Starmont Middle/High School Handbook

WELCOME BACK

The Staff and Administration of Starmont High School welcome you to the 2012-2013 school year. You are valued as an individual, unique in your merits and we look forward to a very rewarding year as you prepare to live your dreams.

Starmont Middle School and High School are committed to provide a safe, exciting and motivating educational experience where our students can explore a variety of educational and extra-curricular programs. This handbook will provide you and your family with all of the information concerning our school, its opportunities, programming and regulations that are necessary in providing a safe, quality educational environment. Please read through it and familiarize yourselves with it and use it as a reference when a question arises.

Starmont Middle/High School is very proud of its facilities, staff, programs and most importantly its students. Please contact the school with any concerns or questions that you have throughout the year.

Working together we will have an outstanding 2012 - 2013 school year.

TELEPHONE NUMBERS

Superintendent 933-4598

District FAX..... 933-2134

Middle/High School Principal..... 933-2218

Attendance (6th – 12th) ……..933-4902

Business Manager 933-4598

MS/HS - Lamont Number 924-2016

Elementary Center..... 933-2238

Bus Garage 933-4372

Buildings & Grounds 933-4008

Be Proud To Be A Starmont Star!

www.starmont.k12.ia.us

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Opening Statements

Starmont Community School District's Mission Statement

Empowering all students with knowledge, skills, and attitudes
necessary for responsible, productive, fulfilling lives.

Starmont Community School District's Beliefs

Every individual has dignity and worth. Every individual deserves to be treated with respect. Every individual is a life-long learner. Every individual has the right to an environment that promotes learning. Every individual needs positive role models; positive attitudes and enthusiasm are contagious. A school's success is the responsibility of school staff members, parents, community members, and students. Individual success is the result of persistent efforts. Group success is based on trust and communication. A zest for learning is enhanced by addressing individual needs and interests.

Starmont Middle School/High School's Mission/Vision Statements

Our purpose is to guarantee a competent graduate who possesses the knowledge, skills, and attitudes necessary to become a responsible, contributing, productive member of society. We will provide the necessary resources; an enthusiastic, dedicated staff; teaching and continually monitoring a challenging vertically and horizontally articulated curriculum; in an environment conducive to learning.

We Believe . . .

- Every individual has dignity and worth.
- Every individual deserves to be treated with respect.
- Every individual is a life-long learner.
- Every individual has the right to an environment that promotes learning.
- Every individual needs positive role models; positive attitudes and enthusiasm are contagious.
- A school's success is the responsibility of school staff members, parents, community members, and students.
- Individual success is the result of persistent efforts.
- Group success is based on trust and communication.
- A zest for learning is enhanced by addressing individual needs and interests.

We envision a school with:

- high expectations
- academic emphasis
- frequent monitoring of student progress
- safe and orderly environment
- instructional leadership
- home/school partnership

Starmont students will acquire the knowledge and skills needed to become:

- responsible, productive citizens
- effective communicators
- collaborative workers
- creative thinkers
- critical thinkers
- healthy people
- life-long learners

Equity Statement

The Starmont Community School District does not intentionally discriminate on the basis of sex, race and color, national origin, religion and creed, age, marital/parental status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, or socioeconomic status or familial status in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. If you believe such discrimination has occurred and want to receive more information about the grievance procedure, please contact the Matt O'Loughlin, Superintendent/ Equity Coordinator at 3202 40th Street, Arlington, Iowa 50606 or call (563) 933-4598.

Grades 6th – 12th Staff

Michael Augustine ..... 9-12 Science, Coach – Football, Wrestling
Janet Becker .....9-12 Math/Tech Coord.
Michelle Becker ..... Custodian
Jerry Bentley .....Coach – Football/Boy's Track/ Girl's Basketball
Miranda Beyer .....Speech/Masque & Gavel
Lois Bockenstedt.....Tech/Aide
Cristen Brown ..... Superintendent's Secretary
Amy Burmeister.....7/8 Exploratory / Vo-Ag / FFA Sponsor
Sue Burrack..... Curriculum Coordinator / Grant Writing / Food Service Director
Lonnie Cantrell .....Girls' Golf
Jane Compton.....Aide
Verna Corbin.....Aide
Jill Cordes ..... Aide/Food Service
Amber Dallenbach .....Aide
Jenette Falck..... Food Service
Cam Francois .....Aide
Julia Gamm ..... Secretary
Megan Gates .....Spanish/ 7th & 8th Track / JV Volleyball
Roger Gifford.....7/8 Volleyball / 7/8 Girls' Basketball / Ass't Girls' Track
Robert Goedken .....Coach - Volleyball
Charles Gruman .....7-12 Math/Coach - Cross Country
Suzy Hamlett..... Special Education / Student Council Sponsor
Lenny Hansel ..... Custodian
Sue Henning..... 7-12 Business / Sophomore Sponsor
Cindy Hilsabeck.....6th Grade
Jerry Hilton .....6 – 12 Principal
Jon Janssen.....Coach – Boy's Basketball
Jeannie Johnson ..... Food Service
Susan Klett.....Media Specialist/ 9-12 LA/National Honor Society
Mark Klingner.....7 – 12 Math
Amanda Knox ..... 7-12 Art/ Yearbook/Speech
Matt Lee ..... Physical Education/ Coach – Football, Boy's Track , 7th – 8th Basketball
Debra Loftsgard ..... 7-12 Social Studies
Rosemary Longmuir .....6th Grade
Duane Lowry .....Coach - Baseball
Allison McIntyre.....7-12 Vocal Music
Robert McIntyre.....7-12 Band
Kerri Mennenga .....6th Band and Vocal
Laura Morine .....District Secretary/Business Manager
Jake Munger.....Coach - Wrestling
Jan Murray ..... 9-12 Health/8-12 Consumer Education
Sheryl Nelson.....9-12 Language Arts
Susie Norberg.....K – 8 Media Center
Troy Northrop .....Coach – Boy's Basketball

Deatra O'Dell.....Special Education
Nancy Oehler .....Nurse
Matthew O'Loughlin ..... Superintendent
Lisa Pope.....Aide
Roger Reed..... Industrial Tech/Coach – Football, Girl's Track, Softball, 7/8 Wrestling
Julie Riechers .....At Risk Coordinator
Jennifer Schauf.....Special Education, 7th & 8th Track, Cross Country
Barb Schoenjahn .....6th Physical Education
Eric Shilhanek .....JV Girls' Basketball
Vicki Seedorff..... Food Service
Cathy Smith .....Principal's Secretary / AD Secretary
Carmen Stenger.....7-12 Guidance/8th Grade Careers
Kathleen Sweet ..... K – 12 TAG, K – 6 Art
Darryl Syverson .....Coach-Boy's Golf
Joan Thomas .....Aide
Maggie Tucker ..... 7th – 8th Science, Exploratory, Wellness
Katherine Wagner ..... 7/8 Language Arts / Reading
Jim Walker .....Maintenance
Jill Weber ..... Food Service
Judy Weston..... Food Service
Chad Whittle ..... Social Studies / AD / 7th/8th Basketball / JV Baseball
Janet Zitelman .....Aide
Diane Zuercher..... Custodian

School Song

(Iowa Fight Song)

WHAT'S THE WORD? FIGHT, FIGHT, FIGHT.
The word is FIGHT, FIGHT, FIGHT for Starmont High,
Let every Starmont backer sing.
The word is FIGHT, FIGHT, FIGHT for Starmont High,
Until the walls and rafters ring. U-Rah!
The word is CHEER, CHEER, CHEER for Starmont High,
We're gonna cheer until we hear the final gun.
The word is FIGHT, FIGHT, FIGHT for Starmont High,
Until the game is won.

Conference:

Tri-Rivers Conference

Colors:

Black, Old Gold, and White

School Mascot

Starmont Star

School History

The strength, pride and excellence that characterize the Starmont district are deeply rooted in over one hundred years of tradition. In the fall of 1964, the three communities of Strawberry Point, Arlington, and Lamont merged their school districts and opened their doors as one educational system. By taking a segment of each community's name, the name STARMONT was adopted.

Starmont is fully accredited by the Iowa Department of Education. Starmont consists of an elementary, middle and high school educational structure. The high school structure was built in 1964 and the early childhood through eighth grade students have occupied the newer parts of the building since the 1991-92 school year.

Jurisdictional and Behavioral Expectations Statement

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

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

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

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

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

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

Demographic Forms

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

Starmont Community School District 2012-13 Calendar

Approved 3/12/12

○ Inservice/Clerical

▽ Early Dismissal

△ Late Start

[Begin Semester

] End Semester

☐ K-12 P/T Conferences

	M	T	W	TH	F	Classroom Days
August			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	2
	20	21	22	23	24	7
	27	28	29	30	31	12
September	H	4	5	6	7	16
	10	11	12	13	14	21
	17	18	19	20	21	26
	24	25	26	27	28	31
October	1	2	3	4	5	36
	8	9	10	11	12	41
	15	16	17	18	19	46
	22	23	24	25	26	50
	29	30	31			53
November				1	2	55
	5	6	7	8	9	60
	12	13	14	15	16	65
	19	20	21	H	V	68
	26	27	28	29	30	73
December	3	4	5	6	7	78
	10	11	12	13	14	83
	17	18	19	20	21	88
	V	H	V	V	V	
January		V	2	3	4	90
	7	8	9	10	11	95
	14	15	16	17	18	100
	21	22	23	24	25	105
	28	29	30	31		109
February					1	110
	4	5	6	7	8	115
	11	12	13	14	V	119
	18	19	20	21	22	124
	25	26	27	28		128
March					1	129
	4	5	6	7	8	134
	11	12	13	14	15	138
	18	19	20	21	22	143
	25	26	27	V	H	146
April	V	2	3	4	5	150
	8	9	10	11	12	155
	15	16	17	18	19	160
	22	23	24	25	26	165
	29	30				167
May			1	2	3	170
	6	7	8	9	10	175
	13	14	15	16	17	180
	20	21	22	23	24	
	H	28	29	30	31	

