

# **STARMONT COMMUNITY SCHOOL DISTRICT**



**STUDENT HANDBOOK  
2024-2025**

**Welcome to Starmont Middle School/High School! We are pleased you are here and want to help you make this a great year! This handbook will help us do just that. It is very important that we all understand the rules and policies Starmont has in place. Please take time to read it and if you have any questions regarding the contents, don't hesitate to ask a staff member. We are looking forward to another great school year, and we hope you are too. Veteran and new staff alike are eager to get started. Have a great year and make the most of this opportunity!**

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**Detach this half sheet and Return to school for 24-25 School Year**

**Your signature below signifies that you:**

- Understand the rules and notifications the Starmont CSD will be guided by
- allow your child to attend any class trips or activities during the school day taken in the Starmont school district.
- understand your child may be captured by videotape when a teacher is recording him/herself for self-improvement, safety, or instructional purposes.

The handbook can be found on the school website. Please direct any questions to the Starmont MS/HS Office.

Electronic Signature will be accepted while registering your child.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ (circle: mother, father,  
other guardian)

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## May Updated STARMONT COMMUNITY SCHOOL CALENDAR 2024-25

<b>August</b>											
M	T	W	TR	F							
19	20	21	22	23							
26	27	28	29	30							
<b>September</b>											
2	3	4	5	6							
9	10	11	12	13							
16	17	18	19	20							
23	24	25	26	27							
30											
<b>October</b>											
	1	2	3	4							
7	8	9	10	11							
14	15	16	17	18							
21	22	23	24	25							
28	29	30	31								
<b>November</b>											
				1							
4	5	6	7	8							
11	12	13	14	15							
18	19	20	21	22							
25	26	27	28	29							
<b>December</b>											
2	3	4	5	6							
9	10	11	12	13							
16	17	18	19	20							
23	24	25	26	27							
<b>January</b>											
			1	2	3						
6	7	8	9	10							
13	14	15	16	17							
20	21	22	23	24							
27	28	29	30	31							
<b>February</b>											
3	4	5	6	7							
10	11	12	13	14							
17	18	19	20	21							
24	25	26	27	28							
<b>March</b>											
3	4	5	6	7							
10	11	12	13	14							
17	18	19	20	21							
24	25	26	27	28							
31											
<b>April</b>											
	1	2	3	4							
7	8	9	10	11							
14	15	16	17	18							
21	22	23	24	25							
28	29	30									
<b>May</b>											
			1	2							
5	6	7	8	9							
12	13	14	15	16							
19	20	21	22	23							
26	27	28	29	30							
<b>June</b>											
2	3	4	5	6							

6.75	Aug	7	Registration
	Aug.	15	New Teachers
4.92	Aug.	19-22	Professional Development
38.67	Aug.	23	Classes Begin 1st Semester
		23	1:30 Dismissal - Professional Development
65.67			
99.42	Sept.	2	Labor Day-No School
131.3		17	1:30 Dismissal - Professional Development
163.3	Sept.	25	1:30 Dismissal - Professional Development
170	Sept.		Homecoming
197	Oct.	9	1:30 Dismissal - Professional Development
228.9	Oct.	23	1:30 Dismissal - Professional Development
262.7	Oct.	25	End of First Quarter (45 days Dismiss 1:30)
292.8			
319.8	Nov.	5	P/T Conferences 3:30-7:30 (Dismiss @ 1:30)
	Nov.	7	P/T Conferences 3:30-7:30 (Dismiss @ 1:30)
326.5	Nov.	8	No School - Compensation Day
357.9	Nov.	13	1:30 Dismissal - Professional Development
389.8	Nov.	27	No School
423.5	Nov.	28	Thanksgiving
437	Nov.	29	No School
470.8	Dec.	11	1:30 Dismissal - Professional Development
502.7	Dec.	20	1:30 Dismissal
534.6	Dec.	23 - 31	Winter Break
	Jan.	1	Winter Break
566.5	Jan.	6	Classes Resume
598.5	Jan.	8	1:30 Dismissal - Professional Development
625.5	Jan.	17	End of Second Quarter (47 days: Dismiss 1:30)
659.2	Jan.	20	No School - Professional Development
693			
726.7	Feb.	17	No School - Professional Development
753.7			
787.5			
821.2	March	12	1:30 Dismissal - Professional Development
853.1	March	21	End of Third Quarter (45 days)
885.1	March	21	1:30 Dismissal - Professional Development
917	March	26	1:30 Dismissal - Professional Development
923.7			
	April	1	P/T Conferences 3:30-7:30 (Dismiss @ 1:30)
948.3	April	3	P/T Conferences 3:30-7:30 (Dismiss @ 1:30)
982.1	April	4	No School - Compensation Day
1009	April	18	Spring Vacation - Good Friday
1029	April	21	Spring Vacation (Staff Make-up)
1050	April	22	No School - Professional Development
1063			
1095	May	7	1:30 Dismissal - Professional Development
1129	May	13	Seniors' Last Day
1159	May	18	Graduation
	May	23	Last Day of School; End of Fourth Quarter
		27	Professional Development
	May	26	Memorial Day

**190 Day Contract**  
 1. holiday - Labor Day  
 2. holiday - Thanksgiving  
 3. holiday - Christmas  
 4. holiday - New Year's Day  
 5. holiday- Good Friday  
 6. August 19  
 7. August 20  
 8. August 21  
 9. August 22  
 10. May 27  
 11. January 20

**Early Dismissals**  
 Sept. 17  
 See calendar

**Make-up Days**  
 Staff Make-Online  
 Staff Make-Online  
 Staff Make-up April 21

Any additional days will be made up at the end of school year.

5/14/2024

## **Part 1: District Mission and Overview**

### **Starmont Community School District's Mission Statement**

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

### **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; and 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 lifelong learner.

