will be notified. <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Conference with principal, parent/guardian, and 60 minutes detention. <p>3rd Offense:</p> <ul style="list-style-type: none"> ● Up to 3 days ISS. Conference with principal and parent/guardian. <p>Additional Offenses:</p> <ul style="list-style-type: none"> ● Can result in OSS and possible recommendation to the Board of Directors for expulsion. <p><i>*Will also assist in cleaning around the school.</i></p>
<ul style="list-style-type: none"> ● Forging of notes or passes ● Violations of pass privileges 	<p>1st Offense:</p> <ul style="list-style-type: none"> ● Pass privileges will be removed for 2 weeks. Parents/guardians will be notified <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Up to 3 days ISS, pass privileges removed for 4 weeks, and parents/guardians will be notified. <p>3rd Offense:</p> <ul style="list-style-type: none"> ● Up to 5 days ISS, parents/guardians will be notified, and pass privileges removed for 9 weeks.

<ul style="list-style-type: none"> ● Electronic Device Violation <ul style="list-style-type: none"> ○ This includes, but is not limited to using the electronic device at times other than before/after school, meal times & between classes. ● Electronic Device capable of sending/receiving images are banned from locker rooms/restrooms at all times 	<p>1st Offense:</p> <ul style="list-style-type: none"> ● Device checked in/out of office for 2 days. <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Device checked i/out of office for 3 days. <p>3rd Offense:</p> <ul style="list-style-type: none"> ● Device taken, check the device in/out of office for the remainder of the year. <p><i>*If a student claims to not have a device at school but is later found with a device at school, 30 minutes detention will be earned.</i></p> <p><i>* If a student claims to not have a device at school but is later found with a device at school, 30 minutes detention will be earned.</i></p>
<ul style="list-style-type: none"> ● Cheating/Plagiarism <p><i>*If cheating occurs with the use of the laptop, then the AUP violations/consequences may also apply.</i></p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● A grade of zero will be given for altered work, conference with principal, and teacher, and parents/guardians will be notified. <p>2nd Offense:</p> <ul style="list-style-type: none"> ● A grade of zero will be given for altered work, up to 3 days ISS, and conference with parent/guardian, teacher, student, and principal. <p>3rd Offense:</p> <ul style="list-style-type: none"> ● Dropped from the class receiving a grade of “F” and placed in ISS for up to 5 days. Parents/guardians will be notified.
<ul style="list-style-type: none"> ● Skipping a class period 	<p>1st Offense:</p> <ul style="list-style-type: none"> ● Verbal warning, a detention equivalent to the time of the class that was skipped, conference with the student, teacher, and principal, parent/guardian will be notified. <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Detention equivalent to the double amount of time of the class that was skipped, conference with the student, counselor, and principal. Parent/guardian will be notified. <p>3rd Offense:</p> <ul style="list-style-type: none"> ● 1-3 days ISS, conference with student, teacher counselor, principal, and parent/guardian. <p>Additional offenses:</p> <ul style="list-style-type: none"> ● Student may be suspended ISS or OSS for up to 5 days, with the possibility of turning the truancies over to the County Attorney.
<ul style="list-style-type: none"> ● Tardiness (to school) 	<p>1 tardy:</p> <ul style="list-style-type: none"> ● Student is learning to be punctual (warning). <p>2 tardies:</p> <ul style="list-style-type: none"> ● Parent will be notified of the students tardiness and told the next tardy will result in detention and no participation in extra-curricular activities/practices on the day of the detention. <p>3-4 tardies:</p> <ul style="list-style-type: none"> ● 30-minute detentions for each/student will not be allowed to participate in “Bulldog Time” (Bedford) for the remainder of the school year. <p>5-6 tardies:</p> <ul style="list-style-type: none"> ● 1 hour detention per tardy. <p>7+ tardies:</p>