Aug. 2	Student Registration 1:00-7:00 pm
13-14	Inservice
15	Teacher Workdays
16	Begin First Semester
Sept. 3	Labor Day - No School
5	Early Dismissal-1:30/Teacher Inservice
19	Early Dismissal-1:30/Teacher Inservice
Oct. 3	Early Dismissal-1:30/Teacher Inservice
18	Mid-Semester
19	Early Dismissal - Noon/Clerical Time
25	Early Dismissal - Noon
	Conferences 12:30-8:15 pm
26	No School - Inservice 8:00-11:30 am
Nov. 7	Early Dismissal-1:30/Teacher Inservice
21	Early Dismissal - 1:30 pm
22-23	No School - Thanksgiving
Dec. 5	Early Dismissal-1:30/Teacher Inservice
21	End of First Semester 88 days
24-31	Winter Vacation - No School
Jan. 1	Winter Vacation - No School
2	No School-1/2 Inservice/ 1/2 Clerical
16	Early Dismissal-1:30/Teacher Inservice
Feb. 15	Vacation Day
6	Early Dismissal-1:30/Teacher Inservice
20	Early Dismissal-1:30/Teacher Inservice
Mar. 7	Mid Semester
8	Early Dismissal-Noon/Clerical Time
14	Early Dismissal - Noon
	Conferences 12:30-8:15 pm
15	No School - Inservice 8:00-11:30 am
20	Early Dismissal-1:30/Teacher Inservice
28-29	Spring Break
Apr. 1	Spring Break
3	Early Dismissal-1:30/Teacher Inservice
17	Early Dismissal-1:30/Teacher Inservice
May 1	Early Dismissal-1:30/Teacher Inservice
17	End of Second Semester 92 Days
19	Commencement
20	1/2 Clerical 1/2 Inservice
21	Inservice - 8:00-11:30 am

SUMMARY
First Semester Days -
Second Semester Days -
Non Teaching Days - 13.5
Plus any days required by Legislation

Holidays - 5
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Good Friday

Extended Contract days are included in months of June, July and August and meet state mandate of a minimum 200 day calendar.

Makeup Day Sequence
Feb. 15, 2013
Mar. 28, 2013
Apr. 1, 2013

All other days will be added on to the end of the calendar

Starmont Middle School & High School
2012-2013 Good Conduct Policy

Academic Eligibility/Good Conduct Policy for Athletic and Fine Arts Activities

The Board of Directors of the Starmont Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school (district) throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The activities director shall keep records of violations of the Good Conduct Rule.

The Student Eligibility for Extracurricular Activities policy shall include but not be limited to the following student activities: Athletics, instrumental, and vocal music performances, drama productions, speech contests, FFA, FHA, FBLA, Quiz Bowl, National Honor Society, all co-curricular and service clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and dance team, or any other activity where the student represents the school (district) outside the classroom.

Academic Eligibility

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- have earned passing grades in all classes the previous semester
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for eight terms/semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

7-12 Grade Students – Athletic & Extracurricular Participation:

- Students must be enrolled in at least 5 classes.
- Students who are receiving one or more failing grades at the end of the ninth (9th) week of the grading period will lose eligibility for seven (7) calendar days. If the grade(s) in question are at the passing level at the end of the seven (7) day period the student will be eligible to compete or participate again. If the student is still performing at the failing level at the end of the seven (7) day period, he/she will remain ineligible for an additional seven (7) calendar days. This process will continue until the grade(s) in question are at the passing level or until the end of the semester.

- If at the end of any grading period a contestant is given a failing grade in any course, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests that he/she is participating in for 30 consecutive calendar days. Contestant will be eligible at 12:01 a.m. on the 31st day
- 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.
- If students have not met the above criteria, they will be allowed to continue practicing but will be ineligible to participate in any contest, game, or performance for 30 consecutive school days in the extracurricular activity. If games have not begun in the activity in which the ineligibility will apply, then the 30 day period of ineligibility will begin on that day when the applicable athletic association or union authorizes for that activity to begin playing games. After the 30 day period, eligibility will be reinstated and the student will be allowed to participate fully in the activity.

Good Conduct Rules

To retain eligibility for participation in Starmont Middle School/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, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- being in a car or in attendance at a function or party where alcohol or other drugs are being consumed illegally by minors and not making a legitimate attempt to leave; this is known as “mere presence”. If a student finds him/herself in a situation where alcohol or other drugs are being consumed/used, illegally by minors, the student options are:
    - Leave immediately (within 15-20 min.) An intention to leave is not a defense. Nor is being a “Designated Driver”.
    - Apply reverse peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
    - Call and adult. Have a parent or responsible adult come and get you a.s.a.p.
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

- In the event that a student is guilty of making a statement or statements that he/she knows to be false, especially with the intent to deceive (lie), when questioned about a violation, the penalty will automatically advance to the next succeeding level.
- In the event that a situation occurs which is not covered in the above code, the building administrator will provide a ruling based upon the intentions of the code.
- For the purposes of this policy, a student is considered a high school student on the first day of summer vacation following the completion of his/her eighth grade academic year.

Inappropriate or Offensive Behavior; Hazing and Harassment

Any Student who uses exceedingly inappropriate or offensive conduct such as assaulting staff or students, fighting, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include but not be limited to: inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (examples of electronic means of which may include but not be limited to text messages, electronic mails, or posting on social networking site).

Examples of hazing and/or harassment may include but are not limited to threats; inappropriate comments about traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video or depictions of others without their permission. This could include group conduct.

Note: This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

Students who continually violate or commit a major violation of this policy may be subject to verbal and written warnings, detention, in-school and/or out of school suspensions, loss of eligibility under the Good Conduct Rule and/or expulsion.

Determination of a Violation

When it comes to the attention of school officials that a student is suspected of violating the Starmont Good Conduct Policy or the rules of a specific extracurricular activity, the principal will determine whether the student has committed a violation. A student(s) will be found guilty of a violation if their infraction was witnessed by a law enforcement officer or a Starmont School employee, if the student confesses to the infraction to school officials, if the students' parent(s) admits their child's involvement in a violation, or if the school receives notification from the County Attorney's Office.

Prior to making a final determination that there has been a violation, the Principal shall: (i) be informed of the allegations and (ii) perform an appropriate investigation; and the student shall (i) be notified, orally or in writing, of the allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations.

The Starmont Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.

Once the determination is made that a student has violated the Starmont Good Conduct Code, the Principal shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two days of the determination. In addition, the parent(s) will be notified orally, if possible.

Consequences for Violations:

Consequences for violation of this policy will be enforced over a student's middle school career and over his/her senior high school career. Convictions, admissions, and consequences served will not carry over from the student's middle school years to his/her senior high years.

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

First Offense:

Junior High Career - One half of the season

High School Career - 30 school days of participation in all extra-curricular activities.

Second Offense:

Junior High Career – One full season

High School Career - 90 school days of participation in all extra-curricular activities.

Third or More Offense Within the Student's Junior High or High School Career - Twelve (12) calendar months of ineligibility.

- If violations occur in the middle of the athletic season, the loss of eligibility will carry over to the next athletic season until the suspension is completed.
- The student is ineligible for all extra-curricular activities that fall under the good conduct policy during the suspension.
- The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity. If the student is not currently participating in an extracurricular activity, the penalty will carry over to the next activity in which the student is a bona fide participant. Likewise, if the penalty has not been satisfied during the student's current activity, the remainder of the penalty will carry over to the next activity in which the student chooses to participate.
- 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 shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the consequence or remainder of the consequence will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

- An exception to the previous two points occurs during the third violation. During a twelve month period of ineligibility, an ineligible student shall not be allowed to attend practices. However, they must begin team practice at the beginning of the sports season in which their eligibility is reinstated to be eligible for that season.
- Students found in violation may not join an extracurricular activity that has already begun in order to serve their consequences.

Violation occurring during ineligibility:
If a student is ineligible at the time of a violation of the Good Conduct Rule or the Academic Eligibility Rule, the penalty for the subsequent offense will begin at the completion of the earlier penalty.

Bona fide participation:
Students must be bona fide participants, meaning they must have participated in the activity prior in their middle school or high school careers or they are a current participant in the activity to serve the consequences. This is to prevent students from joining extra-curriculars just to serve their consequences.

Multiple participation:
Students in violation are ineligible for each of the activities they presently participate. For those involved in numerous activities it is common for a student to regain eligibility in one activity while continuing to serve a suspension in another.

Transfer Students:
If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible until the suspension is completed.

Academic Consequences:
Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

Suspensions:
If a student has earned an In School Suspension (ISS) or Out of School Suspension (OSS), they are ineligible to participate in practices and/or compete for that day and the entire length of the suspension. The student is also prohibited from being on school grounds during the OSS. If a student is suspended from school for some reason, the student will be ineligible to participate in extracurricular activities during the term of suspension regardless of whether the conduct underlying the suspension is also a Good Conduct violation.

Letters and Awards:
Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity. Any good conduct violations during the school year disqualifies eligibility for Athlete of the Year awards, Bernie Saggau, Army, Marine, etc.

Appeals:

When a student's behavior results in a first violation of the Good Conduct Code, the decision of the Principal regarding a violation of the Good Conduct Code may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's Secretary within three school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and the student's objection within 5 school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal, the student and/or the student's parents within 5 days of considering the appeal. The Superintendent's decision will be final and no further appeal will be allowed.

When the student behavior results in a second violation of the Good Conduct Code, the decision of the Superintendent may be appealed to the Board. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final. All subsequent violations will follow the same procedure as a second violation of the good conduct code.