### **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: 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.
- Critical thinkers
- Healthy people
- Life-long learners

### **Starmont Fight Song**

What's the word? FIGHT FIGHT FIGHT  
The word is fight fight fight for Starmont High  
Let all the Starmont backers 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!  
S-T-A-R-M-O-N-T Starmont Starmont Starmont

### **Jurisdiction:**

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

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, or on property within the jurisdiction of the school district. They also apply while on school-owned and/or school-operated buses or vehicles or chartered buses, while attending or engaged in school activities. In addition, they apply 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.

### **Equity Statement**

It is the policy of the Starmont Community School District not to discriminate based on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Brandie Erickson, K-12 Counselor, Starmont Community School District, 3202 40th Street, Arlington, Iowa 50606, (563) 933-2218, or TBD

### **Starmont School Information**

3202 40th Street  
Arlington, 50606  
(563) 933-2218



## **School Alerts**

### **Cancellations:**

The Starmont Community School District utilizes School Messenger to communicate with stakeholders through phone messages, texts, and/or e-mail regarding weather announcements, schedule changes, event cancellations or postponements as well as other emergency and non-emergency situations. This system has proven to be very effective in meeting the goal of relaying important information in an accurate and timely manner.

At registration, parents/guardians will have the opportunity to provide the district with appropriate contact information for School Messenger. In addition to School Messenger, the Starmont Community School District notifies the following radio and television stations if school is closed, starting late, or dismissing early due to inclement weather. These entities may also be contacted for other emergencies if the situation warrants.

### **Television Stations**

KCRG- TV Channel 9

KGAN-TV Channel 2

KWWL-TV Channel 7

### **Radio Stations**

KMCH 94.7

KCTN 100.1

## **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 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 school 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.

## **STUDENT ATTENDANCE AND RIGHTS**

### **ATTENDANCE**

**Compulsory Attendance:** The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district. Students who know they will be absent should have their parents notify the office prior to the absence. If advance notification is

not possible, parents must notify the office on the day of the absence by 8:15 a.m. Parents have 48 hours to excuse their child for an absence. Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours.

## **STATE LEGAL REQUIREMENTS FOR ATTENDANCE**

### **Attendance Guidelines and Outreach**

The district is committed to working with families to help reduce obstacles keeping students from regular daily attendance. The district attendance team, the principal, teachers, community and/or county attorney will provide attendance outreach in the following ways.

**Chronic Absenteeism Legal Requirements (Absent 10%):** Chronic absenteeism/absences means ANY absence from school for more than ten percent of the semester days listed in the current school calendar established by the district. When a student meets the threshold to be considered chronically absent (10%), the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student and the student's parent/guardian/legal or actual custodian via email/mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences. If a response is not received within 48 hours, then a certified letter will be sent additionally

### **School Engagement Meeting (Absent 15%):**

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences and begin the process for a school engagement meeting. The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan. All of the following must be present at the school engagement meeting:

- The student;
- The student's parent/guardian/legal or actual custodian if student is not an emancipated minor; and
- A school official.
- Absenteeism Prevention Plan:
  - The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant.
  - The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan.
  - If the student and student's parent/guardian do not attend the meeting, do not enter into a plan, or violate the terms of the plan, the school official will notify the county attorney.

**Truancy Legal Requirements(Absent 20 %):** Truant/truancy means a child of compulsory attendance age who is absent from school for **ANY REASON** for at least twenty percent of the semester days listed in the current school calendar established by the district. A school official will notify and turn in all student attendance information over to the county attorney.

### **School Based Academic & Disciplinary Requirements Related to Attendance- Attendance Guidelines and Outreach**

Students are required to be in attendance, pursuant to board policy, for 1080 hours per school year unless their absences have been excused.

#### ***Unavoidable absences are as follows:***

- Personal illness (some type of medical excuse or a parent call to validate absence within 48 hours, see above)
- Professional appointments that cannot be made other than during school time. (A parent call the day of the appointment, doctor/dental appointments, an appointment card or a note from the doctor or dentist on letterhead is required -- A reasonable amount of time gone for the appointment will be listed as unavoidable)
- College visitations for juniors and seniors. (Verification email or letter from school student is visiting to validate absence)
- Funerals, death, or serious illness in the immediate family
- Family emergencies (per the discretion of the school)
- Participation in school scheduled activities
- Recognized religious observances
- Reasonable excuses may also include family trips or vacations if notified in advance

Absences that do not fall within the categories listed above will be considered unexcused unless approved by the office. Students who are absent without a reasonable excuse may be assigned to detention, in-school suspension, extracurricular consequences, loss of computer, or other appropriate disciplinary sanction up to loss of class credit.

Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Students are required to be in attendance, pursuant to board policy, for 178 days per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities.

Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal.

Parents are expected to telephone the school office to report a student's absence prior to 8:00 a.m. on the day of the absence.

If a student accumulates 9 unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 7 unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the *hearing panel* makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AW" [administrative withdrawal].

A student who loses credit due to excessive absences is assigned to [*supervised study hall, in-school suspension*] for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 7 unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, , late arrival, or study hall exemptions.

### **Notification of Student Absence**

Parents and/or guardians are accountable for their student's attendance and have an obligation to report their student's absences to the office.

Please call attendance before 8 am on the day of your student's absence. If you do not contact the office to report your student's absence you may receive a personal call inquiring as to the reason for your student's absence. Multiple day absences due to illness, contagious disease, or hospitalization may be reported with one phone call or email stating the days the student will be absent. For your convenience, you may call or email attendance. You may call or email future

absences in advance, so they can be recorded for your convenience. Parents and/or guardians will receive notifications from the office based on the percentage of absences the student has accumulated at any given time during a school semester or school year. When a student becomes of majority age (18 years or older, married, or with approval of self-guardianship papers) and is not residing with the student's parents or guardian and not under parental insurance or tax credits, the student may provide their reason for absence without parental verification. The principal should be notified in advance of any such circumstances. Absences not specified in the excused absence guidelines and for which no explanation is provided by a parent and/or guardian will be considered unexcused. Absences not reported within 24 hours of being marked not present in the classroom will also be considered unexcused. Absences outside of our excused and unexcused guidelines may be considered on an individual basis at the discretion of the school administrator or district attendance team once the absence has been explained by the parent and/or guardian.

