



ATLANTIC MIDDLE SCHOOL

2025-26 HANDBOOK



MISSION STATEMENT AND VISION

The Atlantic Community School District will prepare all learners to be creative, innovative and productive citizens by providing diverse opportunities to learn and apply relevant skills and knowledge in a positive, disciplined and challenging environment.

ATLANTIC MIDDLE SCHOOL

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To the Students of AMS

This handbook is designed as an essential guide for all Atlantic Middle School students and parents within the Atlantic Community School District, reflecting the official policies and objectives set by our school board. It is expected that every student understands the provisions within this handbook.

The board, along with the administration and all school employees, expects every student to conduct themselves in a manner appropriate for their age and maturity, always showing respect and consideration for the rights of others. It is essential that all members of our school community—students, teachers, employees, and visitors—treat each other with respect and courtesy to ensure a safe and positive learning environment for everyone.

We encourage your active participation in our many activities, recognizing that your dedication will directly shape your success within the District. Together, we can ensure this school continues to be an outstanding place.

AMS MISSION: “Every Student, Every Day”

Our process for accomplishing this mission is by building strong relationships among staff, students and families. Establishing healthy relationships makes our mission more achievable and we have many structures in place to help make this a reality. These structures include our Trojan Traits, SAT team, PLC collaboration, restorative practices during detentions, mentoring program, and proactive communication with parents. We believe that the culmination of these things will help every student achieve success every day.

The jurisdiction statement can be found in the appendix. **See Appendix E.**

BUILDING SCHEDULE

The normal school day will begin with first period class at 8:00 a.m. and end with dismissal at 3:15 p.m. A full listing of all bell schedules can be found in the appendix. **See Appendix B.**

ACADEMICS

Academic Integrity

Cheating or plagiarism: Copying someone else’s work or allowing someone to copy your work. This includes the use of crib notes, A.I. tools, and etc.

In education where performance is considered an accurate reflection of ability and effort, academic integrity and honesty are

essential. In order to meet the demands of work and society in the future, each student must identify and exhibit one’s own academic strengths. Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process and will be subject to the following consequences:

FIRST OFFENSE

Student is required to redo test, project, assignment, etc. The teacher will notify the office in writing that the offense has occurred.

SECOND OFFENSE

Student is required to redo test, project, assignment, etc. An after school detention will be assigned. Parents will be notified.

THIRD OFFENSE

Student will receive a zero for the test, project, assignment, etc. Parents will be notified and a mediation meeting involving the student, principal, and parent will be held. The teacher may be in attendance as well.

Building Rules and Routines

Teachers are expected to make and enforce reasonable classroom regulations. Students are expected to comply with all building and classroom rules. Compliance with these rules is essential to establishing an educational environment that is free of disruptions and is a safe and orderly environment. Classroom rules and routines will be taught to the students at the beginning of the school year and will be revisited until it is clear that all students understand the routines and are able to perform them. These rules and routines include the following:

- School starts at 8:00am. Students should enter through the northwest door or the main south entrance and report directly to the auditorium, sitting in grade level designations. Students needing teacher assistance before 8:00am must check in at the office first.
- Breakfast is served at 7:40am.
- Students are dismissed to Homebase/W.I.N. at 7:55am.
- Any student arriving after 8:00am needs to enter through the main south entrance and check in at the office.
- Students walk on the right side of the hallway and take the shortest route to the destination.
- No loitering
- Reasonable noise levels

The techniques used by educators for addressing when a student fails to abide by expectations are unique to each teacher.

Although it is impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that

detract from the learning environment and will be used consistently.

DISMISSAL FROM CLASS

If a teacher finds it necessary to remove a student from the classroom or study hall for disruptive behavior, the student is expected to report immediately to the Success Room or the principal's office depending on the assignment from the classroom teacher. Students need to be present in the classroom to benefit from the education that is being provided for them. Students that are dismissed from a class will go through the appropriate consequences and will be brought back into the classroom when/if it is decided that they may return to the educational environment.

DISRESPECT AND INSUBORDINATION

A student who refuses to obey a school rule, regulation, or directive of a school employee (custodian, food service employee, teacher, secretary, paraeducator, counselor, administrator, etc.), or who is arrogant in speech or conduct is subject to the Classroom Discipline Behavior Matrix and appropriate discipline (**See Appendix D**).

Guidance and Counseling

The Atlantic Middle School provides you with services of a guidance counselor to help you with any questions or concerns that might arise during the year. It might be a problem dealing with your present classes, your educational or occupational future, or it might be a personal problem. Anything told to the counselor will not be passed without your permission. If you wish to meet with the counselor and they are not available, leave your name in the office with the secretary. The counselor may also be involved in classroom guidance activities and lessons with groups of students during homebase time.

Homebase/W.I.N.

Each AMS student will be assigned to a homebase group and will be advised by one of the AMS teachers. The purpose of homebase is to provide students with an adult that they can feel connected to. Throughout the year, there will be a variety of activities done during this time that students can sign up to participate in. This time will also be used for specific interventions and lessons to reinforce our Trojan Traits.

Homework Policy

The AMS staff and administration, with support from recent research, believe that meaningful homework completed regularly is still the best assurance of academic success.

Therefore, students who become delinquent with homework are eligible to be aided through an after school Study Table from 1:45-3:00 on Wednesdays or a before school Period 0 beginning at 7:30 on Tuesdays and Thursdays. Our intent is to provide a supervised setting in which students may complete work should it become delinquent and to hold students accountable for completion of school work.

PROCEDURES

1. Work may be considered delinquent when a student fails to complete or hand in one or more required assignments for class.
2. Supervised Study Table is held on Wednesdays after school. It is not held on shortened days due to inclement weather or days before vacation.
3. Period 0 is held on Tuesdays and Thursdays in the Media Center. It is not held on late starts due to inclement weather.
4. Please understand that students who become delinquent with work may be withheld from after school activity events, practices, rehearsals, etc., until the situation is corrected.

Make-Up Work

Students will usually be given the number of days missed from school, plus one, for each day of an absence or tardy. There may be cases when the time allocated for make-up work will be extended or shortened. This decision will be made jointly by the principal and the teacher. Completing the make-up work is the responsibility of the student, not the teacher. If the student is present when the work is assigned, and absent when it is due, the work should be turned in immediately upon his/her return.

Students and parents should access the appropriate google classrooms and the JMC Parent/Student Portal for information regarding homework. Parents and students should feel free to contact their teachers for classroom assignments.

Media Center (Library)

Students are encouraged to use the media center for quiet study. This can include doing reference work, working on assignments, etc. There are special rules for reference books, magazines, reserved books, audio visual materials, and computer usage. Learning the use of the media center and observing its rules helps to develop good citizenship and is the responsibility of the student. Students who abide by the rules will find that the media center is a useful aide in the pursuit of academic achievement. Students who violate the rules may be removed so that the student(s) who wishes to use the area properly will be able to do so.

Open Enrollment

The rules outlined in the Open Enrollment Handbook, governed by the Department of Education, apply to our Student Handbook. Please refer to the following link for more details.

<https://educate.iowa.gov/pk-12/educational-choice/open-enrollment>

Reporting to Parents

Report cards will be sent by email or US mail to parents at the end of each quarter of the school year. Progress reports will be sent to parents by email or US mail at the midpoint of each quarter.

Reports may be sent at any time upon request of the parent for incomplete work, unsatisfactory work, failing work, or improving work. Parents may keep up to date on their students progress through the parent portal feature on our website at www.atlanticiaschools.org Parents wishing to utilize this feature need to contact the AMS office for a password.

Study Hall

Atlantic Middle School students may be assigned to a study hall during the school day. This period will be used as an opportunity for students to work on classwork, homework and study time.

RULES

1. When the bell rings, you are to be in your assigned seat and all talking stops. If you are not seated, you will be issued an unexcused tardy.
2. Bring all study material with you.
3. Remain seated until roll has been completed.
4. Students leaving for any reason must use the e-hallpass system to do so.
5. Students may get permission from the study hall supervisor to speak to another student.
6. With permission, no more than three students may study together for a test as space and behavior permits. A time limit for group work may be given by the supervising teacher.

Study Table

A student who is at failing status in one or more classes following our weekly grade check will be required to attend a Wednesday after school Study Table. This Study Table is required to remain eligible for extracurricular activities. Students not meeting academic requirements in the classroom and Study Table may be referred to lunch Study Table by their classroom teachers.