During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

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.

Academic Eligibility/Good Conduct Policy/Insurance Waiver Form Needs To Be On File In The Office Before Any Student/Athlete Will Be Allowed To Participate!

School Attendance

Mandatory Attendance

According to Section 299.1 of the Iowa Code, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age is accountable for the child's attendance at school. Section 299.1A of the Iowa Code mandates that children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age for that school year.

School Attendance

Regular attendance is absolutely necessary for a student to gain the maximum benefit from his or her educational experience. More and more employees, colleges, and vocational schools are checking on attendance records for absenteeism and tardiness. They are aware that good and prompt attendance develops dependability in a student. There is an obvious correlation between achievement and attendance. The Board of Education supports this view by adopting the following rules and regulations concerning attendance.

Punctuality

It is important for students to arrive to school and class on time. Students who arrive late to class interrupt the learning process for the whole class. Students who arrive late to class or school shall be considered tardy.

Unexcused Tardy Policy

Infraction	Consequence
1st Tardy	Teacher Warning and documentation
2nd Tardy	Teacher Warning and written or verbal communication with the parent/guardian
3rd Tardy	Before or after school 30-minute detention with the teacher, an ODR and parent notification
4th Tardy	Before or after school one-hour detention with the principal or his/her designee, an ODR and parent notification.
5 + Tardies	Administrative Intervention

Students begin each semester with zero tardies.

Rationale for Tardy Policy

Academic success is directly correlated to attendance and tardies. Administrators, counselors, teachers, parents, and students must work together to make sure students are present and on time to each class of the day. There must also be a strong effort by each person in the school to help students arrive to class on time and be prepared to learn.

This policy will work only if each and every person involved participates consistently to implement this policy. It is divided into the following areas:

- Student participation
- Teacher participation
- Parent participation
- Implementation of an effective tardy policy with interventions
- Consistent enforcement of the policy by staff

- Each person has a role:

Students: Students will arrive to each and every class on time. They will attend lunch detention and all other assigned interventions.

Parents: Parents will support their child in arriving to school on time and to arrive to each class period on time. Parents will communicate with teachers and administrators and support the discipline process.

Administrators: Administrators will support the teachers by assigning and monitoring detentions, suspension, and all other interventions.

Teachers: Teachers will make every effort to monitor the hallways during passing times for at least two minutes while greeting students at the door, keep the student traffic moving and be a positive adult presence, and show students that teachers do want them to be on time. Teachers will record attendance

Absences

Parents will notify the school each time their son/daughter is absent and provide documentation of the absence if requested by the principal or designee. When dealing with attendance issues, the principal or designee will make the final determination whether the absence is considered excused or unexcused. Parents or guardians are expected to telephone the school office to report student absences that did not receive a prior approval form by 8:30 a.m. on the day the absence occurs. If a call has not been made by 8:30 a.m., an effort will be made to contact a parent or guardian. Emails are not an acceptable form of notification in reporting an absence.

Excused Absences

The following absences may be identified as possible excused absences. The principal or designee may request documentation or verification for any of the following absences and may consider an excess of absences (beyond a reasonable amount) as unexcused truant days. The following are possible excused absences:

- Personal illness
- Death in the family
- Emergency in the family
- Bereavement
- Medical appointments which cannot be arranged outside of school time (requires prior approval form)
- Court appearances (requires prior approval form)
- Family activity that is cleared in advance (requires prior approval form)
- School sponsored activity (requires prior approval form)
- College visit (see guidance counselor and requires prior approval form)
- Working at home (not for the purpose of hire)

Permission for absences that require a prior approval form must be obtained in advance of the absence from school. Failure to obtain prior permission may result in the absence being considered unexcused.

Prior Approval For Excused Absences

When a student knows that they will be absent they must come to the office with a note or phone call from a parent or guardian for a prior approval absence form. This form is then to be presented by the student to the teacher so as to:

- Inform that teacher that an absence is going to occur
- Receive assignments that will be missed
- Receive other information and instructions concerning the class that will be missed such as labs and tests

Unexcused Absences

Unexcused absences will include, but not limited to, the following:

- Class cuts
- Parent or student falsely informing the school about the reason(s) for the absence
- Tanning/hair appointments
- Absences that have not been pre-arranged and pre-approved as excused
- Requested parental absence in excess
- Other absences that are deemed as unexcused absences by the principal or designee
- Leaving school to go get lunch

Unexcused Absence Consequences

Unexcused absences are cumulative during the school year and do not need to be in the same class.

First unexcused absence: One day in-school suspension
Second unexcused absence: Three day in-school suspension
Third unexcused absence: Removal from the effected class with a failing grade

Absence Due To Suspension

If a student is serving any type of suspension, school work will be provided and that student will have every opportunity to turn in work or make up any tests or quizzes that took place during the suspension.

Excessive Absences

Student absence of ten days or more in a semester will be considered excessive and will be reviewed. One or more of the following actions could occur as a result of excessive absence from school:

- Referral to the guidance counselor
- Conference with parents and building principal
- Referral to Keystone AEA
- Referral to the Department of Human Services
- Referral to County Attorney

Make-Up Work

If a student is absent, they need to pick up an absentee form from the office as soon as they return to school. A student has one additional day for each day of absence to turn in make-up work assigned except when the absence has been more than three consecutive days. In this case, more time may be given dependent upon the individual case. The principal and student will determine when make-up work will be due. If a student knows that an absence will occur, the student should contact the office in advance of the absence and pick up an absentee form.

Advance make-up work should be completed, if possible, before the absence takes place. Work not handed in by the make-up deadline will receive zero credit. (From Starmont Policy 501.1)

Attendance and Co-curricular Activities

Students that are not in school before 11:40 a.m., or that miss the last three periods of the day, will not be eligible for participation in any after school practice, competitions, or performances. This would include, but not limited to, student illness, missing the bus, other transportation problems, and unexcused absences. Students missing school with prior approval permission are not subject to this regulation. It is recommended that if you are missing school with a prior approval to let your coach or activity sponsor know ahead of time about your absence.

Leaving School During School Hours

Students will not be allowed to leave the school building while classes are in session. Any student leaving the building during the school day must be signed out of the principal's office as a result of a previously approved and excused parental request. Any student leaving the school without proper permission will be considered unexcused and will be subject to the unexcused absence consequence found above.

Truancy

Truancy shall be defined as failure to attend school without excused reason, Iowa Code #299.8. The truancy officer may, with the approval of the Board, refer to the County Attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive excused absences, Iowa Code # 299.5A.

If a child is truant from school district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts, Iowa Code # 299.5A. However, if a child of compulsory attendance age who is enrolled in the district is truant for more than 6 (six) days per year, the truancy officer or building principal shall notify the County Attorney in writing, of the apparent violation of the compulsory attendance law by the child and the child's parent or guardian, Iowa Code #299.11. In addition, the building principal may impose discipline on the truant child in accordance with te district's attendance policy, Iowa Code #299.9.

The superintendent or designee shall notify the nearest office of the Department of Transportation at any time a student over the compulsory attendance age drops out of school without enrolling elsewhere, Iowa Code #299.1B.

College Visitation

Students are encouraged to visit college campuses on weekends or school holidays. However if that can not be arranged, Juniors and Seniors are allowed two College Days during the school year to visit the campus of a school that they might be interested in attending. In order to take an excused College Day, a student must fill out the College Day form completely, with all required signatures and turn it in to the guidance office **no later than the day before the planned visit**. College Day forms are available in the guidance office. If this form is not completed and returned by the appropriate deadline, the absence will not be excused. College Days may be taken from the beginning of school through the end of April. Any days taken the month of May will need approval through the guidance office.

Inclement Weather

In case of inclement weather Starmont may delay the start of school or dismiss classes early. Because these plans will be initiated when needed, it will be necessary for Starmont patrons to listen carefully to announcements on the television or on radio.

Starmont Community School reports their school closings and cancellations to three different television stations: KGAN (2), KWWL (7), and KCRG (9). The following radio stations also are contacted in the event of a delayed start, early dismissal, or cancellations: KMCH-94.7 FM Manchester, KOEL-92.3 FM/950 AM Oelwein, KFMW-108 Waterloo, KADR-FM 100/AM 1400 Elkader, WMT-AM 600/FM 96.5 Cedar Rapids.

When bad weather strikes, please turn to one of these T.V. or radio stations. Listen carefully to the announcement to determine what the school is doing.

You may also subscribe to a service that will send an email to your computer or a text message to your phone. If you are interested, please go to the website *https://schoolalerts.iowa.gov* and sign up.

During inclement weather, please do not call the school, as the lines will be busy with contacting other school personnel, bus drivers, etc.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Student Health, Well-Being and Safety

School Day

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, 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 *http://www.hawk-i.org/* for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Physical Examinations

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

School Dental Screenings

All children newly enrolling in an Iowa elementary or high school (kindergarten and 9th grade students only - not transfer students) are required to have a dental screening. This requirement was passed by the 2007 legislature and became effective July 1, 2008. The purpose of the dental screening requirement is to improve the oral health of Iowa's children. Dental screenings help with early detection and treatment of dental disease; reduce the incidence, impact, and cost of dental disease.

Emergency Drills

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

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

School Nurse
Starmont has a school nurse, Nancy Oehler, with an office next to the elementary office. With your assistance she assists with health protection and promotion for staff and students. Students must have a staff person confirm her availability before receiving a signed agenda to her office.

Administration of Medication
It is the policy of this district that if medications are to be administered at school, the following will be in place.

1. Written instructions and consent from the parent/guardian.
2. Original container properly labeled.
3. Prescription medications require a doctor's order. (Current prescription container is acceptable.)
4. Administered by the school nurse or trained staff under her supervision.
5. Medications will be stored in a safe, locked area. (Refrigeration is available.)