### **Tardy or Late Arrival**

Middle school hours for grades 6-8 are 8:15 am to 3:20 pm & High school classes are 8:15 am to 3:20 pm. Students arriving after their instructional day begins, need to report to the school office and will be checked in upon their arrival. Their attendance will be recorded per the excused and unexcused guidelines in the district's attendance policy and they will be given a pass to class. As a reminder, students arriving late to school from a medical appointment need to provide written verification from the clinic, dentist, etc. Students who are tardy to class must have a written pass from the school employee responsible for the tardy will be recorded. Three tardies will result in office discipline.

### **Tardies**

We will 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.

Any student who is late to class shall be marked tardy in PowerSchool. Each teacher may create an individualized plan for addressing student tardiness in their respective classes. The teacher is to address student tardiness to his/her class initially through appropriate consequences. The administration may also address this behavior as needed. Absences not excused by the school or parents are considered trancies. See the Iowa Administrative Code for the definition and consequences of truancy. At Starmont Middle/High School any student who wishes to be absent without the necessary approval has, through that absence, consented to disciplinary consequences including, but not limited to, parental contact, limited make-up work privileges, detention, and suspension. Truancy issues will be referred to the truancy officer if warranted. When suspended out of school, students are not allowed on Starmont CSD property, for any reason, unless granted permission by the administration.

Examples of tardy consequences may include:

- Serving lunch detentions
- Serving before school detention time

Serving after-school detention time  
Removal from the classroom for an extended period of time

#### Tardies

Students may receive tardies as a result of arriving late to school and for being late to their assigned areas during the school day. Students shall be allowed a total of three tardies, either to school, to their assigned areas or a combination of both, before the possibility of being assigned a detention for their fourth and subsequent tardies each quarter. Please note that the tardy system shall operate **on a per quarter basis**.

The following is the procedure for tardy discipline:

after 3 tardies -lunchtime detention

4 - 7 tardies -lunchtime detention

8-11 tardies -after school detention 3:20 to 3:45

12 and subsequent tardies, the student may be required to serve- 1/2 day in-school suspension for each subsequent tardy.

If you are tardy you will be expected to get a slip from the teacher that detained you. If the teacher will not give you a note stating why you were late then you will be considered tardy.

#### **Appointments During the School Day/Picking Up Your Student**

Parents and guardians should contact the school directly when their student needs to be picked up unexpectedly for an appointment during the instructional day. Students must be signed out through the office at their prospective school before leaving the building. For early pick-up, written verification may be provided at the time of pick-up or upon arrival the next school day.

As stated under medical appointments, if documentation is not provided, the time away from school will be considered unexcused. It will be the student's/parent's/guardian's responsibility to make sure the written verification is turned in to the school office if bringing it in the day following an early pick-up.

#### **Missed School Work**

Students who are absent with an excused absence will have twice the number of school days missed to complete missing work and shall receive full credit if completed to the satisfaction of the classroom teacher(s). All known absences should be discussed with the classroom teacher before the absences. In special circumstances, the school administrator or their designee may extend this period. When students return to class from an excused absence(s), it is the student's responsibility to arrange for make-up work. When students anticipate absences, all efforts should be made to complete work in advance of the absences.

#### **Credit or Grade Reduction**

Classroom attendance is an integral component of student success. Absences affect a student's ability to participate in classroom instruction and learning opportunities. This may affect their ability to complete all requirements to pass a course or specific units of a course required for the successful attainment of credit.

**Classroom Attendance:**

Students who have **9** or more unexcused absences from a class may be dropped from that class without credit. Students may be readmitted if the student and his/her parents/guardians meet with administration/other pertinent school district personnel, and a plan is developed to improve attendance. Any loss of credit can be appealed to the superintendent.

**School Sponsored Activities**

Students participating in school-sponsored activities must be in attendance for at least 5 full class periods to practice or participate in a game or performance that day. Exceptions to this are if the student has prior approval from the principal on the school day the activity is held. Participants need to bring uniforms/jerseys to school with them in the mornings rather than driving home to pick them up during school.

**Part 3: Student Well-Being and Safety****Anti Harassment/Bullying Policy**

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

**Anti-Bullying/Anti-Harassment**

**(Forms and complete policy can be found on the Starmont Schools Website)**

The Starmont Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions - For this policy, the defined words shall have the following meaning:

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

“Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief,

socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

Places the student in reasonable fear of harm to the student's person or property.

Has a substantially detrimental effect on the student's physical or mental health.

Has the effect of substantially interfering with a student's academic performance.

Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

"Volunteer" means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to violate this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to violate this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to violate this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted under this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be



subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **School Day**

Students may be present on school grounds before 8:00 AM or after 4:00 PM 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, born to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the website at <http://www.hawk-i.org/> for more information or contact Rachael Hach for assistance- [rhach@starmont.k12.ia.us](mailto:rhach@starmont.k12.ia.us), 563-933-2218.

### **Immunizations**

Before 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. Parents who have questions should contact the office. Secondary school requirement: Before entering 7th grade, all 7th graders will be required to show a certificate of Meningococcal vaccine after age 10. All 12th graders must also show a certificate of immunization showing 2 doses of the Meningococcal vaccine (or one dose if received after age 16).

### **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 before 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 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.

### **School Nurse**

Starmont has a school nurse, Jonna Keppler with an office next to the elementary office. She assists with health protection and promotion for staff and students. Students must have a staff person confirm their availability before receiving a pass 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:

All medications, prescription or over the counter, must be in the original container, labeled with the name of the medication, and dosage instructions clearly stated on the container or package. Written instructions and consent from the parent/guardian must accompany the medication. Medications must be within the expiration date.