Failing students who do not attend Study Table will become academically ineligible for their activities immediately. Students

must demonstrate progress on missing work and/or failing grades during Study Table as determined by classroom teachers. Failure to do so may result in a lunchroom Study Table.

GRADE CHECKS

Grade checks will begin on the third week of each semester.

A. The student will be assigned to Study Table if they are failing a class and an email will be sent home notifying the parent of the student's eligibility status. Study Table will meet on Wednesday early outs from 1:45- 3:00 p.m. The student maintains eligibility as long as they attend the Wednesday Study Table sessions. If the student fails to attend Study Table sessions, the student becomes academically ineligible for their activities immediately.

B. At the next grade check, if the student has not removed the failing grade, the student will continue to have the option of attending Study Table sessions in order to remain eligible. An email will be sent home notifying the parent of the student's eligibility status. If the student fails to attend Study Table, the student becomes ineligible for the activities immediately and remains ineligible until they are passing all classes.

C. A student who is failing two or more classes will become academically ineligible immediately and Study Table attendance will be required for those failing students.

D. If grades improve during the weekly time period, and the student meets our eligibility/academic standards, students will become eligible and will no longer be required to attend Study Table.

E. Lunch Study Table- Students who fail to attend the Wednesday Study Table may be required to make up the Study Table during their lunch period. This lunch Study Table may continue until the student is passing all classes. A hot lunch or sack lunch will be provided and charged to each individual account for those students attending a lunch Study Table.

Summer School

Students are required to pass both semesters of all core academic classes during any one school year, or achieve a passing grade with a 60% average or higher for the 2 semesters combined. Students that do not achieve a 60% average or higher for the 2 semesters combined may be required to take summer school classes at AMS or at AHS, beginning in June, to be in good standing for the following school year.

Additionally, students who faced challenges attending school consistently during the school year may be expected to

participate in the Summer Opportunity for Attendance Recovery (S.O.A.R.) program. The S.O.A.R. program aims to provide targeted support to students who may have fallen behind due to extended absences. By attending these sessions, students will have the opportunity to engage in online Math and ELA curriculum, helping them bridge the learning gaps created by their time away from the classroom.

**All pending summer school funding & number of students.*

ACTIVITIES

There are several different activities you may participate in while attending middle school. The activities program is organized so that students may participate according to their interests. There is a place for every student at AMS. Every student is strongly encouraged to take part in at least one activity during the school year. However, a student may be denied the privilege of participation at any time due to their conduct or scholastic standing and be declared ineligible by the administration. This is done upon the advice of, or in consultation with, the sponsor of the activity.

Athletics

The opportunity to participate in athletics representing AMS is a privilege, and not a right. Conduct or scholastic problems may result in a student's ineligibility. The principal, in consultation with the coach, will determine if eligibility is necessary.

The guiding principles for the athletic program for 7th and 8th grade are as follows:

1. Athletics exist to benefit the students who participate in them
2. Athletics is an opportunity for students to engage in a vigorous type of recreation that can serve as a tool in their development as young people
3. Athletics help to contribute to a healthier citizen
4. Athletics at the middle school level are about participation in the games, on the sidelines, and in the bleachers
5. Students wanting to participate in athletics at AMS must:
 - a. Meet the requirements of the state association and union
 - b. Be academically eligible
 - c. Be a good representative of the school and the community by displaying good conduct
 - d. Have valid insurance protection
 - e. Have an updated physical and signed concussion form

6. Suspended students (ISS/OSS) will not be allowed to participate in activities the day of their suspension
 - a. AMS will follow the High School Good Conduct Policy
 - b. Middle School Good Conduct Rule violations with ongoing consequences will be carried over to the high school

Good Conduct Rule

It is the belief of the Atlantic school administration that public education is a right. However, participation in extracurricular activities is a privilege and carries expectations of exemplary responsibility and behavior.

Students who participate in extracurricular activities should display the highest character while serving as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities, which are illegal or violate the Code of Conduct. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal (or designee) shall keep records of violations of the Good Conduct Rule. It shall be the responsibility of the superintendent (or designee) to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

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

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

VIOLATIONS

Category A

Possession, use, distribution/purchase, or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase, or attempted distribution/purchase of otherwise lawful drugs without a legal prescription.

O.W.I., felonious charges, and “zero tolerance” (zero tolerance includes violations that align with federal mandates – i.e. weapons on school grounds, the commission of serious crimes, etc.)

FIRST OFFENSE

Including, but not limited to, activities listed:

- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

SECOND OFFENSE OR MORE

Including, but not limited to, activities listed:

- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months
- Completion of the education program

Category B

Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as an aggravated misdemeanor, or serious misdemeanor, regardless of

whether the student was cited, arrested, convicted or adjudicated for the act(s)

Use, possession, or purchase of alcoholic beverages.

Any action that could be considered dangerous to the well-being of the student, and/or the school is prohibited.

Examples include, but are not limited to, huffing, overconsumption of cough medicine, use of look-a-like chemicals, etc.

FIRST OFFENSE

Including, but not limited to, activities listed:

- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

SECOND OFFENSE

Including, but not limited to, activities listed:

- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident

occurs during the summer, the 3-month suspension period will begin on the first day of school

- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

THIRD OFFENSE OR MORE

Including, but not limited to, activities listed:

- Suspended from sports and other extracurricular performances/contests for the next 12 months
- Completion of the education program

Category C

Use, possession or purchase of tobacco or vaping products, regardless of the student's age.

Gross misconduct, gross insubordination, hazing, harassment of others, etc.

Whenever a student engaged in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a simple misdemeanor, the administration may impose the GCR pending their investigation. (e.g. Shoplifting, trespassing)

The administration has the discretion to categorize a violation under a higher category if the situation warrants.

The Activities Director shall keep records of violations of the Good Conduct Rule.

FIRST OFFENSE

Including, but not limited to, activities listed

- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
- If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

SECOND OFFENSE

Including, but not limited to, activities listed:

- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

THIRD OFFENSE OR MORE

Including, but not limited to, activities listed:

- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance

- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

Suspension from Sporting Events

The number of suspensions listed represents dates; not necessarily games/meets. The suspension will move to the next regularly scheduled date if the activity scheduled on one of the identified dates is postponed or canceled. Each day of a multi-day meet or tournament is considered a date (e.g. John Harris Wrestling tournament is two dates). Furthermore, the suspension applies to the student's primary level of competition. Additionally, the student would be ineligible to compete in all other performances or contests at any level during the primary level suspension period.

If a sports season ends prior to completion of the suspension, there will be a "carry-over" to the next sport in which the student is participating. Also, the student will be required to complete the sports season in which participating, or the suspensions served during that season will be invalid.

During the suspension period, the student will be expected to continue practicing, but will not be able to participate in contests or performances, as outlined below:

Middle School Sports

	Suspension		Timely Admission	
	25%	50%	25%	50%
Football	1	3	1	2
Cross Country	1	3	1	2
Volleyball	2	4	1	3
Basketball	3	6	2	5
Wrestling	2	4	1	3
Track	1	3	1	2
Softball	3	6	2	5
Cheerleading	Corresponds with sport in season			

Education Program

Following a violation in Category A or B, the student will complete a series of questions (short answer & essay) pertaining to drug awareness/illegal offenses, and will address issues such as: effect on self, effect on family and others, effect on other members of the team/group, knowledge of the good conduct rule and what happens on the next offense, etc. The student will remain ineligible as long as the educational component is incomplete. Satisfactory completion of the educational component will be determined by the administration.

Honesty Clause/Timely Admission

We want to encourage students to be honest with the school regarding violations of the Good Conduct Rule. Students who make a "timely admission" to school administration regarding a violation of the GCR will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies.

"Timely Admission" means the student notifies school administration on the next day of attendance following the violation. If the violation occurs during the summer break, the student has (3) days to make a "timely admission" to school administration. This "timely admission" option is available only once and only with the first violation of either Category A or B.

Determination and Appeals Process

A. Determination of a violation will be based upon

- Admission by the student, or
- Conviction by a court of law, or
- An investigation by school officials, and a determination that evidence exists that a violation has occurred. This investigation may include but is not limited to, a report from law enforcement, or interviews and/or statements from other students, staff, or members of the community.

B. The date the school is notified by the student violator becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

The date the school determines there is some evidence to support that a violation has occurred becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

Violations accumulate per category and accumulate throughout a student's high school career. However, following a student's first violation of the Good Conduct Rule, a 12-month "violation-free" period would allow the student to "buy back" the previous

offense. This option is available only one time during a student's high school career, and is available only if the student has made a "timely admission."