This includes medications that are given on a daily basis for short or extended periods as well as medications that are given just on an "as needed" basis. These may be kept at school or returned home daily.

Student Illness or Injury at School
When a student becomes ill or is injured at school, the student's parents/guardians will be notified as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment. An ill or injured child will be turned over to the care of the parents or qualified medical personnel as quickly as possible. The financial responsibility for the child's emergency care and/or transportation is the parents. Parents shall be required to complete an emergency medical card annually. Emergency cards shall be kept for all students. These cards should include telephone numbers where parents/guardians may be reached during the day; other persons in the community to be called if parents cannot be located; local physician's name and telephone number; any medical problems which the student may have; drug allergies; and a parental signature.
Screenings -- Vision screening, height and weight, and blood pressures will be done at regular intervals depending on the situation. Hearing screening will be done annually on all students K-7 and all 8-12 special education students by Keystone AEA. They also will do hearing testing on any student when requested because of special concerns.

Communicable and Infectious Diseases
Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

Health Screening

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

Starmont's Homeless Liaison

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact Carmen Stenger, Starmont's Homeless Liaison, at 563-933-2218.

Harassment and Bullying

Harassment of students does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include but not be limited to: inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (examples of electronic means of which may include but not be limited to text messages, electronic mails, or posting on social networking site).

Examples of hazing and/or harassment may include but are not limited to threats; inappropriate comments about traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video or depictions of others without their permission. This could include group conduct.

Students who continually violate or commit a major violation of this policy may be subject to verbal and written warnings, detention, in-school and/or out of school suspensions, loss of eligibility under the Good Conduct Rule and/or expulsion.

Note: This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, principal or other appropriate school employee for their assistance.

- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

Complaint Procedure:

An individual who believes that an individual has been harassed or bullied will notify the building principal or designee, who will be the designated investigator. The alternate investigator is the superintendent. The investigator may request that the student complete the Harassment/Bullying complaint form and turn over evidence of the harassment/bullying, including, but not limited to: names of eye witnesses, letters, tapes, pictures or electronic devices or postings on social networks. Information obtained during the investigation is kept confidential to the extent that is possible.

The investigator has the authority to initiate a harassment/bullying 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 a written report of the findings and conclusions and take appropriate actions to deal with the allegation. The investigator will provide a written copy of the findings and outcomes of the investigation to the superintendent.

Reminders:

- Evidence discovered during the investigation is confidential
- Complaints will be taken seriously and investigated
- No retaliation shall be taken against the individuals involved in the investigation process
- Retailiators will be disciplined up and including suspension and expulsion

Conflicts with Investigation

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

Resolution of the Complaint

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary and make a determination of any appropriate additional steps which may include further disciplinary action up to and including suspension and expulsion.

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

The complete anti-bullying/anti-harassment policy can be found in Starmont's "Board Policy Book under policy number 502.9

Sexual Harassment:

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

1. Any member of the school community who believes that he or she has been subjected to sexual harassment or discrimination shall report the incident (s) to the district grievance officer.
2. The equity/grievance officer receiving the complaint shall attempt to resolve the problem in an informal manner through the following interviewing process:
   A. Grievance officer shall confer with the charging party in order to obtain a clear understanding of the parties' statement of facts.
   B. The grievance officer shall then attempt to meet with the charged party in order to obtain his or her response to the complaint.
   C. Grievance officer shall hold as many meetings with the parties as is necessary to gather facts.
   D. On the basis of the grievance officer's perception of the situation he or she may:
      (1) attempt to resolve the matter informally through conciliation;
      (2) report the incident and transfer a record to the superintendent or his or her designate and so notify the parties by certified mail.
3. After reviewing the record made before the grievance officer, the superintendent or designee may attempt to gather more evidence to decide the case and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board of Directors for termination or expulsion.

All matters involving sexual harassment and/or discrimination complaints shall remain confidential to the extent possible.

The grade 7-12 compliance officer for multi-cultural, non-sexist equity and sexual harassment is Sue Burrack, Middle School Principal, 563-933-4902. Students, parents, or students or employees of the Starmont Community School District shall have the right to file a formal complaint alleging non-compliance with Board Policy 101, Multi-Cultural, Non-Sexist

Policy or Policy 405.8, Sexual Harassment Policy. The school district's grievance officer shall assume the responsibility of processing all complaints in accordance with the procedures set out below. In the event that the grievance officer becomes a part of a complaint, the alternate grievance officer, who will be the district superintendent, shall assume this responsibility. Grievance report forms are available in the office of the compliance officer.

Code No. 502.9 E1

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

_____

Nature of Discrimination or Harassment Alleged (Check all that apply)

	Age		Physical Attribute		Sex
	Disability		Physical/Mental Ability		Sexual Orientation
	Familial Status		Political Belief		Socio-economic Background
	Gender Identity		Political Party Preference		Other – Please Specify:
	Marital Status		Race/Color		
	National Origin/Ethnic Background/Ancestry		Religion/Creed		

Description of misconduct: _____

_____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

_____

_____

Any other information: _____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____/____/_____

ANTI-BULLYING/ANTI-HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

_____

_____

_____

_____

Any other information: _____

_____

_____

_____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____/____/_____

Possible Consequences For Inappropriate Student Behavior

Conference: A conference with the student about his/her behavior is a first step. This may include the parents. A plan of action will take place to resolve the situation.

Detention: Assigned detention is time to be served before or after school with the teacher that assigned the detention. Arrangements will be made by the teacher in question if they are unable to supervise because of an extra-curricular activity responsibility. Assigned time is at the discretion of the teacher. Students have one day from the date of the infraction to serve a detention. Failure to serve the detention by the deadline will result in additional disciplinary action.

School Service Hours: School service hours may be assigned in lieu of other disciplinary actions. Service hours may include but are not limited to: Working with custodians or maintenance, secretarial staff or other school staff members.

In-School Suspension: In-School Suspension is the serving of a suspension during the school day. The use of in-school suspension is for infractions of a less serious nature and where the serving of time warrants the student being kept in school. Students on in-school suspension may not participate in any public performance on the day of the suspension. Failure to serve an assigned in-school suspension on the assigned date may result in an out of school suspension time. Students on in-school suspension may not participate in any public performance on the day of the suspension.

Out-Of-School Suspension: OSS is the removal of a student from the school environment for a period of short duration. The principal may suspend a student for up to five school days. The superintendent may suspend a student for an additional five school days. Suspension is to be employed only when other available school resources are unable to cope constructively with pupil misconduct. Students on out-of-school suspension may not participate in any public performance on the day of the suspension.

Expulsion: Expulsion is the removal of a student from the school environment by the Board of Directors. Upon the recommendation of the Superintendent or his/her designee, the Board of Directors may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

Probation: Probation is conditional attendance during a trial period. Probation may be imposed by the principal or other person in charge of the attendance center for infractions of school rules which do not warrant the necessity of removal from school.

Due Process

All students in a disciplinary situation will be confronted with the allegations before them and will have the opportunity to response.

Allegations of Abuse and of Students by School Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education

has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Sue Burrack at 563-933-4902 and Matthew O'Loughlin at 563-933-4598 as its Level I investigators. Level II investigator is Fayette County Law Enforcement, Fayette County Sheriff's Office at 563-422-422-3234.

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

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

Equity Policy

It shall be the practice of the Starmont Community School District to hire employees based upon bonified occupational qualifications. In regards to sexual harassment all members of the Starmont School District, including but not necessarily limited to the Board of Education, the administration, the faculty, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of the school's sexual harassment policy and subject to the procedures outlined below.

> *Definition of sexual harassment - unwelcome sexual advances; requests for sexual favors or other verbal or physical conduct with a sexual nature may constitute sexual harassment where (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions effecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating or intimidating hostile or offensive working or educational environment.*

Superintendent Matt O'Loughlin has been appointed by the Board of Education to be the Multi-Cultural/Gender Fair equity officer or grievance officer. Students, parents of students or employees of the Starmont Community School District shall have the right to file a formal complaint alleging non-compliance with Board Policy 101, Multi-Cultural/Gender Fair Policy. The school district's grievance officer shall assume the responsibility of processing all complaints in accordance with the procedure set out below. In the event that the grievance

officer becomes a party to a complaint, the alternate grievance officer, Elementary Principal Sandy Klaus, shall assume this responsibility.

Grievance Procedures for Non-discrimination in Educational Programs and Employment

Students, parents of students, applicants for employment, and employees of Starmont Community School shall have the right to file a formal complaint alleging noncompliance with federal and state regulations requiring nondiscrimination in educational programs and employment.

Level One--Immediate Supervisor (Informal and Optional--may be bypassed by the grievant)

Employees with a grievance based upon discrimination may first discuss it with their immediate supervisor, with the objective of resolving the matter informally. A student, a parent, or an applicant for employment with a complaint of discrimination in its educational programs, activities, or employment practices, may discuss it with the District's equity/affirmative action coordinator.

Level Two--Equity/Affirmative Action Coordinator

If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a "compliance violation form," which may be obtained from the educational equity/affirmative action coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level II must be within 15 working days from the date of the event-giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request a meeting concerning the complaint be held with the educational equity/affirmative action coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The educational equity/affirmative action coordinator shall investigate the complaint and attempt to resolve it. A written report from the compliance officer regarding action taken will be sent within 15 working days after the receipt of the complaint.

Level Three--Impartial Third Party Hearing

If the complaint has not been satisfactorily resolved at level three--equal employment opportunity/affirmative action coordinator, the grievant(s) may request in writing an impartial third-party hearing. The written request shall be filed with Starmont District Superintendent within 30 calendar days of the receipt of the equal employment opportunity/affirmative action coordinator's decision at level two.