Prescription medications that are to be given to students during school hours are to be brought to the school by the parent. Students are not to have medication (prescription or non-prescription) in their backpacks or lockers. This is for their safety and the safety of others. If your child needs to carry an inhaler and/or EpiPen, please make sure you contact the school nurse.

Prescription medications require a doctor's order (the current prescription container is acceptable). If the dosage changes, please have the doctor fax (563-933-2134) to the school and have the label changed to reflect the change in medication, dose or frequency as soon as possible.

Medications will be given by the school nurse or other staff members trained in the administration of medication. Medications are stored in a safe, locked area. Refrigeration is available.

### **Allegations of Abuse of Students by School Employees**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees, will not be tolerated. The definition of employees for this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and an alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in

the student handbook published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

### **Video Surveillance/Camera Policy**

The Starmont Community School District Board of Directors has authorized the use of video cameras on school district premises and school district transportation. The video cameras will be used to monitor and record student behavior to maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video recordings may be confidential student records and may be retained with other school records. Video recordings may be retained if necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

### **Physical Restraint at School**

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, 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 the Starmont Superintendent at (563) 933.4598. The complete text of the law and additional information are available on the Iowa Department of Education’s website; [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion, and Restraint.

### **Emergency Drills**

Periodically the school holds emergency fire, tornado, crisis, and evacuation drills. 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.

### **Asbestos Notification**

Asbestos is a naturally occurring mineral that, due to its excellent heat-resistive, friction-resistive, and acoustical properties, has been used extensively as a building material in countless commercial, industrial, and educational buildings. Asbestos was used primarily as a boiler and pipe insulating material; however, because it is such a versatile mineral, it can also be found in acoustical and flame retardant wall and ceiling finishes, in vinyl asbestos floor tile, ceiling tile, and sheet goods used both on the interiors and exteriors of buildings. Asbestos has

over 2000 different uses. However, studies have shown asbestos may cause debilitating and fatal diseases. Because of this fact, the federal government has enacted laws regarding the use and care of asbestos products. On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act, or AHERA. AHERA requires school districts to inspect and identify the forms and locations of asbestos-containing building materials in all of their school buildings. Upon completion of the inspection, an asbestos management plan must have been developed and sent to the Governor of the State of Iowa by October 12, 1988. Implementation of the management plan must have begun no later than July 9, 1989. The Starmont Community School District has taken a very firm stand to protect the health of all faculty, staff, students, and visitors who use our buildings, and to protect the environment. The initial inspection process and the process for the development of the management plan are complete. The implementation of the management plan has already begun. Copies of the management plan for each individual school are available for review. The ongoing evaluation of the condition of in-building asbestos has been performed by having bi-annual periodic surveillance conducted by an inspector. Samples are taken in our continuing efforts to identify asbestos-containing materials. “Response Actions” (projects for the care, maintenance, or removal of asbestos-containing building materials) are performed as dictated by the Asbestos Management Plan. The Starmont Community School District is intent on meeting the requirements set forth by AHERA regulations. All questions concerning asbestos in schools should be forwarded to the Superintendent, 3202 40th Street Arlington, Iowa 50606, or by phone at (563) 933-2218.

#### **Part 4: Student’s Rights and Responsibilities**

##### **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.

##### **Use of District Technology and Personal Electronic Devices**

Technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success. The PBIS expectations of respect, trustworthiness, appropriate actions, and responsibility apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment and it is strictly forbidden in restrooms and locker room areas.

Devices will be provided to students for the educational program requiring the use of technology. Students who choose to bring a personal electronic device (cell phone, iPod, e-readers, etc) to school do so at their own risk. Starmont Community School is not responsible for lost, damaged, or stolen items. The use of any electronic device by students is also subject to Board Policy

### **Technology Fines**

As with any district property issued to students, Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Reimbursement may not exceed the actual cost to repair or replace the device. Parents have the option to purchase insurance on school-issued devices. If parents do not purchase the insurance they are liable for 100% of the repair or replacement of the device.

### **Use of Network**

Students will be able to access the internet at school. Individual student accounts will be issued to students. It is the student's responsibility to protect their account information. Our intent is to protect the rights of the students and parents who choose not to risk exposure to questionable material.

### **Restricted Materials**

Students should not intentionally access or download any text file or picture, or engage in any communication that includes material that is obscene, libelous, indecent, vulgar, profane, or lewd. They should also refrain from actions that cause a material and substantial disruption to the learning environment.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least three days before 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.

### **Cell Phones**

Any use of a cell phone, computer, or technology device that violates a state or federal law will automatically be referred to the proper authorities/Police.

- **Middle School:** Students may bring cell phones to school and store them in their lockers. Students should not be using cell phones in the classroom unless permitted by the classroom teacher. If students are using cell phones in the class (without permission) they will be first warned to put it away. The second time the teacher may take it for the remainder of the class. If the student continues to use their cell phone in class the phone will be given to the teacher who will give it to the office to pick up at the end of the day. Additional consequences will be considered for students who have been given multiple opportunities and continue to use their phones in the classroom. A telephone for student usage is located in the main office. Students may use the school office phone for emergency calls after first obtaining permission from school personnel. Phone use is to be kept to a minimum. Telephones in classrooms are not for student use. Student mobile device use must follow district policies. Abuse of these devices will result in them being taken and returned to the parent/guardian at the end of the day.
- **High School:** It is important for students to understand their responsibility in the use of cell phones. School Officials will continue to monitor the abuse of cell phones as it relates to cyberbullying, harassment issues by students, academic cheating, and inappropriate use of picture cell phones in violation of students' right to privacy. Cell

phones may be used during the school day only at lunch and passing time. Cell phones will not be permitted during academic class time (including study hall and assessments). Cell phones with cameras and other portable Handheld Technology Devices capable of storing/or transmitting and or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to capture, photograph, or audio record others in the building, on school property, (including school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.) without the consent of a teacher, coach or school administrator. Violation of the cell phone/pager rule will result in the following:

1st Violation	Teacher Removes gives back at the end of class
2nd Violation	Phone is brought to the office and returned at the end of the day
3rd Violation	Phone is brought to the office and conference with Principal
4th + Violation	Parent contacted to pick up phone with possible consequences of phone being turned in every day at the office

### **Graduation Requirements**

#### **Grading Scale**

The standard letter grading system is used throughout the school. 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	

#### **Commencement**

Participation in commencement will not be allowed for any senior who is not fully eligible for a signed diploma. Students who are not in “good standing” may be withheld from commencement participation. All fees and fines will need to be paid before the commencement ceremony.