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation and the information which supports the allegations. He/she will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the Principal/Activities Director will make a decision regarding violation of the Good Conduct Rule. If the Principal/Activities Director determines that the student has violated the Good Conduct Rule, the Principal/Activities Director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the Principal/Activities Director and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). Depending upon the timing of the offense and imposed consequences, a parent conference and/or call may be employed in addition to the letter. If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal/Athletic Director's decision will be in effect and be considered final.
2. If the student or his/her parents(s) wish to appeal the decision of the Principal/Activities Director, they may appeal the Principal/Activities Director's decision to the Superintendent. The request for the appeal must be received by the Superintendent, in writing, within three (3) business days of the date on which the student was declared ineligible by the Principal/Activities Director. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision which will be communicated in writing to the student, parent(s), and Principal/Activities Director. The decision of the Superintendent shall be made within seven (7) business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest possible opportunity, but no later than seven (7) business days following the date on which the appeal was received by the Board Secretary.
4. The Board shall schedule a meeting for the purpose of conducting a formal hearing with all individuals involved. The

student has the right to be represented by counsel at the hearing. At least three (3) days before the date of the hearing, the student and his/her family and/or representative will be provided with copies of any and all documents that the administration plans to present to the Board at the hearing and a list of all witnesses who may testify before the Board in support of the administration. At the hearing, the student and his/her parent(s) and the administration will have an opportunity to meet and present evidence and information in support of their position and to cross-examine each other's witnesses. The appeal will be conducted in closed session unless the student or parent(s) request that it be conducted in an open session. However, any formal action by the Board of Directors must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes findings of fact and conclusions. If the Board of Directors reverses the decision of the administration, the student shall be immediately eligible and shall have any record of ineligibility period and violation deleted from the student's record.

5. During the appeal procedure, the student will be ineligible from participating in any extracurricular or co-curricular activities.

Band and Choir Electives

Students are encouraged to try both band and choir, although neither are required. If a student chooses to participate in one of these electives, they are required to do so for the duration of the semester. A student may drop an elective within the first week of the semester.

Promotion/Retention/Acceleration

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

The district shall adhere to the following:

K-8th RETENTION/PROMOTION

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

K-12th ACCELERATION

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents,

take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

K-12th RETENTION/ACCELERATION

Retention or Acceleration in kindergarten – twelfth grade may also occur in additional instances as provided by law.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4 – Student Complaints and Grievances.

Open Night

Code No. 508.2 In keeping with good community relations, student school activities will not be scheduled on Sunday and Wednesday evenings after 6:00 P.M. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

School Sponsored Events & Field Trips

Students are expected to follow all school rules at school-sponsored events, field trips or activities whether it is held in our building or not. This includes but is not limited to sitting in the appropriate section, showing pride respectfully, and treating event staff with respect. A student may be asked to leave if appropriate behavior is not being upheld. A student may not be allowed to go if staff have warranted concerns prior to the event, trip or activity.

State Tournaments

When Atlantic has students participating in a state contest, fellow students will be allowed to watch the competition. An acceptable dismissal time will be announced. Students may attend state tournament competitions, however, timely communication with the building office is necessary. Please be aware that due to legislative changes, this absence will not be counted as an excused or exempt absence. It is only exempt if the students are participating in the activity.

Student Government

Code No. 504.1 The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government elections, operations, and other elements of the government.

ATTENDANCE

Students will be expected to attend classes regularly and to be on time in order to receive the maximum benefit from the instructional program. While it is possible for an absent student to make up much of the school missed, it is impossible to compensate for absence from classes. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance.

Absence:

An absence is recorded when a student is not in attendance for a school day. This includes, but is not limited to, illness, vacations, and appointments.

Truancy:

A truancy is recorded when a student is absent without notification from parents explaining the absence before the beginning of the next school day. Truancy counts as an absence for reporting purposes.

Attendance Policy

Regular attendance is crucial for student success in school and future work environments. Students who consistently attend classes are more likely to develop a responsible attitude, experience greater satisfaction with their school experience, and achieve higher academic success. Atlantic Community School District emphasizes the shared responsibility of attendance between students and parents.

Attendance Guidelines

In accordance with the updated Iowa School Attendance Law, Atlantic Community Schools has established the following attendance guidelines:

Notification of Absences:

- Parents will be notified after their student has missed five days of school.

Mediation Meeting:

- After a student has missed nine days of school, parents will be scheduled to attend a mediation meeting with a school administrator or designee.

Chronic Absence:

- Students are considered chronically absent after missing nine days in a semester.
- Students who miss more than 10% of the school year will be reported to the state as chronically absent.

Partial Absence:

- If a student is late, leaves early, or misses any portion of the school day, an absence will be recorded for the time they were not in school.

Legal Reporting:

- By law, the school is required to consider reporting to the Cass County Attorney after 14 days of absence.

Documentation:

- Parents are encouraged to provide doctor's notes for any medical appointments or days missed due to illness.

School Attendance on the Day of an Activity

Students who wish to participate in or attend a school activity and/or athletic event, including rehearsals or practices, must be in school at least ½ of the day on which the activity is scheduled. Students that leave school early due to illness will not be permitted to participate in an after school activity, event, or practice. Extenuating circumstances must be reviewed and approved by the principal.

Chronic Absenteeism and Truancy

Cooperation between the school officials and parents/guardians is critical in ensuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. Under Iowa code, a student who has eight or more truantries in any one quarter, or 45-day period, in school is considered truant.

CONSEQUENCES

A student who is absent from a class, study hall, or lunch without parental knowledge or consent or without notifying the office is subject to the following disciplinary action:

FIRST OFFENSE

Student will be given a 45-minute detention. Parents will be notified.

SECOND OFFENSE

Student will be given two 45-minute detentions. Parents will be notified.

THIRD OFFENSE

Student will be given three 45-minute detentions. Conference with student, parents, counselor, and school administrator.

FOURTH OFFENSE

Student will be given three 45-minute detentions. Conference with student, parents, counselor, and school administrator.

FIFTH OFFENSE

Student will be given three 45-minute detentions. Conference with student, parents, counselor, school administrator, and superintendent.

FURTHER ACTION

Any further offenses will be at the sole discretion of school administration. Potential consequences could include withdrawal from electives to focus on core subjects, alternative education placement, referral to County Attorney, referral to Board of Education, etc.

Tardiness

A student who is late arriving at school is to stop in the office to get an admit slip. A student who is late arriving to a class should have a slip or e-pass from any teacher or office person who kept the student late before entering that class. Teachers are instructed that any student who arrives late to class without having an admit slip or e-pass is to receive a tardy... "I'll go back and get a slip" is not to be accepted by the teachers. Tardies may result in detention to be served after the conclusion of the school day.

Continued tardiness may be a result of poor planning or other factors. If there is a trend in tardiness, the school and student shall work together to come up with a solution to resolve the problem.

Unexcused Tardies

Students who arrive late to school without a valid excuse and between classes will be subject to the following disciplinary action:

FIRST UNEXCUSED TARDY

Record in JMC, let the student know this is their first unexcused tardy.

SECOND UNEXCUSED TARDY

The student will be notified upon the next (third) unexcused tardy to school/class, they will be assigned an after-school detention.

THIRD/FOURTH UNEXCUSED TARDY

The student will be given a 20 minute after-school detention. Parents will be notified.

FURTHER ACTION

A mediation meeting will take place between the student and building principal. A parent will be notified and may be asked to attend the meeting.

Students must serve their detention either immediately after school the day the detention is issued, the following morning before school, or the next day after school. A student choosing not to attend after-school detention may be assigned in-school suspension.

A student's tardy offenses begin accumulating with each new quarter. Students are expected to be in class when instruction begins. The Atlantic Middle School has a three minute passing time between classes.

DISTRICT & BUILDING POLICIES

Anti-Bullying/Harassment

Policy Code No. 104

Bullying is a persistent pattern of unwelcome aggressive behavior that often involves an imbalance of power, and/or the intention to harm or humiliate someone. Characteristics of a bullying situation include:

- An imbalance of power;
- The intent to harm;
- Worsens with repetition over time;
- The distress of the child or teen being bullied, often including fear or terror;
- Enjoyment of the effects on the child or teen being bullied by the person (people) doing the bullying;
- The threat-implicit or explicit-of further aggression

<https://www.safeatschool.ca/plm/interrupting-bullying/simple-strategies/conflict-vs-bullying>

Conflict is not bullying. Conflict is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It's usually an inevitable part of a group dynamic. Both parties have power to influence the situation.