The impartial hearing shall be conducted by a hearing officer to be selected by Starmont Community School District and the person(s) filing the complaint. The hearing officer shall be an administrative law judge or another third party hearing officer that is qualified to hear complaints related to alleged non-compliance with federal and state regulations requiring non-discrimination in educational programs and employment. The impartial third-party hearing officer selected shall set the date and time of the hearing.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination. The educational equity/affirmative action coordinator is:

Matt O'Loughlin, Superintendent • Starmont Community School District
3202 40th St. • Arlington, IA 50606 • Telephone: (563) 933-4598

Physical Restraint of Students

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

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

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

Student Activities

Assembly Programs

Special programs will be presented during the year of entertaining, as well as educational value. Should you wish to not attend an assembly, due to religious or other personal reasons, please contact the high school principal prior to the start of the program.

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to a room designated by the classroom teacher or principal.

Field Trip

Field trips are an extension of the classroom and conduct on such trips will determine future field trips. Students are responsible for work missed. Please see attendance policy for details.

Student Organizations

No student organization shall exist unless it is approved by the Board of Directors. The Superintendent shall determine qualifications and regulations for student groups, and shall make recommendations to the Board for groups seeking approval. Applications for organizing shall be relayed to the superintendent through the building principal. Current student groups include:

CLUBS
Future Farmers of America
Masque and Gavel
National Honor Society
Student Council
Spanish/Art Club

SPEECH
Individual and Large Groups
Play

MUSIC
Band (pep, jazz & concert)
Ensembles (instrumental & vocal)
Chorus (concert & swing)
Musical

ATHLETICS
Basketball (Boys and Girls)
Baseball (Summer)
Football
Golf (Boys and Girls)
Softball (Summer)
Cross Country & Track (Boys and Girls)
Wrestling
Volleyball
Cheerleading
Poms

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least 2 weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

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

Use Of School Facilities

School will be dismissed for the day at 3:25 pm. Students are not to remain in the building after this time unless they are under the supervision of a teacher or activity sponsor. Students can not be in the building unless they are being supervised by school personnel. In all cases, students must leave prior to the departure of the teacher or sponsor.

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

Social Events

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal, and the event shall be placed on the school calendar before public announcement is made. Hours, behavior, and activities related to school sponsored events shall be reasonable and proper as determined by the administration.

Dance Regulations

All school sponsored dances will begin at 7:00 p.m. and conclude at 10:00 p.m. (middle school); and begin at 7:00 p.m. and conclude at 11:00 p.m.(high school). Prom may start at 8:00 p.m. and end at midnight, if the junior class and the prom sponsor request it with reasonable reason. The admission gate for all dances will close one half (1/2) hour after the dance begins. No one will be admitted after this time unless special arrangements have been made with the principal. Anyone leaving the dance will not be readmitted, and parents will be notified. All students attending dances will adhere to all Starmont High School rules and regulations.

Any organization sponsoring a dance must secure a dance permission form from the high school office, complete it and return it to the office at least two weeks before the scheduled dance. At least four (4) adult chaperones must be in attendance at the dance, two of which must be school personnel. High school students from other school districts are welcome to attend school sponsored dances if they are the guest of a current Starmont High School student. Middle school students, from Starmont or any other school, are not allowed to attend high school dances.

Class Officer/Student Council Representatives Duties

President:

1. Show positive leadership and citizenship example to class.
2. Should meet on a regular basis with class sponsors.
3. See the committees appointed do function and report to the class on time.
4. Conduct class meetings with well-organized plans. Have an agenda.
5. Allow all sides of a discussion and maintain order in meetings.
6. Make sure that each officer is carrying out their respective responsibility.
7. Have executive meetings and direct them on a regular basis.
8. Must attend all Student Council meetings and carry out the responsibilities assigned from the council.
9. Appoints all committees and is an unofficial member of every committee appointed to act for the class.

Vice-President:

1. Set positive leadership and citizenship example to class.
2. Takes President's responsibilities if President is unable to perform duties.
3. Serves as chairman of all committees.
   A. Seniors
      1. Commencement
      2. Homecoming
   B. Juniors
      1. Prom
      2. Homecoming
      3. Magazine Sales
   C. Sophomores
      1. Class Ring
      2. Homecoming
   D. Freshman
      1. Freshman Fund Raiser
      2. Homecoming

Secretary:

1. Set positive leadership and citizenship example to class.
2. Take minutes of class meetings and see that they are typed and posted for class use and a copy placed in class files.
3. Helps President and Vice-President by reminding them of their duties to be carried out.
4. Place reminder to committee assignments and when they are to report in the daily bulletin when appropriate.
5. Serve as member of the executive committee.

Treasurer:

1. Set positive leadership and citizenship example to class.
2. Keeps responsible records of all financial affairs of the class and reports the same to the class for the secretary to record in the class minutes.
3. Serves as member of the Prom committee and Homecoming committee to keep the class within financial bounds.
4. Serve as chairman of any fund raising projects the class may have.
5. Serve as member of the executive committee.

Student Council Representative:

1. Set positive leadership and citizenship example to class.
2. Attend all scheduled meetings.
3. Be an active participant in the Student Council Process.

* Students may be removed from student council for failure to comply with any of the above.

Class Meetings

Several times during the year the classes will meet to take care of certain kinds of business (i.e., prom, homecoming, etc.) These meetings will take place as follows:

Seniors - Music Room	Juniors – Spectator Gym
Sophomores – High School Gym	Freshmen - Cafeteria

Student Council

The majority of the social functions of the high school are handled through the Student Council organization. The major highlight handled by the group has been Homecoming. The Student Council most importantly serves the chief purpose as the connecting link between the school staff and the student body. You are urged to make use of the members so they can bring both individual and group problems before the governing body.

National Honor Society:

The National Honor Society is an important part of our program at Starmont. Every sophomore, junior and senior with a cumulative grade point average of 3.33 (B+) or above is eligible for consideration for the National Honor Society. A rating/selection process has been developed to determine new members. Criteria for selection into the National Honor Society include Scholarship, Leadership, Service, and Character. In the spring of the year new members will be inducted into the National Honor Society.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Student Records (Open Records Law)

The Starmont Community District collects and maintains records on each student, in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but are limited to the following types of records: identification data, attendance data, record of achievement, family background data, objective counselor or teacher ratings and observations, and external agency reports. The records of each student are generally located in the school building which he/she is attending. Any exception will be noted by the person in charge of record maintenance for each school building. The principal of each building is the person in charge of record maintenance for each school.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

A. School officials and teachers with a legitimate educational interest.
B. Officials of other schools in which the student proposes to enroll.
C. Representatives of state and local government when auditing and evaluating federal education programs.
D. In connection with a student's educational financial aid applications.
E. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
F. Organizations which process and evaluate standardized test.
G. Accrediting organizations for accrediting purposes.
H. Parents of dependent children, regardless of child's age.
I. In connection with an emergency.

Student records are reviewed and inappropriate materials removed periodically, but at a minimum when a student moves from elementary school to junior high school and from junior high school to senior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the records, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion or privacy, and to have the records explained. The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any principal responsible for maintaining student records in each building. The principal in charge of each attendance center may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, data and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school or institution attended by the student. Any parent objecting to the public release of such information must file a written objection with the principal responsible for maintaining student records in each building and that information objected to shall not be publicly released. This objection must be filed by the first of September. If no objection is filed, the office may release the kind of information described above. The office will, however, use discretion as to the kinds of information released and to whom.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

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

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

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

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

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers and Desks

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

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

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

Threats of Violence

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

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the

investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Internet Usage Policy:

All technology oriented, school owned equipment, is to be used for educational purposes only. All high school students are afforded the opportunity to use school owned equipment, under proper supervision. This includes the use of and access to the internet. The following regulations are to be followed when students are using the internet while at school.

- The internet may be accessed in the media center, guidance office, or classrooms where the internet is available.
- If a student is not under the direct supervision of the teacher requesting internet access, the student must display their internet pass, signed by the teacher requesting usage, next to their keyboard. The pass will be turned in to the supervising teacher after internet use is completed.
- Emailing, chat rooms, internet games, and general surfing of the net for your enjoyment is not allowed. The internet is for educational research only.

Any violations of the above rules may result in loss of internet privilege for the remainder of the school year.

Plagiarism

Using all or part of someone else's written or spoken words or ideas (passing the work off as your own) without giving credit to the author and/or without indicating which words or ideas are not yours.

<u>Plagiarism Examples:</u>

1. Copying all or part (even a sentence) of a written source and using it in your own piece of writing without quoting directly and giving credit to the source.
2. Using someone else's ideas by changing slightly the wording and passing them off as your own ideas. (Even if you do not use the ideas word-for-word, you must give credit to the source.)
3. Taking all of part of an article from the Internet, a magazine, a book, or other source and turning it in as your own work.
4. Taking a quotation that someone else said and using it as your own or using it without giving credit to the speaker.

<u>Consequences for Plagiarism:</u> Students caught plagiarizing, in any format or assignment, will receive zero credit for that assignment and may receive an "F" for that class.. Parents will be notified.

Dress Code

The following guidelines and regulations for student appearance and dress are designed to assist school personnel in maintaining a productive, conducive, non-distracting and safe learning environment. Students with a first violation, of the following regulations will be asked to change clothing or will be given something else to wear for the day and parents will be notified. If they do not comply, they will be sent home and parents will be notified. A second violation will result in suspension time and a required parent/student/principal conference before the student is allowed to return to school.

The following guidelines are in effect during:

- Regular school hours
- School related activities in which the student is representing Starmont High School.

The following items of clothing will not be allowed during the afore mentioned times.