### **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 points. Students must be enrolled in the minimum number of classes during a grading quarter/semester to be considered for the Honor Roll. Honor Roll will be published two weeks after a grading semester. Students with incomplete grades, after the two-week period, will not be included in the Honor Roll. **Principal Honor Roll** is any student earning a 3.0- 0 3.33 G.P.A. **Star Honor Roll** is any student earning 3.34 - 3.66, **Scholar Honor Roll** is any student earning 3.67-4.0 G.P.A.

### **Early Graduation**

Students who meet the graduation requirements set by the board before the end of their senior year may apply to the high school principal for early graduation. Students must apply at least one semester before the completion of the graduation requirements. To graduate early, students must have the approval of the principal, and superintendent and secure the approval of the school board through a letter of request.

Students who graduate early become alumni of the school district and are not permitted to participate in school activities, with the exception of the graduation ceremonies.

### **Grade Reports**

Grade determination for a class taught is the responsibility of the classroom teacher. Each teacher will present his/her grade determination procedures at the beginning of the course. If a student/parent feels there may have been a mistake in a grade, they should visit with the classroom teacher first to determine grade criteria before checking with the building principal who will review the grade criteria for possible miscalculations, such as totaling errors, etc. Generally, the principal will not deal with course grade criteria.

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 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, share and discuss ideas, review materials, become acquainted with resources, organize thoughts, prepare for classroom activities, or make up for incomplete class work. The purpose of homework serves as a meaningful practice to ensure success on assessments. 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 is outlined in the attendance policy. 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 a 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.

### **Assessments:**

Teachers shall develop and provide individualized syllabi for their classes. Teachers use a variety of formative and summative assessments throughout their coursework. Based on teacher discretion and syllabi guidelines, students may have the opportunity to retake assessments, excluding the semester assessment. Homework must be completed before students can retake an assessment. Retake requirements/expectations will be specified by teachers in their course syllabi. Extra credit that enhances student learning may be given. This is up to the individual teacher.

### **Plagiarism**

Academic honesty is of the utmost importance to Starmont. All students are expected to turn in work that is their own and when they are utilizing sources, they are expected to appropriately cite them both parenthetically (in-text) and on a works cited page or reference page. Plagiarism, cheating, and dishonesty will not be tolerated.

### **Plagiarism Includes (but not limited to):**

1. Copying and pasting information from the internet, including images and recordings.
2. Failure to cite information.
3. Utilizing a form of AI (Artificial Intelligence) to generate work.
4. Copying from another student.
5. Using words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgment.
6. Images and recordings are created in large part by AI.

### **Student's Responsibility**

1. Ask questions and seek help from the teacher.
2. Submit only his/her own work
3. Follow the research format, MLA or APA for source citation.
4. Use Works Cited and Reference pages accurately and appropriately.
5. Use in-text documentation accurately and appropriately.

### **Teachers Responsibility:**

1. Clearly outline plagiarism definition and policy at the beginning of the year (either in course expectations or displayed somewhere in the classroom.)
2. Provide instructions that give students chances to see models, develop skills around citing sources, and chances that review their work with peers and adults.
3. Be clear about when students are allowed to collaborate and what exactly that will look like and sound like if they "cheat" vs. "work together." *Ex: in group work, some teachers*



*will expect students to talk out the answers and then reflect on those answers individually and write their own understanding in their own words for the group discussion. This teacher may consider it cheating if the students have the same responses. Other teachers will expect students to write the same answer to reflect consensus amongst the group.*

**Consequences for Plagiarism:** 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. 1st - Offense will result in zero for that assignment and a discussion on what happens if there is a second offense. 2nd - The offense will result in a zero for that assignment and scholarship eligibility will be suspended.

**Cheating:** Academic dishonesty is the use of cheating by using others’ work and claiming it as your own. This is considered a severe violation of academic integrity and applies to all phases of the learning process (homework, assignments, projects, and assessments). If a teacher, college, or administrator concludes that a student has cheated, the consequences will consist of the student taking a “zero” on the assignment or assessment in which the student violated academic integrity, and parents will be contacted. Cheating can be any activity where a student unfairly gains an advantage in their work by using another student's information and work as their own.

### **Dropping and Adding Classes**

Students should carefully consider all options before deciding to drop or add a class. Dropping and adding classes must be completed within the first 3 days of the semester. Schedule changes must be discussed with Parents/Guardians, counselor/school designee, and principal with signature verification from all individuals, before receiving and filling out a schedule change form.

These forms are only available in the guidance/social workers office and must be filled out completely, signed by a parent or guardian and then the principal, and returned to the counselor. Students are expected to carry a full course load, meeting graduation requirements.

If a teacher or parent feels that dropping or adding a class is necessary after the semester has begun, they may contact the counselor/school designer 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 3 class meetings. If a student drops a high school class or a NICC course before 3 meetings have occurred, the class will not appear on the student’s grade card or transcript. Please refer to NICC drop procedure for the policy on college grades.

Each spring Starmont High School works to create a schedule of classes for the following academic year that best meets the needs of our students, while still staying within the parameters of staffing requirements (i.e. number of teachers, class size, teaching schedules, state and federal mandates). We work very hard to accommodate student requests; however, due to the complexity of the scheduling process, sometimes student schedules may need to be adjusted.