<https://www.erasebullying.ca/bullying/bullying-vs.php>

CONFLICT V. BULLYING

Normal Peer Conflict	Bullying (including Relational Bullying)
Equal power or friends	Imbalance of power. Not friends or were friends and relational bullying now in place.
Happens occasionally	Negative actions that are repeated or have the potential to be repeated.
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm.
Equal emotional reaction	Strong emotional reaction or indication of impact and little or no emotional reaction from perpetrator.
Not seeking power or attention	Attempt to gain power, dominance, control, and social status/power.
Not trying to get something	May attempt to gain material things.
Remorse-will take responsibility	No remorse- typically blames the target.
Effort to solve the problem	No or little effort to SOLVE the problem

From the Iowa Dept. of Education Bullying Checklist

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

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance, or;
4. 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.

"Electronic" includes but is not limited to communication via electronic mail, internet-based communications, cell phones, text messaging, social media or similar technologies.

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

1. Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
3. Implied or explicit threats concerning one's grades, achievement, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
4. Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; and/or
5. Unreasonable interference with a student's performance or creating of an intimidating, offensive, or hostile learning environment.
6. Conduct including but not limited to "sexual harassment" as defined under Code No. 102.R2 (bullying may also include harassment on the basis of sex that does not constitute "sexual harassment" under Code No. 102.R2)

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the

report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

Child Abuse Reporting

Pursuant to Chapter 102 of the Iowa Administrative Code, the district has appointed the superintendent of schools (i.e., Superintendent, 243-4252) as the Level One investigator for alleged incidents of child abuse by a school employee. The alternate Level One investigator is the school guidance counselor who is of the opposite sex of the superintendent.

REPORTING UNSAFE OR INAPPROPRIATE BEHAVIOR

Report to AMS Staff or School Resource Officer via office visit, email, or filling out a Safe School Reporting Form, which can be done anonymously.

Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

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

Dangerous Weapons

CODE NO. 502.6 The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes 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 control of the school district.

Parents of students found to possess a weapon or dangerous object or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year.

Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

Digital Citizenship

Individuals who utilize ACSD's technology resources are expected to abide by the principles of digital citizenship, which are part of the ACSD curriculum. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should close the lid immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Electronic Device and Cell Phone Policy

Middle School students have access to a phone in the office and with permission can call home at any time. In addition, you may call the school and we can reach your child immediately. However, we do realize that for some families communication via a cell phone is desired. With this in mind, a policy has been established.

Cell phones and electronic devices may be brought to school but need to be turned off by 8:00 a.m. and kept in a backpack or locker. The phone shall not be kept on the person until the final bell at 3:15pm. Students can use their cell phones before and after school. Cell phones and other electronic items may be confiscated if they are on or should they interfere with the efficient running of the school day. Violations will result in the following consequences:

FIRST OFFENSE

Device is confiscated and the student may pick up item in the office after school is dismissed.

SECOND OFFENSE

Device is confiscated and the student may pick up item in the office after school is dismissed and a 30 minute detention will be issued..

THIRD OFFENSE

Device is confiscated and a parent or guardian will need to pick up the item in the office after school is dismissed and a 30 minute detention will be issued.

FOURTH AND SUBSEQUENT OFFENSE

Device is confiscated and a parent or guardian will need to pick up the item in the office after school is dismissed. Multiple offenses may result in the privilege of having a cell phone or electronic device at the middle school during school hours revoked. One day of ISS will be issued for the fourth and subsequent offenses.

SEVERE CLAUSE

Highly inappropriate activities include but are not limited to:

- Communication that contains inappropriate content, profanity, intimidation or threats to others;
- Cheating and other forms of academic dishonesty;
- Taking or showing inappropriate photographs/video;
- Communicating with groups or individuals in a manner that causes a disruption of the school environment; and/or;
- Refusal to relinquish the phone, or device, to persons of authority upon request.

Violation of the severe clause may result in an out of school suspension up to 10 days regardless of the number of previous offenses.

Exceptions to the prohibitions set forth may be made for health, safety, or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

Employee Harassment

Harassment of employees means any unwelcome conduct toward an employee which is based on the employee's membership in a protected class and which creates an objectively hostile work environment. It can include sexual harassment or other forms of harassment.

Sexual Harassment: For purposes of this policy, sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, physical, or written conduct or communication of a sexual nature when:

1. submission to that conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment; or
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment environment.

Examples of conduct that may constitute sexual harassment may include, but are not limited to:

1. unwelcome verbal harassment or abuse, or unwelcome written harassment or abuse, including through the Internet or e-mail;

2. unwelcome sexual advances or pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment status or implied or overt promises of preferential treatment with regard to an individual's employment status;
5. unwelcome behavior or words directed at an individual because of gender;
6. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
7. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
8. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another;
9. graffiti of a sexually offensive nature;
10. sexual gestures or jokes; or
11. spreading rumors about or rating other individuals as to sexual activity or performance. Conduct constituting sexual harassment under this policy may or may not constitute sexual harassment for employee complaints investigated under Code No. 102.R2.

Harassment: Other forms of harassment consist of physical, verbal, or written conduct relating to an individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive employment environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's employment performance; or
3. otherwise adversely affects an individual's employment opportunities.

Examples of conduct that may constitute harassment based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information include, but are not limited to:

1. threatening or intimidating conduct directed at others because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion,

- disability, or genetic information, including through the Internet or e-mail;
- 2. slurs, negative stereotypes and hostile acts based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information;
- 3. graffiti containing offensive language that is derogatory to others because of their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information;
- 4. written or graphic material containing comments or stereotypes which is posted or circulated (including through e-mail or the Internet) and which is aimed at degrading individuals because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information; or
- 5. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information.

Expulsion

CODE NO 503.2 Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

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

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

- 1. Notice of the reasons for the proposed expulsion;
- 2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;

- 3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
- 4. The right to be represented by counsel; and,
- 5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Fees and Waivers

There are student fees for things such as books, electronics, musical instruments, etc. These fees are reviewed and set annually by the Atlantic School Board of Education. School-time and full-time accident insurance forms are available at registration time. Fees can be paid during August registration or at a more convenient time following registration.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for a temporary financial hardship should contact the superintendent's office by September 1 for a waiver form. This form does not carry over from year to year and must be completed annually.

Fighting

A student who is involved in an altercation where hitting, pushing, kicking, etc., is exchanged by two or more students on school property, including school buildings, school grounds, on school transportation vehicles or at any school activity is punishable as follows:

FIRST OFFENSE

Students may be given an in-school suspension or out-of-school suspension following an administrative investigation. Parents will be notified. The student will remain in suspension until a conference is held with the student, parents and administrator. In case of physical assault, legal action may be taken. Students may be referred directly to the Board of Education.

SECOND OFFENSE

Students may be given in-school suspension or out-of-school suspension until a conference is held with the student, parents and administrator. The administrator shall determine the length of the suspension for the involved student.

FURTHER ACTION

Repeated offenders will be referred to the Board of Education for disciplinary action.

Note: Involvement may also include video recording an altercation.

Fighting is considered a violation of the Good Conduct Rule.

General Considerations

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

The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging harassment. The superintendent will serve as the alternate investigator. Formal complaints and informal reports of bullying constituting sexual harassment will be referred to the Title IX Coordinator and will be governed by the provisions of Code No. 102.R2.

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

Illegal Drugs and Alcohol

Any student possessing drug paraphernalia, or found in possession of, under the influence of, or using alcoholic beverages or drugs on school property or at a school activity, will immediately receive a 5-10 day out-of-school suspension, which may be extended pending a school board hearing. School board members will be notified. The student will not return to regular school classes until the student, parent/guardian, and administrator have met to reach an understanding on reinstatement conditions.

A student found guilty of selling and/or distributing drugs on school property will be referred to the school board for immediate expulsion. Parents/guardians will be notified about any alcohol or drug offenses. These offenses will be referred to the local law enforcement authorities.

Illegal Items Found In School or In Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances while on school district property or on property within the jurisdiction of the school district. Violations of this policy by students will result in disciplinary action including suspension or expulsion. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

In-School Suspension (ISS)

The purpose of in-school suspension is to impress upon students that there are consequences associated with inappropriate behavior. In-school suspension involves removal from the formal classroom, isolation from friends during the day, and loss of formal instruction. Students serving a full day of ISS will report to the ISS room at 8:00am and be dismissed at 3:15pm.