- Items that displays or advertises alcohol, tobacco, or drug products and/or paraphernalia.
- Items that contains wording, phrasing, or pictures displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- Items that contain rivets, cleats, or chains, or any other hard sharp objects that could be dangerous to students or staff or to school property.
- Items that expose bare stomach, the back below the shoulders, or midriff areas, during natural walking and sitting posture will not be worn.
- Sling shirts, spaghetti strap shirts, halter tops or dresses and tube tops will not be worn, unless covered by another shirt that is buttoned or zipped for the entire day.
- Items that expose cleavage will not be worn.
- When standing comfortably, the bottom of the shorts, skirt, or dress must reach the student's fingertips.
- Hip Hugger pants shall not expose skin below the hip bone.
- Items that are torn, so to expose bare skin or underclothing will not be worn.
- Hats will not be worn in the building at any time.

Care of School Property

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

Driving and Biking to School

In order to insure maximum student and vehicle safety, and to prevent complaints concerning student driving in the parking lot, several regulations need to be observed. Parking lot privileges will be removed if students are found to have violated any of the regulations below, as reported by school staff, students and/or patrons.

1. All students are to park in the large parking lot on the west end of the building. Students will not park or enter the parking lot on the east side of the building during school hours. If you are transporting elementary or middle school students, they are to come into the building with you from the west parking lot.
2. Leave your vehicle immediately upon arriving and enter the building. Parking lot areas are not to have students in them unless they have permission from the office to be in the parking lot.
3. All vehicles are to follow the flow of traffic. Do not drive against the directional arrows.
4. When leaving the student parking, student should leave immediately and not drive around the lot.
5. Students are not to be in the parking lot during the school day without special permission from the principal.
6. Parking in the fire lane at the southwest end of the building is prohibited.

7. Students are to never drive around the north side of the building. The only entrance and exit is by the driveway that leads to Highway 3.
8. Parking in the handicapped designated area will be reported to the Fayette County Sheriff.
9. Maintain a slow and safe speed at all times while entering and leaving the parking lot, in the driveway and in the parking lot itself.
10. If you have an accident in the parking lot, turn off your vehicle, leave it where it is, and report it to someone in the school building.
11. Do not peel out, burn rubber, or drive recklessly.
12. Do not ride in the back of a truck or on the outside of a vehicle.

Violations of the above policy will result in immediate consequences. Violations carry over for the entire four years that a student is in high school. Major violations will result in:

1st Offense: Loss of parking lot privileges for 20 school days.
2nd Offense: Loss of parking lot privileges for 60 school days.
3rd Offense: Loss of parking lot privileges for 1 calendar year.

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Hall passes are provided in the Student Agenda.

Illegal Items Found in School or in Students' Possession

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

Cheating

Cheating will not be tolerated. If a student is caught cheating on a test, daily paper, or a quiz, the paper will be picked up and a zero recorded in the grade book. The student's parents will also be notified by the teacher.

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 superintendent.

Electronic/Technological Devices

The devices listed below will be regulated as follows.

Cellular telephones, pagers/beepers are not allowed during instructional, class or study hall time or at any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency.

- **Cell phones are <u>not</u> allowed in rest rooms, locker rooms or any area where privacy is an expectation.** Cell phones stored in lockers should be turned off.
- On the first violation, the student may retrieve the electronic item (i.e. cell phone) at the end of the school day from the office. On the second violation, the student will be required to turn in their cell phone to the office each morning for a week and retrieve it at the end of each school day. On the third violation, parents will be contacted and the student will be required to turn in their cell phone to the office each morning for a month, and retrieve it at the end of each school day. Any further violations may result in a parent or guardian retrieving cell phones from the school or possible loss of cell phone privileges. Disciplinary action may be taken against the student for failure to follow the guidelines. The school assumes no liability for lost or stolen items.
- Any electronic communications device that is used to, in any way, send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations are prohibited.
- Any devices which have the capability of taking photographs of any kind, without the consent of the person being photographed, are not allowed. Violators will be turned in to law enforcement.
- Students needing any of the above electronic devices with them for health reasons must present the proper, signed documentation from a health care official.
- Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action. Where appropriate, police authorities may be contacted. Devices operated in violation of this rule shall be confiscated and not returned until, where appropriate, parent(s)/guardian(s) conference has been held.
- No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end of up anywhere so they need to ensure the devices are used appropriately.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Student Scholastic Achievement

Grade Reports

Students receive progress reports in the form of report cards at the end of each grading period (quarter in grades 6-8 and semester grades 9-12). Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within ten days after the start of the next semester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Homework

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

If a student is absent, he/she will arrange with the teacher(s) the amount of time needed to turn in his/her assignments. The amount of time will likely correspond to the number of days absent from school; however, individual situations will be taken into account and the student, the parent, the teacher, and the principal may make special considerations. Students present when an assignment is given or test date is assigned, then absent the day the assignment is due or test is given, will usually be expected to hand in the assignment or take the test on the day they return. Special consideration may be given in individual situations.

Teachers may also give partial credit for incomplete or late work. Work not completed by the end of the semester will receive a zero unless special arrangements are made among the teacher, student, parent, and principal. Each teacher will notify the students at the beginning of the school year of his/her policy for giving credit for incomplete or late work. The policy will also be posted in the classroom and reminders should be given to the students throughout the year of the classroom policy.

Human Growth and Development

Health education is a continuous process which enables the student to assume individual responsibility for developing and maintaining personal attitudes and behaviors which promote total wellness. This process, though always changing, includes several components including:

> *Grades 6-12 (one unit): Health instruction shall include personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance abuse and nonuse; emotional and social health; health resources; and prevention and control of diseases, including sexually transmitted diseases.*

All parents or guardians who wish to examine or discuss any subject material from the above list are encouraged to notify the school and a time will be set to review the materials with the appropriate teacher and administrator.

If after viewing the material the parent or guardian object to their child receiving instruction in any specific area, they must notify the building principal in writing and will receive a Human Growth and Development Excuse Form which must then be completed by the parent or guardian and returned to the school.

Open Enrollment

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

Class Loads

Graduation Requirements:

Please see Course Registration Handbook

P.E. Waiver:

All Starmont High School students are required to take P.E. every other day all year each year of high school. There are only two instances when P.E. may be waived for one semester per year.. Forms are found in the counseling office.

1. If a student desires to take a full schedule of classes important to their post high school education, or a required class which does not allow P.E. to fit into his/her schedule during a given year.
2. If a student has an injury or medical condition that prevents them from participating in P.E.

Dropping And Adding Classes :

Students should carefully consider all options before deciding to drop or add a class. Numerous schedule changes after registration is complete cause problems with class lists and materials needed for individual classes. **Dropping and adding classes must be completed within the first 10 days of the semester.** Schedule changes must be discussed with the principal or his or her designee before receiving and filling out a schedule change form. These forms are available in the high school office and must be filled out completely and signed by a parent or guardian and retuned to the principal or his or her designee. If a teacher or parent feels that dropping or adding a class is necessary after the semester has begun, they may contact the principal or his or her designee to discuss the possibilities. A final decision will be made in the best interest of the student. As a result of the above decision, a student will receive an F on their report card and transcript for any course that is dropped after 10 class meetings. If a student drops a course before 10 meetings have occurred, the class will not appear on the student's grade card or transcript. This applies to the high school grade only on an NICC class, however , please refer to NICC drop procedure for the policy on college grades.

Retaking A Class:

A student may retake a course in order to attain a passing grade or to acquire a better grade and master the material more fully. If the student achieves a better grade, it will replace the grade received previously on the transcript. If the student does not achieve a better grade, the previous grade will remain on the transcript. No additional credit will be earned except if the grade improves from an F.

Pass/Fail Requests:

Students may choose to take one, non-required course on a Pass/Fail basis during their high school career. This option allows a student to take a demanding elective course while not running the risk of significantly lowering their G P.A. By taking a course on a Pass/Fail basis,

the student will earn credit, as long as the course is passed with a minimum of 70%, but not receive a letter grade on their report card or transcript. A "P" or an "F" will appear on the report card and transcript. This will not figure into G.P.A. In order to take a course Pass/Fail, a student must meet the following criteria:

- Must be a Junior or Senior.
- Must be taking the minimum required class load during the semester in which they are requesting a course Pass/Fail, not including P.E.
- Must have approval from the following people: Parent/Guardian, Teacher of the course requested, High School Counselor and High School Principal.
- Must complete the Pass/Fail request form with all appropriate signatures before 10 school days have expired in said term. This form is available in the guidance office.

Grading Recording System:

The standard letter grading system is used throughout the school. In order to give a closer evaluation of students, plus and minus signs are also used with the letter grade whenever necessary. Cumulative G.P.A. will be kept with a 4-point system.

A.....Excellent	A+ = 4.00	A = 4.00	A- = 3.67
B.....Good	B+ = 3.33	B = 3.00	B- = 2.67
C.....Average	C+ = 2.33	C = 2.00	C- = 1.67
D.....Passing (Below Average)	D+ = 1.33	D = 1.00	D- = 0.67
F..... Failing	F = 0.00		
I.....Temporary Incomplete			

100 = A+	99-93 = A	92-90 =A-	89-87 = B+	86-83 = B	82-80 = B-	79 -77 =C+
76-73 = C	72-70 = C-	69-67 =D+	66-63 = D	62-60 = D-	59-00 = F	

Incomplete Grades: A student that receives an incomplete grade (I) will have ten school days to complete the requirements for the grade, unless otherwise agreed upon by the teacher and principal.

Study Hall

Students with a scheduled study hall must adhere to the following regulations. Failure to comply with the regulations will result in the student losing all privileges afforded to study hall students.

- Be on time.
- Have something to do. This is quiet study time.
- Follow proper check out and check in procedures for media center.
- Have a signed agenda from a teacher before study hall begins in order to go to another area of the building.
- Absolutely no card playing in study hall.