	<ul style="list-style-type: none"> • 1 day ISS per tardy
<ul style="list-style-type: none"> • Bus Infraction - violating any of the passenger rules 	<p>1st Offense:</p> <ul style="list-style-type: none"> • Call to parent/guardian <p>2nd Offense:</p> <ul style="list-style-type: none"> • Suspension of bus privileges for 3 days <p>3rd Offense:</p> <ul style="list-style-type: none"> • Suspension of bus privileges for 5 days <p>4th Offense:</p> <ul style="list-style-type: none"> • Suspension of bus privileges for 30 days <p>5th Offense:</p> <ul style="list-style-type: none"> • Suspension of bus privileges for the remainder of the school year. <p><i>* Depending on the severity of the infraction, corrective action may be more or suspensions could be immediate.</i></p>
<ul style="list-style-type: none"> • Classroom disruption • Insubordination • Leaving the building without permission 	<p>1st Offense:</p> <ul style="list-style-type: none"> • 60-minute detention, conference with the student, teacher/counselor, and principal, and parent/guardian will be notified. <p>2nd Offense:</p> <ul style="list-style-type: none"> • Student will be given 1-3 days ISS, conference with the student, teacher/counselor, principal, and parent/guardian will be notified. <p>3rd Offense:</p> <ul style="list-style-type: none"> • Up to 5 days ISS, conference with student, teacher/counselor, principal, and parent. <p>4th Offense:</p> <ul style="list-style-type: none"> • Student will receive at least 5 days ISS with the possibility of OSS and may be referred to the Board of Directors for expulsion. Parents will be notified. <p>Additional Offenses:</p> <ul style="list-style-type: none"> • Student will be suspended (out of school) for up to 10 days and may be referred to the Board of Directors for expulsion.
<ul style="list-style-type: none"> • Harassment • Bullying, threats, and/or intimidation* • Gross insubordination & threats* <p><i>*If bullying/harassment occurs with the use of the laptop, then AUP violations/consequences may also apply.</i></p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • Letter of warning sent to parents and a review of the district policy and future consequences will be done with the student. Up to 3 days ISS, conference with student, parent, and principal. <p>2nd Offense:</p> <ul style="list-style-type: none"> • Up to 5 days ISS, conference with student, parent, and principal. Possible place on the Good Conduct Policy. <p>3rd Offense:</p> <ul style="list-style-type: none"> • Student is given an out of school suspension (OSS) and may be referred to the Board of Directors for expulsion. <p><i>*All consequences may be adjusted beyond the stated parameters depending on the severity of the situation.</i></p>
<ul style="list-style-type: none"> • School disruption* • Disorderly conduct* • Theft* • Fighting* • Physical attacks or threats* • False alarms* • Vandalism* • Skipping school* 	<p>1st Offense:</p> <ul style="list-style-type: none"> • Up to 5 days ISS or OSS and conference with student, parent/guardian, principal, and any other necessary individual** • Legal authorities may be contacted. <p>2nd Offense:</p> <ul style="list-style-type: none"> • Student is given ISS or OSS for a minimum of 5 days and will possibly be referred to the

	<p>Board of Directors for expulsion or placement on the Good Conduct Policy.</p> <ul style="list-style-type: none"> • Parent/guardian will be notified. Legal authorities may be contacted. <p>Additional Offenses:</p> <ul style="list-style-type: none"> • Parent/guardian notified, student is given OSS for up to 10 days, and possible referral to the Board of Education for expulsion or special school placement. <p><i>**Depending on the severity of the action, the student may be suspended longer and/or referred to the Board of Directors for expulsion at this point. Students will not return to school until a meeting is held with their parent/guardian(s).</i></p> <p><i>*If a student admits to the theft/damage and full restitution is made immediately, the consequences could be less severe.</i></p> <ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Drug & alcohol violations • Tobacco violations <p><i>*The Good Conduct Rules goes into effect with these violations.</i></p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • Students will be given up to 5 day ISS or OSS. Parent/guardian will be notified, legal authorities may be contacted, and all contraband will be confiscated and turned over to authorities.** <p>2nd Offense:</p> <ul style="list-style-type: none"> • Up to 10 day ISS or OSS, Parent/guardian will be notified, legal authorities may be contacted and all contraband will be confiscated and turned over to authorities.** <p>3rd Offense:</p> <ul style="list-style-type: none"> • Parent/guardian will be notified along with the legal authorities. Student may be referred to the Board of Directions for expulsion. <p><i>**Depending on the severity of the action, the student may be suspended longer and/or referred to the Board of Directors for expulsion at this point. Students will not return to school until a meeting is held with their parent/guardian(s).</i></p>
<ul style="list-style-type: none"> • Bomb threat or threats to destroy, kill, or maim the school, student boy, or staff 	<p>Students may be subject to expulsion for violation of the policy and legal authorities will be contacted. Lesser action may be taken if the circumstances warrant a less severe sanction. Guidelines are suspension of 5-10 days OSS for threats and suspension with possible referral for expulsion for displaying in a threatening manner or for use to inflict harm or injury or placing others in imminent danger.</p>
<ul style="list-style-type: none"> • Weapons violations 	<p>See Board Policy 502.6 listed below.</p>