Students are able to earn credit for tests/quizzes/assignments while in ISS. Students also may be required to complete an alternative assignment while in ISS. Students who fail to complete assignments during ISS may be assigned additional ISS time.

A student who is assigned to a full day of ISS is considered suspended from all school activities for the duration of the suspension (each suspension day counts as 24 clock hours).

ROOM EXPECTATIONS

- Students will remain seated.
- Students will maintain a quiet work environment.
- Students will work on school work only.
- Students will not sleep while in ISS.
- Non-school issued electronic devices are not allowed. School issued devices allowed for school work only.

Students who violate the rules of the ISS Room may be assigned an additional day of ISS, or may be recommended for out of school suspension or expulsion.

A conference involving parents, administrator and student is optional on the first offense. Such a conference is required after the 2nd and 3rd offenses, and a student who is assigned to ISS for a 4th session during an academic year will be required to attend a conference involving the parent, student, counselor, administrator and superintendent. At this conference, notification will be given that the next offense may result in a recommendation of expulsion to be made by administration to the school board.

Out-Of-School Suspension (OSS)

Out-of-school suspension (OSS) is used in flagrant disciplinary situations or as a preventative measure to eliminate the possibility of further school disruption or for student safety. Out-of-school suspension carries with it the most severe of penalties that a student can receive.

A student who is out-of-school suspended may be sent home up to ten days and parents will be notified. Parents may have to come to school and pick them up and a brief conference may take place at the time.

Students who are on OSS may not return to campus or school for any reason unless prior arrangements have been made with an administrator and the student is accompanied by a parent.

Students on OSS will be given make-up work during their suspension. Make-up work is to be completed during the suspension and returned to the teacher upon their return to the class. Failure to complete those assignments will result in a work day with the Success Room coordinator before returning to the regular classroom setting. Exceptions to this must be agreed upon at the time of suspension. Teachers may give alternative assignments and tests apart from the regular class assignments. Teachers may also issue credit for the assignments and tests at a reduced value.

Students involved in extracurricular activities on OSS will not be allowed to participate in those activities during the time of the suspension. This specifically includes practice and/or competitions during the time of suspension.

In all cases of OSS a parent conference will be held to provide for the student's right of due process. A conference will be held for the reinstatement of the student to school.

Legal Status of a Student

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

Lost and Found

The lost and found is located near the office window. If you find something that is not yours, please turn it into the office so we can get it into the lost and found. If you are missing an item, or believe that your item has been stolen, you will need to report it to the AMS office immediately.

Minor and Major Incidences

Some behaviors are minor in nature while others are more escalated and require more immediate solutions and/or the attention of the administrator. To determine minor and major incidents, please see the reference descriptions included in the back of this handbook. Minor incidents may be handled by the classroom teacher/educator and the student may need time in the Success Room in order to correct the behavior. Major incidents will result in the student being sent to the office with a referral form. The administrator will speak with the student and contact the parent if needed, and determine the appropriate consequence. When a student returns to class, they will be welcomed. A variety of factors are taken into account while processing a major incident, therefore, the consequences that arise may vary from student to student.

Parent/Guardian Rights Notification

Parents/Guardians in the Atlantic Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling Diane Hayes or by sending a letter of request to the Office of the Superintendent.

The Atlantic Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

Personal Technology

Personal technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, other mp3 players, calculators and portable gaming devices.

ASSUMPTION OF RISK

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices.

USE OF PERSONAL TECHNOLOGY DURING CLASSROOM INSTRUCTION

Use of personal technology during instructional periods is prohibited except when used as an aid to instruction at the discretion of the classroom teacher and building administrator. If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes that are found to be disruptive to the school environment. The school administration and faculty shall determine disruption of the school environment.

Photographs, Audio, Video

Students and visitors must obtain permission from the building principal or teacher before capturing video, audio, or photos on school property. Exceptions will be made for public events such as athletic contests, band/vocal concerts, and other such public events. Violation of this policy will be reviewed and disciplinary action may be taken.

Release During School Hours

Students will be allowed to leave school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for a student leaving school during the school day include, but not limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit, and other reasons determined appropriate by the principal.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

If a student must leave the building for any reason, he/she must sign out in the office. Students should be aware that the school must have approval from parents before a student can leave even in the case of illness. This is a matter of legal responsibility which the school cannot avoid. Therefore, students are expected to be aware of the seriousness of the circumstances if these procedures are not followed. All requests to leave school during school hours must be made before the school day begins unless it is an emergency.

Search and Seizure

Code No. 502.8 School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the education environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband material discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives,

poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

STUDENT COMPLAINTS AND GRIEVANCES- CODE NO. 502.4

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

This section does not apply to complaints and grievances regarding sex discrimination. Formal complaints and informal reports of conduct constituting sex discrimination, including sexual harassment, should be referred to the Title IX Coordinator and will be governed by the provisions of Code No. 102.R2.

School Building and Grounds

Do your best to keep the classrooms, halls, stairs, restrooms and school grounds clean and neat. Please walk on the sidewalks and use the walkways to cross the street.

Smoking and Tobacco

Smoking, the possession of smoking material (including a lighter), use of an electronic cigarette, chewing tobacco, in or on school premises, or at any school function, is prohibited. Parents/

guardians will be notified and tobacco violations may be reported to local law enforcement authorities. This is considered a violation of the Good Conduct Rule.

FIRST OFFENSE

Student may serve up to a 3 day suspension, which may be in-school or out-of-school. Parents/guardians will be notified. In addition, the student may be ticketed and fined by local law enforcement.

SECOND OFFENSE

Student may serve up to a 5 day suspension, which may be in-school or out-of-school. In addition, the student may be ticketed and fined by local law enforcement. The school board will be notified and a conference with parent/guardian and student will be required.

THIRD OFFENSE

Student may serve up to a 10 day suspension, which may be in-school or out-of-school. The school board will be notified. Before being reinstated, a parent, student, administrative conference will be held. In addition, the student may be ticketed and fined by local law enforcement.

Student Directory

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Degrees, honors, and awards received
- The most recent educational agency or institution attended Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs. Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Student Photographs

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Theft

A student who unlawfully takes and carries away any school property or property of another is punishable as follows:

FIRST OFFENSE

Student may be given up to a five-day in-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal. Legal action may be taken and restitution required. Student may be referred directly to

the Board of Education. (The student may be given a lesser in-school suspension if restitution is made within 24 hours.)

SECOND OFFENSE

Student may be given up to a five-day in-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal. Legal action may be taken and restitution required. Student may be referred directly to the Board of Education.

THIRD OFFENSE

Student may be given up to a ten day out-of-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal. Legal action may be taken and restitution required. Further incidents will be referred directly to the Board of Education.

RESTITUTION CLAUSE

Any student who intentionally or negligently damages, destroys, or loses property of the school district will be required to grant restitution to the school district for such damage, destruction, or loss.

Threats of Violence

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

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree to legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Trespassors/Stalkers

It is illegal for anyone to enter or remain in a school building, school bus, or any building belonging to the school:

- without permission
- with no legitimate business purpose
- without previously given notice

Whenever you have reason to believe that there is a trespasser, YOU MUST notify your principal or an administrator. The chief school administrator SHOULD notify the local police department or its designee.

Visitors

Parents are always welcome to visit the school. All visitors must enter the building at the south courtyard main entrance to the middle school. All visitors to Atlantic Middle School are required to report to the office on arrival and sign in at the window. Visitors may be required to show a photo ID, and must wear a "visitor" sticker while in the building and sign out at the office prior to their departure. Visitors are prohibited from capturing video, audio, or photographs unless they receive consent from the administration. This policy is for the safety and security of the AMS students and staff.

HEALTH AND SAFETY

Exclusion for Communicable Diseases

The following are local health policies for minimal exclusion and re-admittance of ill students into the school system:

1. Arrangements will be made to send children home upon the school nurse's discretion, if they exhibit a fever of one degree above normal, or if they are not performing well in the classroom due to symptoms suggesting illness.
2. Children should be fever free for 24 hours before returning to school after an illness.
3. Children should be symptom free from stomach flu, vomiting, or diarrhea for at least 12 hours before returning to school.
4. Children should be excluded from school a minimum of 7 days from the onset of chicken pox, if all lesions are dry.
5. Children with bacterial conjunctivitis should be excluded from school for a minimum of 24 hours after antibiotic eye medication is started, and readmitted if there is not current purulent eye discharge.