**Please keep in mind that changes in course requests or class assignments will not be accepted for any of the following reasons:**

- To accommodate a job schedule
- To change teachers
- To change classes to be with friends
- To have first or last-period free

To accommodate a change of mind Acceptable reasons for schedule changes may include:

- Computer input error
- Scheduling conflicts
- Failure or near failure in a second semester or year course
- Failure to meet a prerequisite for a course
- Teacher and administrative recommendation
- Successful completion of a summer school class

### **Physical Education**

All Starmont High School students are required to take P.E. throughout the academic school year. There is currently the option for Performance PE; offered during Zero Hour, and traditional PE; offered during the regular school hours, periods 1-9. There are only two instances when P.E. may be waived for one semester per year. Forms are found in the counselor/social workers office.

1. If a student desires to take a full schedule of classes important to their post-high school education, or a required class that does not allow P.E. to fit into his/her schedule during a given year. The student must participate in a sport the semester they wish to waive P.E. This information would need to be verified by the Athletic Director and Principal.
2. If a student has an injury or medical condition that prevents them from participating in P.E.
3. Students can take no more than .5 credits of PE each school year.

### **Placement for College Classes/Post Secondary Enrollment**

Starmont has entered into an agreement with NICC to continue to offer students a variety of college credit classes. This expanded contract programming is Placement in College Credit (PICC). Registration requirements for PICC courses are as follows:

Starmont cares about student success and in order to ensure student success, the following guidelines are required:

- Students must complete at least 15 Starmont High School credits and have a GPA of 3.0 or higher.
- Students must demonstrate proficiency in Reading, Math, and Science.
- Students cannot be considered chronic attenders from the previous year. Chronic attendance is considered missing more than 10% of the school year.
- Students must meet with the school counselor/school designee the semester before the start of a new semester to register for PICC NICC college classes.
- Only courses offered during the school day and Starmont's academic school year will be available to students.
- Students who fail or drop a course after the first 5 days of the semester will not be allowed to take a college course in the following semester.
- The parent or legal guardian of an eligible student is responsible for transportation.

- Students are responsible for the ordering/payment of all needed textbooks & supplies.

Freshmen and sophomore Extended Learning Program (ELP) students are eligible to register for PICC classes given they have met testing and registration guidelines and plan to take an eligible course. Only NICC courses that are not offered by Starmont through high school courses or concurrent enrollment courses are eligible to be taken via PICC. The school district shall determine the number of high school credits that shall be granted to an eligible student who successfully completes a course. The high school credits granted to an eligible student shall count toward the graduation requirements. Students must have flexibility within their schedule for a college credit course. Only courses offered during the school day and while Starmont is in session will be available to students. **The parent or legal guardian of an eligible student is responsible for transportation to and from the postsecondary institution for the student. Students are responsible for the ordering and payment of all needed textbooks and supplies.**

### **Concurrent Enrollment**

A concurrent enrollment program is established to promote rigorous academic or career and technical pursuits and to provide a wider variety of options to high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. This program shall be made available to all resident students in grades nine through twelve who meet Iowa Assessment score requirements or school district equivalents. Students will be made aware of what courses will be offered, and if successfully completed, will generate college credit under the concurrent enrollment program. A comparable course must not be offered by the school district that the student attends. The school district will grant high school credit to a student enrolled in a course if the student successfully completes the course. The school district will determine the number of high school credits that will be granted to a student who successfully completes the course. Only courses offered during the school day and Starmont's academic school year will be available to students. **The parent or legal guardian of an eligible student is responsible for transportation.**

### **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. The open enrollment law allows parents/guardians to apply for open enrollment at any time without the need for good cause. The receiving district may deny an open enrollment request if one of the following applies:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The application would adversely affect the district's implementation of a court-ordered desegregation plan, or
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment (often known as the "continuation rule"), requests cannot be denied due to insufficient classroom space policies.

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.

### **Student Records**

The Board recognizes the importance of maintaining student records and preserving their confidentiality. For purposes of this policy and other policies relating to student records, a student is defined as an enrolled individual in pre-kindergarten through twelfth grade. Student records containing personally identifiable information are kept confidential at the collection, storage, disclosure, and destruction stages. The Board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Student records may be disclosed in limited circumstances without parental or eligible students' written permission. When a disclosure is made without parental or eligible student's written permission, it is disclosed on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

1. to school officials within the District and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health professionals, and individuals serving official school committees;
2. to officials of another school District in which the student wishes to enroll, provided the other school District notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school Districts;
3. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General for law enforcement purposes, the U.S. Secretary of Education or state and local educational authorities;
4. in connection with financial aid for which the student has applied or which the student has received;
5. to organizations and/or their authorized representatives studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
6. to accrediting organizations in order to carry out their accrediting functions;
7. to parents of a dependent student as defined in the Internal Revenue Code;
8. to comply with a court order or judicially issued subpoena consistent with an interagency agreement between the District and juvenile justice agencies;
9. in connection with a health or safety emergency;

10. to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents to anyone other than those authorized under this paragraph and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
11. to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records; or as directory information.

### **Study Hall Rules and Expectations**

Junior and Senior students with a study hall during the school day have the opportunity to be exempt out of study hall if they are currently holding a **3.0 GPA or better**. The student must be: in good standing, be on track to graduate, have good attendance and have parental and administrative approval. This exemption allows students to arrive in the 2nd period with the 1st-hour exemption or leave campus after the 8th period with the 9th-period exemption. These are only exemptions where students can arrive late and leave early. All exemptions must be submitted to the principal's office for final approval. If a student fails to meet the above-mentioned criteria, the exemption can be taken away.

### **Study Hall Expectations**

- Quietly enter the study hall and be seated in your seat. Bring ALL study materials to the study hall. Students should not go to their lockers during study hall unless it is an occasional emergency granted by the study hall supervisor.
- After attendance is taken, students will be allowed to sign out, following these guidelines:
  - Any student leaving the study hall will need a pass and will sign out with the study hall teacher. Please use both first and last names and make them readable.
  - If you want to see a teacher, have a signed pass from that teacher BEFORE study hall begins. Those students with pre-signed passes will be given permission to sign out first.
  - Students needing to sign out for any other reason will come up for a pass and sign out.
- If a student does not have any material that day to work on they should plan on reading a free reading book.