Weapons - Board Policy 502.6

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes.

Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects, or look-a-likes on school property are notified of the incidents. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials and students will be subject to disciplinary action including suspension and expulsion.

In cases where students bring "look-a-like" weapons that look like real weapons, the administrator will recommend action based on the following:

1. The student's use and intent for the toy weapon.
2. Other individuals' perception of the students' intended use of the toy weapon.
3. Number of times this student has been dealt with regarding weapons and or look-a-like weapons.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this policy, the term firearm includes any weapon which is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any explosive, incendiary device or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, or other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Conduct Policies

Student Activity Program. Code No. 504.6

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

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons. If the activity is an intra mural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's team when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the high school principal, athletic director and the team coach. Such outside participation shall not conflict with the school sponsored athletic activity whether it be practice or game. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Dress Code/Student Appearance. Code No. 502.1

There is a strong connection between academic performance, student appearance, and student conduct. Inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students who violate these rules will not be permitted into class until appropriate changes have been made. Students inappropriately dressed are required to change their clothing or leave the school. Students who leave school will be counted absent until they return. Students may also be assigned a detention.

The following has been found to be a distraction to the learning process and are unacceptable for school.

- Shirts must cover stomach, back, sides, and both shoulders
- Shirts must have at least straps that are 1 inch (2 fingers wide)
- No undergarments will be exposed
- Provocative or revealing clothing such as tube tops, halter tops, crops, muscle shirts, or short shorts/skirts will not be permitted.
- Clothing, jewelry, or personal belongings that relate or refer to drugs, alcohol, tobacco, sex, vulgarity, or profanity are not permitted
- Clothing, jewelry, or personal belongs that reflect adversely upon a person because of race, sex, color, creed, or ancestry are not permitted
- No caps, hats, or other such head attire are to be worn in the school
- Coats and bookbags are to be left in the student's locker and not taken to class
- Footwear must be worn and be appropriate

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirements. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave school/event. These rules apply to all activities during and after the regular school hours at any events in which South Page is hosting or participating.

Student Lockers. Code No. 502.5

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

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers. Students will be given a twenty-four hour notice of a maintenance inspection. Student lockers may be searched in compliance with board policy regulating a search and seizure. In addition, liquids stored in the lockers must be capped and stored upright.

Profanity

The use of language that is disparaging, obscene, demeaning, abusive, degrading, disrespectful and/or profane is considered verbal conflict. Directed harassment (to students or

staff members) or profanity will be referred to the principal immediately. Consequences may include removal from class, detention, or suspension.

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.

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.

Wellness Policy. Code No. 507.9

South Page School District provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

- No Pop is allowed during school hours, breakfast/lunch schedule times. This also includes thermoses.
- Water is allowed to be taken to class only in clear bottles and at the discretion of the classroom teacher.

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 and/or expulsion from school. The following list is considered contraband/controlled substances:

- Alcoholic beverages
- Tobacco, tobacco products
- Weapons, dangerous objects
- Drugs that have not been properly prescribed by a physician.
- Drug paraphernalia
- Pornographic materials

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.

Harassment/Anti-Bullying Policy - Board Policy 104.R1

Harassment and bullying of students and employees are against federal, state, and local polity, and are not tolerated by the board. The board is committed to providing all student 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 engaging 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 means 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 communication 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.