EXCLUSION CRITERIA

IOWA DEPARTMENT OF PUBLIC HEALTH GUIDELINES

A child should be temporarily excluded from an education or child care setting when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
- For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.
- For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
- Temperature readings do not require adjustment for the location where the temperature is taken.
- In education settings please refer to your district's policy regarding fever definition.
 - 100* or greater without the use of fever reducing medication

See Appendix F.

Health Services

Requirements necessary for safe school medication administration are:

1. Proper labeling prescribed medicine shall be maintained in the original prescription container which shall be labeled with:
 - a. Name of pupil
 - b. Name of medicine
 - c. Directions for use
 - d. Name of physician
 - e. Name and address of pharmacy
 - f. Date of prescription

2. Non-prescription, over-the-counter medicine -

Non-prescription medicine shall be maintained in the original purchased container along with a note including dosage, time and parental signature.

3. Parent's written consent - A written, signed consent note shall accompany each medication to school. A parental signature on a statement requesting and authorizing school personnel to administer the medicine in accord with the prescription or parent request shall be filed at the school.

4. Record of administration - Each time medicine is administered, a record shall be maintained to include the pupil's name, date, time and signature of the person administering the medication.

5. Security - Each school or facility shall designate a limited access space within each building to store pupil medication.

- a. Access to medication shall be under the authority of the full-time school nurse or designee.

Emergency Procedures

Radio stations KJAN, KSOM, KS95, and KMA will announce school closings as soon as they are notified. PLEASE DO NOT CALL THE STATIONS--LISTEN TO YOUR RADIO. During the school day, if a bad storm seems to be building, please keep your radio turned on so you will be aware of a potential early dismissal. The district also uses a service through JMC that will send automatic phone or text messages to the contact numbers on file with the office.

In the event of an emergency during the school day, staff and students should remain calm and follow any instructions given by superiors.

PLEASE HAVE AN EMERGENCY PLAN FOR YOUR CHILD. Discuss the plan with your child so they will know what to do if you are not home. Calling the school at this time is inconvenient. You will be expected to keep informed by radio and/or JMC if a nighttime emergency should make it unwise to have school the next day.

Policy on Safe Driving

All persons who operate a motor vehicle on school property are expected to do so safely and comply with all posted regulatory signs during school hours or non-school hours.

VIOLATION PROCEDURES

A. Student Personnel - The actions listed below that are observed by a school employee should be reported to the principal. Actions observed by individuals other than school employees may also be reported. Such reports should include as

much detail as possible, e.g., license number, description of vehicle, action observed, and identification of driver.

Actions: Reckless driving, excessive acceleration or speed, and other action with a vehicle that may cause direct or indirect danger to self or others.

B. Process - When a situation is reported, the student will be presented with the evidence and given a chance to respond to any allegations. The principal will make a decision and inform the student and his/her parents. A student who wishes to appeal the decision may do so to the principal.

Consequences of unsafe/reckless driving will be as follows:

FIRST OFFENSE

Student will be barred from driving or parking on school property for a period not to exceed two weeks;

SECOND OFFENSE

Student will be barred from driving or parking on school property for a period not to exceed six weeks;

THIRD OFFENSE

Student will be barred from driving or parking on school property for a period not less than the remainder of the current school year. Students not complying with any driving sanction will be determined to be insubordinate at the second offense level and will be required to complete the period of driving restriction.

C. Non-students - Unsafe driving, as described above, is not acceptable for non-students as well as students. Such persons will be informed by school personnel or police officers that they may not drive on the school property. If such warnings are ignored, charges of trespassing will be filed through the Atlantic Police Department.

Safe Operation of Vehicles by Students on School Grounds

The safety of students and staff members on school grounds is of utmost importance. While on school grounds, students and staff members are pedestrians, drivers, and passengers. The school recognizes that as drivers students sometimes have a tendency to seek attention, a thrill, and to stretch the rules of the established order. When these things happen in regards to motor vehicles, there is the potential for a clear danger to students and others as drivers, pedestrians, and passengers.

The public is permitted access to school property, but that access is not unrestricted. The school can and will regulate reckless and negligent driving activity which may create danger to persons or

property on the school premises. Civil authorities recognize the jurisdiction of the school district in regulating such actions on its property.

BICYCLES/SCOOTERS, MOPEDS, AND SKATEBOARDS

Parking for mopeds will be on the south side of the building near the center divider. Parking for bicycles/scooters will be in the bike racks on the north side of the AMS building. Skates, etc. need to be placed in student lockers. It is never appropriate to rollerblade or ride skateboards on school sidewalks or in school buildings.

Skateboards are not to be ridden on school grounds at any time. Please observe all traffic regulations, obey crossing guards, and cross streets at designated crosswalk areas only. Students are expected to walk their bicycles/scooters across 11th St. and Linn St. to avoid heavier traffic after school.

VEHICLE REGISTRATION AND PARKING

Students must complete the vehicle registration form for any vehicle that may be driven to school. These registration forms will be submitted to the office. If a student does not have this on file in the office and there is a situation where law enforcement needs to be contacted, student will receive a detention. Once the vehicle is properly registered, student parking will be on the very south side of the parking lot along the fence.

School Nurse

A school nurse is assigned to the Atlantic Middle School for students. Her hours are 8:00 A.M. to 3:30 P.M. She can be reached at 712-243-1330.

The School Nurse:

- Provides emergency first aid
- Evaluates and assesses health needs
- Evaluates and monitors communicable diseases
- Provides health counseling
- Implements and monitors compliance with the state immunization and health laws
- Takes health histories
- Acts as a liaison between home and school regarding health concerns
- Provides promotional activities for health care
- Assist in the administration of medication
- Provide brief overview of human growth and development (Parents will be notified by mail before the information is presented to students and parents will have an opportunity to preview this information)

Student Illness or Injury at School

Code No. 507.4 When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

The superintendent is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

STUDENT EXPECTATIONS

Detention

Detention may be assigned by the classroom teacher or by the administrator. When detentions are assigned, the student will be required to serve a predetermined amount of time outside the school day immediately after school or the following morning. Detentions given by a teacher will be served with that teacher. Students who fail to serve their detention may be given an additional detention or a full day of in-school suspension. The in-school suspension will occur during the following day. The administrator/supervisor will notify parents of assigned detentions.

If the detention takes place in the detention room, it's a place of quiet study, and students are expected to bring books to detention and to keep themselves busy. There is to be no food, pop, gum, nor sleeping in the detention room. Any student who arrives unprepared, violates detention room rules, or who arrives late for the assigned session, may be assigned an additional detention session.

Detention Expectations:

- Students will remain seated.

- Students will maintain a quiet work environment.
- Students will work on school work only.
- Students will not sleep while in detention.
- Non-school issued electronic devices are not allowed.
School issued device allowed for school work only.

Note: Students are responsible for arranging their own transportation to and from school so detention can be served.

Dress Code

Atlantic Community Schools believes that inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors (School Board Policy 502.1)

GENERAL STATEMENT

We encourage students to dress in a fashion that reflects good taste and style appropriate for the school day.

An individual's dress, personal appearance and cleanliness, like behavior, should reflect sensitivity to and respect for others. The fact that the school permits a wide variety of school clothes does not mean that all styles are equally appropriate.

REGULATIONS

Although it is not an attempt to include all items, the following types of clothes will be excluded:

- Articles and clothing that display indecent pictures or slogans
- Clothing which permits inappropriate exposure of the body
 - Short-shorts, midriff shirts, "spaghetti strap" tops/dresses, tube tops, or tops revealing undergarments or bare skin are not allowed
 - Tank tops with less than 2 inch wide straps must be worn with a shirt with sleeves
 - Any garment that displays excessive cleavage
 - Shorts or pants worn below the waistline will not be permitted (underwear, including boxers, are covered completely by outerwear)
- Articles and clothing which could cause damage/injury to other students or disrupt the normal functioning of the school
- Bare feet or stocking feet.
- Hats, caps, bandanas, head scarves and hoods may not be worn in school.
- Any item of clothing that advertises or promotes tobacco, alcohol, or controlled substances.
- Articles and clothing that display double-meaning slogans.
- Costumes may not be worn unless permission is granted by the principal's office.
- Chains (attached to wallets or excessively heavy neck chains) should not be worn to school.
- Any attire that identifies or promotes gang activity.
- Gloves, mittens, and sunglasses are prohibited during the school day.
- Shoes with wheels, stiletto heels or heels over 2" are prohibited.
- Temporary body art, face paint, writing or drawings on the body are prohibited.
- Coats and jackets upon arrival to school should be placed in the student's locker and should not be worn during the school day unless permission is granted from the nurse or principal's office.