- QUIET study time continues until the end of the period.
- Students may work together ONLY after receiving permission from the study hall supervisor. If you are to work with another student for the class, bring a pass signed by the classroom teacher giving permission to do so.
- Show respect to all people and property.
- You may not bring food or drink to the study hall.
- Remember that study halls are for your benefit.

### **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 aforementioned times.

- Items that display or advertise alcohol, tobacco, or drug products and/or paraphernalia.
- Items that contain 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, chains, or any other hard sharp objects that could be dangerous to students or staff or to school property.
- Items that expose the bare stomach, the back below the shoulders, or midriff areas, during natural walking and sitting posture should 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.
- Hip Hugger pants shall not expose skin below the hip bone.
- Items that are torn, so as to expose bare skin or underclothing will not be worn.
- Headwear, including hats, visors, hoods, caps, bandanas, etc. are not to be worn in school during the regular school day. They are to be removed when entering the school and left in the student's locker. "Wearing blankets" will not be allowed.
- Shoes must be worn on school grounds and on school buses or in school vehicles at all times.

### **Tobacco and Drugs**

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 violation of such a 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 or a tobacco citation.

### **School Visitor Policy**

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 the school for which prior approval has not been given will be asked to leave immediately. Visitors to the school grounds must check in at the office.

### **Bus Discipline Procedure**

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 in 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, Duane Borrett (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 in the school vehicle:

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 for 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 for 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.

In the event a special education 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 around 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.

Steps 2, 3, & 4:

A student/driver/principal conference will be held concerning the incident. In addition, the student's IEP Team will meet to determine appropriate educational options and transportation for the student. 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.

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

On bus trips longer than one hour, students will be given the opportunity for breaks as needed.

### **Driving to School**

In order to maximize 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 arrival 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, students 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 High School Office.
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:**

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

### **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, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or

visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the 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 Desk**

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 the 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 ensuring 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 spaces 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 contain 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.

### **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 within the jurisdiction of the school district.

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

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 law enforcement officials, and the student

will be subject to disciplinary action including suspension and/or expulsion, according to School District Policy 502.8.

### **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or 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.

### **Academic Eligibility/Good Conduct Policy**

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 Policy.

The Good Conduct Policy shall include but not be limited to the following student activities: Athletics, instrumental, and vocal music performances, drama productions, speech contests, FFA, FBLA/DECA, 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 performances and contests for cheerleading and dance team, or any other activity where the student represents the school (district) outside the classroom. Please note that individual activities have specific guidelines in place highlighting eligibility criteria.

### **Academic Eligibility**

To be eligible for an activity or school-sponsored event, students participating must

- be enrolled or dual-enrolled in school;
- have earned passing grades in all classes;

- 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, who have not been a member of a college squad nor trained with a college squad, participated in a college contest or 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, and school-sponsored events:**

- Students must be enrolled in at least 5 classes.
- A student's eligibility to participate in any 7th -12th grade extra-curricular or co-curricular activities at Starmont will be determined after three weeks of each grading period and then every two week basis through the end of the grading period. Participation in these activities is considered a privilege and students must maintain reasonable academic standing to participate. In addition, at the end of each semester, a determination will be made based on semester grades. Students failing a course, which will be reviewed every other week. If a student is failing a course, they will be deemed ineligible for one calendar week.
- High School students failing a course at the end of the semester are ineligible for 20 calendar days, while Junior High students will be ineligible for two weeks. On Mondays, teachers are requested to have their Power School grades updated before 8:00 a.m. Students with any failing grades (F) will not be eligible to participate in extra- or co-curricular activities for the current week, from noon on Tuesday to noon on the following Tuesday. If school is not held on Monday, the above will apply on the first day of school of the week. Due to particular circumstances, it may be the case that a student with a failing grade may be removed from the ineligibility list by the administration due to circumstances beyond the student's control. Those circumstances may include work not yet completed due to extended illness or other unforeseen circumstances or clerical errors on behalf of the teacher.
- Students with individual education plans (IEPs) shall not be denied eligibility based on scholarship within the IEP goal area if the student is making adequate progress toward the goals and objectives in the student's IEP, as determined by the special education teacher and principal.
- If a student transfers to Starmont and is considered to be ineligible for any reason at the school from which they are transferring, they will also be considered to be ineligible for a likely period of time as per the eligibility policies established by the Starmont Community School District.
- 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 (20) twenty consecutive calendar days in the extracurricular activity. If games have not

begun in the activity in which the ineligibility will apply, then the (20) twenty-day period of ineligibility will begin on that day when the applicable athletic association or union authorizes that activity to begin playing games. After the (20) twenty-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.

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.

Any student who, after being confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side is found to have violated the school's Good Conduct Policy will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Policy for any of the following behaviors:

- possession, use, or purchase of tobacco and nicotine products; including, but not limited to cigarettes, nicotine chew, snus, dissolvable, electronic cigarettes, vaping, and any electronic devices that can be used to deliver nicotine to the person inhaling from the device, and any other look-alike products in which the original would include tobacco, and/or nicotine and/or other nicotine 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 drugs are being used illegally or where alcohol is being consumed illegally by minors and not making a legitimate attempt to leave; this is known as "mere presence." If a student is in a situation where drugs are being consumed, illegally by minors, the student's options are:
  - Leave immediately. An intention to leave or serve as a designated driver will not be considered a defense to a "mere presence" violation.
  - Apply to reverse peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
  - Contact a parent or responsible adult and have them come and get you as soon as possible.
- possession, use, or purchase of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any activity 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 makes a statement or statements that he/she is aware are false when questioned about a violation, the penalty will automatically increase to the next succeeding level.
- Assault or physical abuse of any person.
- Hazing, harassment, or verbal abuse of any person.
- Damage, destroy, vandalize, or steal school property and/or personal property of others.