Academic Honor Roll

Honor roll is computed and published at the end of each quarter/semester. All grades are to be used when computing grade point. Students must be enrolled in the minimum number of classes during a grading quarter/semester to be considered for Honor Roll. Honor roll will be published two weeks after a grading semester. Students with incomplete grades, after this two week period, will not be included on the Honor Roll. There will be three categories of honor roll: **Honor Roll** - Any student earning a 3.0 - 3.33 G.P.A.**;** **Scholar Honor Roll** - Any student earning a 3.34 – 3.66; and **Star Honor Roll -** Any student earning a 3.67 - 4.0 G.P.A.

Academic Eligibility for Extracurricular Activities

Participation in co-curricular activities is strongly encouraged. The purpose of activities is to aid in the development of the whole-person, (social, physical, academic, and moral character). All students participating in activities, along with his/her parents, are to be familiar with the Starmont High School Student Activities Eligibility Code, which specifies standards of academic maintenance and behavior. ***Students must be enrolled in at least five classes during the semester in which they are participating in an activity***.

Please see Good Conduct Policy on page 7 for further details.

Graduation

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

Graduation requirements are listed in the Course Description Book.

Miscellaneous

Telephone Calls And Use Of Telephone

Students will not be called from classes except in urgent instances. The office will take messages for delivery to students when they are not in class.

Announcements

Announcements will be delivered to all classroom teachers via email and read to the students at the beginning of period five. They are also posted across the hall from the office for the students to read, and they are posted on the website each morning

Visitors To School

If a student wishes to bring a personal guest, he/she must complete a visitor's form and have it approved by the principal at least three days prior to the day of the visit. Any visitor to school for which prior approval has not been given, will be asked to leave immediately. Visitor forms may be picked up in the office. No visitors are allowed during the first 10 quarter/semester school days nor the last 10 quarter/semester school days.

Visitors to the school grounds must check in at the middle/high school office.

Legal Status of Student

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

Lunch

Students may credit their account and purchase new lunch cards, Monday through Friday, in the cafe, from 7:30am until 8:20am. Money or checks will not be taken in the lunch line.

Student Regular Price Lunch - $2.15; Breakfast - $1.50; Student Reduced Price Lunch - $.40 (Only one meal per day - all other items are at regular price.) Student Reduced Price Breakfast - $.30 (Only one meal per day). Free Meal - (Only one meal per day - all other items are at regular price.) Students participating in the free and reduced lunch program must have money in their account to purchase extra food items. Replacement Lunch Card - $4.00 (The cost of a lunch card CANNOT be deducted from a lunch account.)

Each student will receive a laminated, Accu-Scan lunch card. This card is not to be bent, folded, cut, rolled, punctured or tampered with in any way. Cards that cannot be scanned must be replaced at a cost of $4.00. Notify the computer operator immediately if your lunch card is lost or stolen. This will protect against another student using the card. Students cannot borrow lunch cards. Students may take only one container of milk the first time they go through the line. An additional container of milk and ala carte items may be purchased after they set their tray on the table.

A student with a negative lunch account balance will not be able to purchase extra food items until the negative balance is paid. Students will be informed when their lunch balance falls below $5.00.

Bus Discipline Procedures

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the bus driver and the passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures. The school vehicle driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator. Surveillance cameras to monitor student behavior may be used on a random basis, or at the request of the school administration or a bus driver if student behavior problems have been observed or reported. If further assistance is needed, please call our Director of Transportation, (563-933-4372). The building principal may be contacted if concerns continue at (563-933-2218). Once an infraction occurs, the following bus discipline procedure shall be used to maintain an orderly atmosphere on the school vehicle:

Bus Discipline Procedure: In the event a student's conduct is inappropriate while being transported to and from school, the following actions could result:

Step 1) A student/driver conference will be held centering on the student's behavior, the rule that was violated, and the expectations for the future. The parents of the student will be contacted by the driver. A written report will be filed with the building principal of the student and a copy forwarded to the parents along with a copy of the bus policy.

Step 2) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from one to five days.

Step 3) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from five to ten days. A parents/student/driver/principal conference will be held prior to the return of the student to bus privileges.

Step 4) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents. At this time the bus policy and the due process hearing procedure will be presented to the parent/guardian. The student will be suspended from bus privileges pending the result of a hearing by the Starmont Board of Education.

Habitual Offenders: Those student riders whose privileges have been suspended by the Board during one academic year could start on step 2 or 3 of this procedure the next academic year. If the offense jeopardizes the safety of other students and the bus driver, action may be processed at step 3.

Media Center

The Middle School and High School Media Center is a place for study and research. Students are expected to come to the media center prepared to work, study or read. The media specialist and/or aide are there to assist you with materials and research technology.

1. The media center will be open daily from 8:00 a.m. – 3:45 p.m., unless the facility is being used for a meeting or class project.
2. Students must have need of the materials or facilities in order to come to the media center. This may be to use reference materials, to select a book for class or pleasure reading, to read periodicals or newspapers, or to use the technology in the room. Students are asked to sign in at the desk when they arrive and sign out when they leave.
3. There is limited space in our media center. When crowded conditions occur, students doing class research or group work will take precedence over those who are not.
4. Food or drink of any kind is not allowed in the media center.
5. Students reading newspapers, magazines, or using reference materials are asked to return the materials to their proper place before they leave.
6. Students need to properly check-out materials or secure permission from the person in charge before removing any items from the media center.

Circulation Procedures

1. The general checkout period for most books in the media center is two weeks. There is a five school day grace period on books and after the grace period, a fine of 5 cents per school day per overdue item will be charged unless the student has come in with the material to have it renewed.
2. No limits will be placed on the number of books checked out at one time unless there is a high demand at that time for a particular subject. Students are asked to be reasonable and to remember that many students use the library. Please be considerate of others. The media specialist may request that you return a book before it is due, or not allow the renewal of a book if the demand for the book requires such action. The media center staff will be keeping track of the books each student has checked out and the media specialist reserves the right to limit the number of books checked out by any student who already has several overdue materials in his or her possession.
3. To check out library materials students will come to the circulation desk, the item will be scanned and the student bar code number will be entered.
4. Some materials have a limited loan period because of the nature of the materials or the demand. These are referred to as reserve materials. Any book(s) or other materials may be put on reserve by a teacher or the media specialist. The loan period for the reserve materials will be overnight or three days depending on the materials and the circumstances. (Occasionally reserve books will be restricted to use in the library.) Overnight materials must be returned to the media center by 8:15 am. A fine of 25 cents per school day will be charged for overdue reserve materials.
5. Reference books, including some encyclopedias, are also limited in their loan periods. Some reference books are marked for "library use only" and may not be checked out. Other reference materials may be checked out for "overnight only" which means the materials may be picked up at the end of the school day and must be returned before 8:15 a.m. the next school day. The fine for overdue reference materials will be 25 cents per school day.

6. Current magazines may not be checked out of the media center. Back issues of magazines may be checked out for 3 days. The fine on these materials will be 5 cents per school day.
7. No checkout will be allowed to anyone if they have a fine of $5.00 or more until the fine is paid below the $5.00 level. At the end of the school year students will be charged the current replacement cost for any materials that they have lost or damaged.

Problem Solving

The Starmont Community School District uses a problem-solving model to address student concerns. Problem solving is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. Parents are key participants during all facets of problem solving. During the problem-solving process, school personnel (including special education staff and Keystone special education personnel) may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

School Counseling Program

As stated in the Iowa Administrative Code, 281-IAC 12.3 (11), Starmont Middle/High School will maintain a K-12 comprehensive school counseling program, driven by student data and based on standards in academic, career, personal, and social areas. The school counseling program will support the student achievement goals of the total school curriculum to which all students have equitable access. The school counseling program's delivery system components include the following:

1. **Curriculum** that is embedded throughout the district's overall curriculum and systematically delivered through classroom and group activities that provide all students with the knowledge and skills appropriate for their developmental levels;
2. **Individual student planning** through ongoing systemic activities that help students establish educational and career goals to develop future plans;
3. **Responsive services** through intervention and curriculum that meet students' immediate and future needs. This may require any of the following: individual or group counseling; consultation with parents, teachers, and other educators; referrals to other school support services or community resources; peer helping; and information;
4. **Systemic support through management activities** to establish, maintain, and enhance the total school counseling program, including professional development, consultation, collaboration, and program management.

The school counselor shall collaborate with classroom teachers, parents, administrators, and community members to develop, teach, and evaluate standards that emphasize a sequentially presented curriculum, programs, and responsive services that address growth and development of all students and attainment of student competencies in academic, career, personal, and social domains.

Student Testing

Following are the standardized tests which are given at Starmont Middle/High School each year:

Required Tests

- ***Iowa Assessments:*** This test is given to all students in grades 6-11 each year to assess educational development of students in the core academic areas.
- ***Measures of Academic Progress (MAP) in Reading, Language Arts, Math and Science.*** These tests are given twice a year.

Optional Tests

- PSAT/NMSQT. This is given to juniors students throughout the nation as a practice test for the SAT, and to qualify for certain academic scholarships. The test is taken at Starmont in October of every year. Sign up in the counseling office.
- PLAN Test. This is given to sophomores only as a pre-ACT test. The test is taken at Starmont in the first semester of every year. Sign up in the counseling office.

Other Exams: The following college placement exams are given throughout the year. The counseling office has registration materials and/or information for the following.

ACT – SAT – ACCUPLACER – ASVAB

Scholarships

Information on scholarships is collected yearly and published on the school counseling website. http://www.starmont.k12.ia.us/HIGH SCHOOL/Guidance/Scholarships

Citizenship

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

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

Inspection of Educational Materials

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

Campus Restriction

Middle School nor High School students shall be permitted to leave the campus between the time of arrival each morning and the hour of dismissal from regularly scheduled classes without proper permission for Work Release, or Prior Approval reasons. Please read the Attendance section of this handbook and familiarize yourself with the specific regulations and consequences for violating them.