The final decision concerning the appropriateness of clothing will be made by the school administration.

FIRST OFFENSE

Verbal Warning & required to change clothes/correct the infraction

SECOND OFFENSE

Written warning and parent contact along with required to change clothes/correct infraction

THIRD OFFENSE

Required to change clothes/correct infraction and detention time is assigned

FOURTH OFFENSE

Required to change clothes/correct infraction and assigned In-School Suspension – 1 day

FIFTH OFFENSE

Required to change clothes/correct infraction and assigned In-School Suspension – 2 days

SIXTH OFFENSE AND BEYOND

Repeated offenses may result in Out-of-School Suspension for noncompliance

Displays of Affection

Demonstrations of affection involving physical contact will be considered inappropriate. Couples refusing to cooperate by conducting themselves in an appropriate manner will be subject to the following:

1. **1st Offense:** Student will be issued a warning.
2. **2nd Offense:** Student will be assigned 30-minute detention.
3. **3rd Offense:** Student will receive ISS and a parental conference will be held with the guidance counselor and principal.

Electronic School Issued 1:1 Device Behavior Guidelines

Unattended Device

- 1st Offense: Warning issued
- 2nd Offense: Device privileges revoked for one week.
- 3rd Offense: Device privileges revoked for one month.
- 4th Offense: Device privileges revoked for one semester.
- 5th Offense: Device privileges revoked for one year.

Inappropriate Use of Device

- 1st Offense: Warning issued from the classroom educator.
- 2nd Offense: Classroom educator will confiscate the device and turn it into the office. Device privileges revoked for one week.
- 3rd Offense: Device privileges revoked for one month.
- 4th Offense: Device privileges revoked for one semester.
- 5th Offense: Device privileges revoked for one year.

Access Data or Account of Another User

- 1st Offense: Device privileges revoked for 45 school days
- 2nd Offense: Device privileges revoked for one semester or 90 school days
- 3rd Offense: Device privileges revoked for one year.

Lockers

Code No. 502.5 Student lockers are the property of the school district. Students may use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

Lunch

AMS students will be issued an account number to use with the Accu-Scan Lunch System. Their number will be entered into a computer system when they go through the lunch line. Parents may put any amount of money into the student's account through use of PaySchool or by sending money with their student. Each meal purchased is deducted from the student's account. Breakfast and lunch will be free through the National School Lunch Program.

Some other guidelines for lunch are as follows:

- Students will get 25 minutes for lunch
- AMS students have a closed lunch time, which means they need to be in the cafeteria at their designated lunch times (unless other arrangements have been made)
- You may bring your own lunch or eat the hot lunch provided by the school
- Food and drink must be kept in the cafeteria. You may not take food out of the cafeteria
- Students are expected to conduct themselves in a safe, orderly, and respectful manner while in the lunchroom.
- Students need to go to their next class as soon as they are dismissed from the lunch area.
- Students should not be in possession of another student's lunch card.

Guidance and Counseling

The Atlantic Middle School provides you with services of a guidance counselor to help you with any questions or concerns that might arise during the year. It might be a problem dealing with your present classes, your educational or occupational future, or it might be a personal problem. Anything told to the counselor will not be passed without your permission. If you wish to meet with the counselor and they are not available, leave your name in the office with the secretary. The counselor may also be involved in classroom guidance activities and lessons with groups of students during homebase time.

True Trojan Traits

All staff and students will do their best to intentionally demonstrate our True Trojan Traits; Respect, Attitude, Responsibility and Compassion. Demonstrating these not only creates a safe and effective learning environment but it also prepares students to become productive adults. These traits will be taught in a variety of ways throughout the school year. True Trojan Traits are the middle school's focus for helping students in their journeys toward a Portrait of a Trojan (**See Appendix C**).

TERMS AND CONDITIONS FOR USE OF INTERNET

Internet access is available to students and teachers in the Atlantic Community School District. We are very pleased to have this access in the Atlantic Schools and believe the internet offers vast, diverse and unique resources to both teachers and students. Our goal in providing this service to teachers and students is to promote educational excellence in the Atlantic Community Schools by facilitating resource sharing, innovation and communication.

The internet is an electronic highway connecting thousands of computers all over the world and billions of individual subscribers. Students and teachers have access to...

- A) Electronic mail communication with people all over the world.
- B) Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- C) Public domain and shareware of all types.
- D) Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
- E) Many University Library Catalogs, the Library of Congress, CARL and ERIC.

The internet can provide a vast collection of educational resources for students. It is a global network, making it impossible to control all information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Students should act responsibly to avoid information that may not be of educational value to them.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A) Be polite. Do not get abusive in your messages to others. Harassment as defined by the Atlantic High School Student Handbook is strictly forbidden. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- B) Illegal activities are strictly forbidden. This list includes, but is not limited to, gambling, fraud, and pornography.
- C) Do not reveal your personal address or phone numbers or those of students or colleagues.

- D) Electronic mail (e-mail) is to be used for educational purposes and not for personal or private use of individuals. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- E) Do not use the network in such a way that you would disrupt the use of the network by the other users.
- F) Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading and creation of computer viruses.
- G) Any use of the network for commercial or for-profit purposes, personal or private business, product advertisement or political lobbying is prohibited.
- H) All communication and information accessible via the network should be assumed to be private property. All copyright laws should be strictly enforced.

Acceptable Use Contract

As a condition of my right to use the Atlantic High School Education Network, including use of the access to public networks such as internet, I understand and agree to the following:

1. Acceptable Use: The purpose of NSFNET (National Science Foundation Network), which is the backbone network to the internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Your use of the internet must be in support of the education and research and consistent with the education objectives of the Atlantic Community School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use to produce advertising or political lobbying is also prohibited.

2. Restricted Material: Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is deemed to be obscene, libelous, profane or inappropriate by school authorities.

3. Unauthorized costs: If a student gains access to any service via the internet which has a cost involved, or if a student incurs other types of costs, the student accessing such service will be responsible for those costs.

4. Privileges: The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The certified staff or school administrators will deem what is inappropriate use, and their decision is final.

5. Violations:

FIRST VIOLATION

The student will lose Internet privileges for a period of 45 school days. A letter will be mailed to the student's parents and a copy provided for the student's discipline file.

SECOND VIOLATION

The student will lose Internet privileges for 90 school days. A letter will be mailed to the student's parents and a copy provided for the student's discipline file.

6. The Atlantic Middle School teachers and administrators have the right to review any material stored in internet network computer files to which other users have access and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive or otherwise objectionable.

7. Atlantic Community School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages suffered. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its service.

8. Exception of Terms and Conditions: All terms and conditions as stated in this document are applicable to the Atlantic Community School District, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of Iowa and the United States of America. I understand and will abide by the above Terms and Conditions for the internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. I understand that my access privileges may be revoked if I commit any violation. School disciplinary action and/or appropriate legal action may be taken.

Acceptable Use Guidelines

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the

educational goals and objectives of the Atlantic Community School District.

- Students are responsible for their ethical and educational use of the technology resources of the Atlantic Community School District.
- Access to the Atlantic Community School District technology resources is a privilege and not a right. Each student, employee and/or parent will be required to follow the Atlantic Community School District's Internet Acceptable Use Policy, as well as the Atlantic Community School District's behavior guidelines policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or files of another user, without the consent of the principal, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Internet Acceptable Use Policy and the Atlantic Community School District behavior guidelines policies.

Internet Acceptable Use

Atlantic Community School District believes that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. However, the district does not have control of the information on the internet, nor can it effectively limit authorized users from access to the full range of information available. Some sites accessible via the internet may contain material that is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.

The Atlantic Community School District realizes that guidelines must be set to ensure that the appropriate activities take place in the learning environment. Acceptable uses of the internet are activities resulting from specific tasks and assignments that support learning, promote the district's goals and objectives, and advance the mission of the district. Unacceptable uses are those which violate the rights and privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit receive, store or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others. Use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible disciplinary action.

The Atlantic Community School District, through strict, in-school supervision and clearly defined standards of use, is working to foster responsible internet usage. However, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their children or ward should follow. The district supports and respects each family's right to decide whether to participate in internet usage.

The district shall use filtering, blocking, or other technology while the devices are on school grounds to protect students from accessing internet sites that contain visual depictions that are obscene, child pornography, or harmful to minors. The district shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Children's Internet Protection Act (NCIPA) Standards of Usage.