Any student behavior that violates both the Student Code of Conduct and this Good Conduct Policy will incur penalties under both policies.

### **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 in 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 student's 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: notify the student, orally or in writing, of the allegations against the student and the basis of the allegations and give the student an opportunity to respond to the allegations.

The Starmont Community School District may determine that there has been a violation of its Good Conduct Policy 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 Policy violation,

A violation will be found if it is determined that it is more likely than not that the student violated the Good Conduct Policy, during the school year or summer. Once the determination is made that a student has violated the Starmont Good Conduct Policy, 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 three 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. Violations will not carry over from the student's middle school years to his/her senior high years.

If a student is found to be in violation of the Good Conduct Policy, the student is subject to the following consequences:

### **Honesty Clause**

If a student comes forward to a head coach, middle/high school principal, activities director, or activity sponsor to admit (self-report) a violation of the Starmont Good Conduct Policy within twenty-four (24 hours) after it occurs and provides complete and accurate facts about his/her involvement, the student's consequence may be reduced by one game/event. This may be used only on the First Offense.

### **First Offense**

- a. The student will be ineligible for 25% of an athletic season or an appropriate portion of a co-curricular season specified in the contract developed for each co-curricular activity. AND
- b. The student will be required to serve (5) five hours of community service. The community service must be approved by the administration and completed before reinstatement of eligibility. Community service must be done outside of the school. Court-ordered community service does not count toward this requirement. AND
- c. The student will be required to write a reflective letter explaining the violation and the steps that will be taken to prevent a future violation. This reflective letter must be at least 250 words. This reflective letter must also be completed before reinstatement of eligibility. This reflective letter must be presented to and approved by the middle/high school principal and/or activities director. AND
- d. If the student has served this violation and remains violation-free for 1 year (365 days) their next offense will be treated as a First Offense.

### **Second Offense**

- a. The student will be ineligible for 50% of an athletic season or an appropriate portion of a co-curricular season specified in the contract developed for each co-curricular activity. AND
- b. The student will be required to serve (10) ten hours of community service. The community service must be approved by the administration and completed before reinstatement of eligibility. Community service must be done outside of the school. Court-ordered community service does not count toward this requirement. AND
- c. The student will be required to write a reflective letter explaining the violation and the steps that will be taken to prevent a future violation. This reflective letter must be at least 250 words. This reflective letter must also be completed before reinstatement of eligibility. This reflective letter must be presented to and approved by the middle/high school principal and/or activities director. AND
- d. Counseling options may be discussed at the student's expense. AND
- e. If the student has served this violation and remains violation-free for 1 year (365 days) their next offense will be treated as a First Offense.

### **Third or More Offense**

- a. The student will be ineligible for 1 year (365 days) or an appropriate portion of a co-curricular season specified in the contract developed for each extracurricular activity. AND

- b. The student will be required to serve (20) twenty hours of community service. The community service must be approved by the administration and completed before reinstatement of eligibility. Community service must be done outside of the school. Court-ordered community service does not count toward this requirement. AND
- c. The student will be required to write a reflective letter explaining the violation and the steps that will be taken to prevent a future violation. This reflective letter must be at least 250 words. This reflective letter must also be completed before reinstatement of eligibility. This reflective letter must be presented to and approved by the middle/high school principal and/or activities director. AND
- d. Counseling options may be discussed at the student's expense. AND
- e. If the student has served this violation and remains violation-free for 1 year (365 days) their next offense will be treated as a First Offense.

If violations occur in the middle of an activity, the loss of eligibility will carry over to the next activity, until the suspension is completed.

- The student who is serving a period of ineligibility will be ineligible for all extra-curricular activities that fall under the good conduct policy during the period of ineligibility.
- The period of ineligibility begins immediately upon a finding of a violation if the student is currently engaged in an activity. If the student is not currently participating in an 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 activity prior to completion of the period of ineligibility, the student will not receive credit for the period of ineligibility served and the full period of ineligibility for the student's violation will begin when the student participates in another activity. For a student to receive credit for service for a period of ineligibility, a student must complete the entirety of the activity season.
- 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 activity that has already begun in order to receive credit for service of a period of ineligibility.

### **Violation During Ineligibility**

If a student is ineligible at the time of a violation of the Good Conduct Policy, the consequence for the subsequent offense will begin at the completion of the student's completion of the consequences related to the prior offense.

### **Multiple participation**

Students in violation are ineligible for all of the activities in which they presently participate.



### **Transfer Students**

If a student transfers in from another school and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Policy in the previous school, the student shall be ineligible until the period of ineligibility is completed.

### **Academic Consequences**

Any student behavior that violates both the Student Code of Conduct and this Good Conduct Policy will incur penalties under both sets of rules and regulations.

### **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 in activities for the entire length of the suspension. **This will include activities held on the weekend as well.** The principal or the principal's designee will notify the coach.

### **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 disqualify a student from being eligible for Athlete of the Year awards, Bernie Saggau, Army, Marine, and other similar awards.

### **Appeals**

When a student's behavior results in a first violation of the Good Conduct Policy, the decision of the Principal will be final and no further appeal will be allowed. When a student's behavior results in a second violation of the Good Conduct Policy, the decision of the Principal 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 (3) 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 five (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 five (5) school days of considering the appeal. The Superintendent's decision will be final and no further appeal will be allowed.

When the student's behavior results in a third or subsequent violation of the Good Conduct Policy, 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 practicable before the Board. The decision of the Board shall be final.

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 a violation will be 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.

### **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right to freedom of expression. Since, however, student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expressions must be appropriate to the activity. Students will be allowed freedom of expression of their own viewpoints and opinions as long as the expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency.

### **Publications**

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, and/or disrupt the orderly operation of the school.

### **Title IX**

It is the policy of the Starmont Community Schools district not to discriminate on the basis of race or sex in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments. It is also the policy of this district that the curriculum content, instructional materials, and school activities are sponsored to reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and as well as men in our society.