Release of Student Information

The following information may be released to the public in regard to any student of the school district as necessity of desirability arises: NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, AND THE MOST PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal. It is necessary to renew this objection at the beginning of each school year.

School Expenses

There are possible fees students may incur while in high school. Sophomores may purchase class rings. Seniors may purchase senior pictures, announcements for graduation, and a graduation picture. A graduation fee is assessed for the cap and gown, tassel, and other graduation costs. The rings, senior pictures and announcements are made available, but are not mandatory. In most cases, take-home projects (Art, Shop, Home Ec.) requiring materials of value need to be purchased by the students, or if supplied by the school, reimbursement is necessary. There are also annual Band, FFA and Class fundraising costs.

Sportsmanship

Demonstrating superior sportsmanship is expected by all students at Starmont High School. Showing respect to visiting teams, coaches and spectators, cheering in a positive way for our teams and coaches and not vocalizing your displeasures with any official or referee is expected. If in the opinion of the supervisors on duty, any poor sportsmanship is demonstrated, the violator will be asked to leave and will not return for the remainder of the event. Any second violation throughout the school year will result in the banning of the violator from all activities for the remainder of the school year.

Student Behavior

Starmont High School will provide all of its students with a safe educational environment. It is the student's responsibility to take advantage of this environment and get the most out of the opportunities afforded to them. Mature, young adult behavior and being responsible for your actions will play a large role in this responsibility. Please be aware of the academic, attendance, and student discipline portions of this handbook and the consequences for not following the regulations that accompany each area.

Tobacco, Alcohol, Controlled Substances And Weapons

The Code of Iowa (279.9) provides that the use, possession or sale of tobacco, and the use, possession, or sale of alcoholic liquor or beer or any controlled substance or look-alike drugs, or weapons by any student is prohibited. The Board of Education may suspend or expel any student for any such violation of such rule. This includes attendance at any school related function at Starmont High School or any other school site, as well as the regular school day. Disciplines for offenses under this section are normally handled with suspension.

Weapons Statement

The Board of Education believes weapons and other dangerous objects 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 premises or property with in the jurisdiction of the school district.

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

According to school district policy 502.8, parents of students found to be in possession of a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion, according to School District Policy 502.8.

Work Release Program

1. Students in grades 11 & 12 may be allowed to seek work for hire during regular school days
2. 9th & 10th grade students will not be allowed to apply for a work release permit. Special request may be submitted to the building principal concerning the need for a work permit during a family crisis.
3. All students applying for work release permits must be passing all classes at the time of request and must maintain passing grades to keep the work release privilege.
4. An application must be completed and approved by the principal before a work study program can begin. A student may be removed from work release for failing grades, late classwork, or disciplinary reasons.

Discipline

To assure a safe and productive learning environment, it is important that all students adhere to the general discipline rules and regulations of Starmont High School. Students that are disruptive to the educational process will be dealt with as follows.

Discipline Procedure

In most cases, the individual teacher will handle his/her own discipline problems. If a student's self discipline is ineffective, staff member's reaction to discipline problems may include, but are not limited to the following:

1. Discussion and notification of the problem to the student.
2. Notification and/or conference with the parent.
3. Guidance assistance.
4. Detention.
5. Removal from class with a failing grade.

If the teacher cannot satisfactorily solve the problem, the principal will use the necessary means to correct the problem behavior. These means may include, but are not limited to:

1. Conference with the student and/or parent.
2. Probation.
3. In-school suspension.
4. Out-of-school suspension.
5. Removal from class with a failing grade.

Discipline Referrals

A discipline referral is categorized as follows:

1. A student being sent to the office for any disciplinary action.
2. A parking lot violation.
3. A student removal from class.
4. Any insubordination
5. Any assigned detention.
6. Any in-school suspension
7. Any out-of-school suspension
8. Any unexcused absence
9. Any truancy

*If a student is removed from a class by a teacher for any disciplinary reason, the parents will be notified immediately and a parent, student, teacher meeting will be required before the student is allowed to return to class.

Other

Back Packs
Students may bring back packs into the high school facility. Back packs are to be stored in student lockers and not carried from class to class, taken to lunch, or left in hall ways. There is ample time between classes to go to your locker and retrieve the necessary materials for your next class.

Book Rental
All textbooks are owned by the school and each high school student is charged a book rental fee. Any textbook or library book lost or damaged will be replaced and cost assessed to the student. Student projects to be taken home (i.e., woods, art, metal projects or materials) will require additional purchases.

Church/Family Night
Wednesday evening of each week has been reserved for the churches in the school district. No local school sponsored event will be scheduled on this night after 5:45pm.

Course Fees
Any regular course fee (i.e., shop, art, etc.) must be paid prior to the end of the course. Any material needed throughout the semester must be paid for in advance of using the material.

Eighteen Year Olds
The legislature granted adult rights to eighteen year olds. The legal age does not allow more or less privileges than other members of the student body. School policies will apply to all students, regardless of age.

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

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

If you have any questions about this state law, please contact Matt O'Loughlin, 563-933-4598

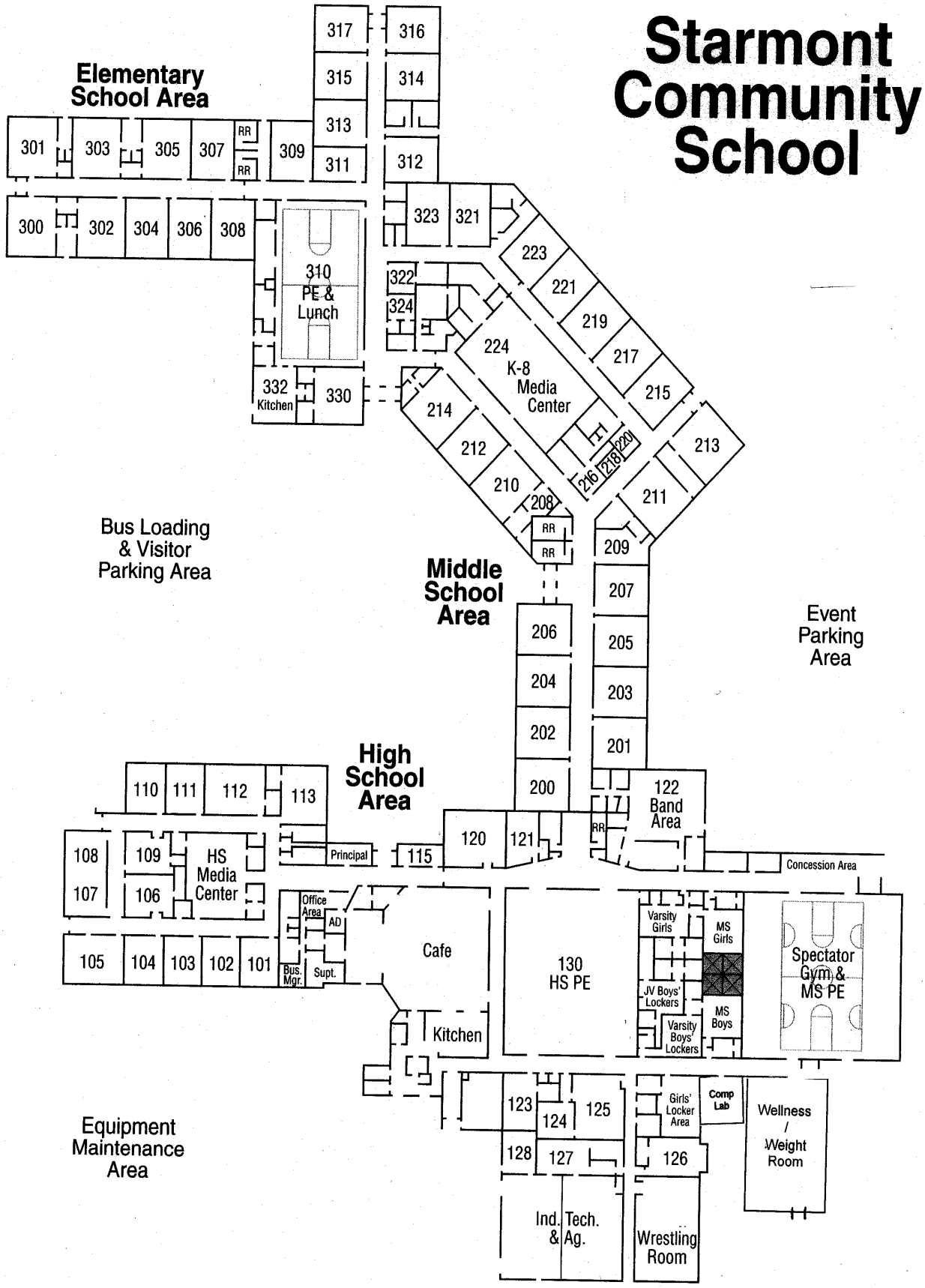
Professional Staff Qualifications
Parent/Guardians in the Starmont Community School District have the right to learn about the following qualifications of their child's teacher:

- State Licensure requirements for the grade level and content areas taught.
- Current Licensure status of your child's teacher.
- Baccalaureate/graduate certification/degree of your child's teacher.

Parents/Guardians may request this information from the
Office of the Superintendent by calling or sending a letter of request to
Mr. Matt O'Loughlin, Starmont CSD, 3202 40th Street, Arlington, IA 50606

Pop or Food
No food or pop, energy drink, coffee, etc. will be allowed in the building during instructional time unless approved by the principal for special occasions. Students may carry only a water bottle or any item sold in student vending machines with them during instructional time. No food or beverage is to be kept in students lockers at anytime.

Protective Devices
In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be canceled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

Signs, Banners, Posters
Signs, banners and posters may be posted with permission from the office.

Map of School Facility and Grounds