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.

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 filed 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 is also 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 this policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment.

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

- Inclusion of the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website
- Any copy shall be made to any person at the central administrative office at:

South Page Community Schools
 Administrative Office
 606 Iowa Avenue
 College Springs, Iowa, 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, video, or pictures. The complainant shall be given a copy of the complete 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 conclusion 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 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

Corporal Punishment, Restraint, & Physical Restrain and Seclusion - Board Policy 503.5 & 503.6

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

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion is reasonable or necessary only:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student’s actions seriously disrupt the learning environment of when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.
- When required by law, the superintendent or the superintendent’s designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

Bus Policies/Transportation

Transportation of Students

The school will furnish transportation for activities. All participants (musicians, athletes, etc.) will be required to ride both ways via school transportation. The only exceptions will be written requests made by the student’s parents and cleared by the administrator. For the convenience of parents, they may bring their student home in their cars with the sponsor’s permission. Students riding the bus or school van must abide by regulations. Expulsion from said activity will be the penalty for disobeying this rule.

Notice of Video Cameras on Buses

The South Page Community School District Board of Education has authorized the use of video cameras on school district buses or vans. The video cameras will be used to monitor student behavior to maintain order on the school buses, or to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined by the administration.

Regulations for Students Riding Buses. Code No. 711.2, 711.2R1

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa State Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students. Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such times as the child boards the school bus and after the child leaves the bus at the end of the school day. Nor does it relieve from the responsibility to behave in an orderly and safe manner on the bus.

School transportation is a privilege that can be taken away any time a student's conduct is considered severe enough to jeopardize the safety of the other passengers. The right of safe transportation will not be taken from an entire bus load of students because a few of them disobey the rules.

Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses or vans are subject to suspension within the guidelines of the district's Student Suspension Policy, Code No. 503.1R1. Continued violation of bus rules will be considered sufficient cause to refuse to transport the student(s) involved and may lead to suspension from school, depending upon the seriousness of the matter. The bus driver shall have complete control of the bus and the student(s) being transported for the duration of the bus ride. Any problem arising with a student will be promptly reported to the building principal who shall discipline the student in accordance with procedures developed by the superintendent and approved by the Board.

School Bus Regulations

1. Bus riders shall be at the designated leading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend body parts, such as arm, heads, legs, feet, out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
13. Students shall assist in looking after the safety and comfort of younger students.
14. Students shall not throw objects about the vehicle nor out through the windows.
15. Students shall keep feet off of the seats.
16. Roughhousing in the vehicle is prohibited.
17. Students shall refrain from crowding and pushing.
18. Helium balloons are prohibited on the bus.
19. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
20. The Good Conduct Rule is in effect.

Failure to follow these regulations may result in suspension from the bus. (See **Behavior & Disciplinary Consequences**)

Student Activities

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 Schools. Be cautious about becoming involved in so many activities that your grades suffer.

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](#).

Class Organizations

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

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 fundraising are responsible for all money due.

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

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 administration. Student's dates cannot exceed the age of 21. **Students who have dropped out of South Page Community Schools are not permitted to attend dances.**

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 a 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.

Students must be academically eligible.

Middle school students are not allowed to attend high school dances. Middle school dances are for middle school students only.

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 the 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.

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.

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"

College Visits

Students are encouraged to make college visitations during periods of time when regularly scheduled courses are not being held at the high school (e.g.: Thanksgiving, Christmas, Spring

vacations, parent/teacher conference days, and workshop days). If a student needs to visit a campus on a school day, the following steps should be taken:

1. Prior arrangements should be made through the guidance office and principal's office.
2. Advance notice should be given to the attendance secretary.
3. The student must return with documented proof of visitation from a college official.
4. Make up assignments will be the responsibility of the student with a pre-absence form.

JUNIORS WILL BE ALLOWED ONE DAY AND SENIORS TWO DAYS

Failure to make arrangements in advance through the High School Office will result in an unexcused absence.

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.

[COVID-19 Guidelines](#)

- *Please note: These plans are subject to change as circumstances dictate.*