Access to the internet is an unparalleled opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. These guidelines are provided so that users are aware of the responsibilities they are about to acquire.

A: Use of the district's network is a privilege that may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, the following guidelines.

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others.
2. Users who intentionally access such material shall immediately terminate such access.
3. Users shall not trespass in the folders, work, files, or data of others.
4. Users shall not violate copyright laws, i.e. use someone else's work for one's own or download copyrighted material.
5. Users shall not gain unauthorized access to resources or entities.
6. Users shall not use an account of another user, only their assigned account or a guest account where it has been allowed by the administration.
7. Users shall not abuse, harass, insult, threaten or attack others or invade the privacy of individuals.
8. Users shall not use inappropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references.
9. Users shall not damage computers, computer systems, computer networks, or computer data.
10. Users shall not store, transfer or use games, music, video or other resources which are not directly related to curriculum on district-owned computer or network equipment.

B: Students are responsible for the use of the computer login information. Giving out an email address or password to unauthorized users is forbidden. The user should not reveal personal information to anyone. This includes, but is not limited to, home address, phone number, and password.

C: The network administrator must be notified if a security problem is identified. The user should not demonstrate the problem to anyone other than the network administrator. In addition, attempts to log on as a system administrator will result in revocation of all computer privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.

D: Atlantic Community School District reserves the right to edit or remove any material stored in files that any staff member believes may be in conflict with the above standards. Users should not expect that files stored on the district's servers will be private or confidential.

E: Students will only be allowed to use the internet for educational purposes. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate use of technological resources and for ensuring that students understand that misuse will result in the loss of access and computer privileges.

Exception of Terms and Conditions

Atlantic Community School District makes no warranties of any kind whether expressed or implied for the service provided. The district will not be responsible for any damage incurred while on this system. These damages include, but are not limited to, loss of data, non-deliveries, misdeliveries, or service interruptions caused by the system or the user's error or omissions. Use of any information obtained via the information system is at the user's own risk. Atlantic Community School District specifically denies any responsibility for accuracy or quality of information obtained through electronic information resources.

Student users of the district computer resources are responsible for respecting and adhering to local, state and federal, and international laws governing usage of available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension or other disciplinary action appropriate to the circumstances.

Information services and features contained on the Internet are intended for private use of the patrons, and commercial or other

authorized use of those materials, in any form, is expressly forbidden.

4. Bus riding privileges, if suspended, may only be restored after a meeting with the parents and an administrator and an ed by all

2025-26 Atlantic Community School District Calendar

BOE approved 5.14.25

- School Holidays
- Labor Day

Sept. 1, 2025
- Thanksgiving Day

Nov. 27 , 2025
- Christmas Day

Dec. 25, 2025
- New Year's Day

Jan. 1, 2026
- Memorial Day

May 25, 2026
- *Certified Staff will be paid 5 holidays per the Employee Handbook

- Calendar Legend
- 1.5 Hour Early Dismissal

*
- 2.0 Hour Early Dismissal

^
- 4.0 Hour Early Dismissal

**
- No School

7
- Teacher In-Service (No School)

4
- Teacher In-Service Flex day (No School)

2

Number of Days		Hours	Total
135	Full Days	6.5	877.5
36	1.5 Hr Early Dismissal	5	180
6	2.0 Hr Early Dismissal	4.5	27
0	4.0 Hr Early Dismissal	2.5	0
	Fall Conferences	8	8
	Spring Conferences	8	8
Total Student Hours			1100.5

					Hours	Teacher Days	Student Days	
August 2025								
M	T	W	TH	F				
				1				
4	5	6	7	8				
11	12	13	14	15				Aug. 18 - New Teacher In-Service
18	19	20	21	22	0	4	0	Aug. 19, 20, 21, 22 - Teacher In-Service
25	26	27*	28	29	28	5	5	Aug. 25 - First Day of School
September 2025								
1	2	3*	4	5	24.5	5	4	Sept. 1 - Labor Day (No School)
8	9	10*	11	12	31	5	5	
15	16	17*	18	19	31	5	5	
22	23	24*	25	26	31	5	5	
29	30				13	2	2	
October 2025								
		1*	2	3^	16	3	3	October 3 - Homecoming 2 Hr Early Dismissal
6	7	8*	9	10	31	5	5	
13	14	15*	16	17	31	5	5	Oct. 21 - End of 1st Quarter (41 Days)
20	21	22*	23	24	31	5	5	Oct. 29 & 30 (2-6PM) - Parent Teacher Conferences
27	28	29^	30^	31	30	5	4	Oct. 31 - No School
November 2025								
3	4	5*	6	7	31	5	5	
10	11	12*	13	14	31	5	5	
17	18	19*	20	21	31	5	5	Nov. 26 - No School- Flex Teacher In-Service Day
24	25	26	27	28	13	4	2	Nov. 27 - Thanksgiving Day (No School)
								Nov. 28 - No School
December 2025								
1	2	3*	4	5	31	5	5	
8	9	10*	11	12	31	5	5	Dec. 22- End of 2nd Quarter (42 Days)/1st Semester (81 Days)
15	16	17*	18	19	31	5	5	Dec. 23- No School- Flex Teacher In-Service Day
22	23	24	25	26	6.5	3	1	Dec.24 - Jan. 2 - Winter Break (No School)
29	30	31			0	0	0	Dec. 25 - Christmas Day-(No School)
January 2026								
			1	2	0	1	0	Jan. 1 (New Year's Day) & Jan. 2-(No School)
5	6	7*	8	9	31	5	5	
12	13	14*	15	16	31	5	5	
19	20	21*	22	23	31	5	5	
26	27	28*	29	30	31	5	5	
February 2026								
2	3	4*	5	6	31	5	5	
9	10	11*	12	13	31	5	5	Feb. 18 & 19 (2-6 PM) - Parent Teacher Conferences
16	17	18^	19^	20	30	5	4	Feb. 20 - No School
23	24	25*	26	27	31	5	5	
March 2026								
2	3	4*	5	6	31	5	5	March 11 - End of 3rd Quarter (47 Days)
9	10	11*	12	13	18	3	3	March 12-13 Spring Break
16	17	18*	19	20	31	5	5	
23	24	25*	26	27	31	5	5	
30	31				13	2	2	
April 2026								
		1*	2	3	11.5	2	2	April 3 No School -Easter Break
6	7	8*	9	10	31	5	5	
13	14	15*	16	17	31	5	5	
20	21	22*	23	24	31	5	5	
27	28	29*	30		24.5	4	4	
May 2026								
				1	6.5	1	1	May 13 - Seniors' Last Day
4	5	6*	7	8	31	5	5	May 17 - Graduation Day
11	12	13*	14	15	31	5	5	May 22 - End of 4th Quarter (49 Days)/2nd Semester (96 Days)
18	19	20*	21	22^	29	5	5	May 22- Last Day of School
25	26	27	28	29	0	1	0	May 25 - Memorial Day
					1100.5	190	177	

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APPENDIX B - DAILY SCHEDULE

Daily Schedule (Mon, Tues, Thurs, Fri)				Daily Schedule (Wednesday)			
	PERIOD (6th)	PERIOD (7th)	PERIOD (8th)		PERIOD (6th)	PERIOD (7th)	PERIOD (8th)
8:00-8:24	WIN	WIN	WIN	8:00-8:20	WIN	WIN	WIN
8:27-9:12	1	1	1	8:23-8:55	1	1	1
9:15-10:00	2	2	2	8:58-9:30	2	2	2
10:03-10:48	3	3	3	9:33-10:05	3	3	3
10:51-11:36	4	4	4	10:08-10:40	4	4	4
11:39-12:04	LUNCH	5	5	10:43-11:15	7	7	7
12:05-12:30	5	LUNCH	6	11:18-11:43	LUNCH	5	5
12:31-12:56	6	6	LUNCH	11:44-12:09	5	LUNCH	6
12:59-1:42	7	7	7	12:10-12:35	6	6	LUNCH
1:45-2:28	8	8	8	12:38-1:10	8	8	8
2:31-3:15	9	9	9	1:13-1:45	9	9	9

2-Hr Early Out			
	PERIOD (6th)	PERIOD (7th)	PERIOD (8th)
8:00-8:10	WIN	WIN	WIN
8:13-8:43	1	1	1
8:46-9:16	2	2	2
9:19-9:49	3	3	3
9:52-10:22	4	4	4
10:25-10:55	7	7	7
10:58-11:23	LUNCH	5	5
11:24-11:49	5	LUNCH	6
11:50-12:15	6	6	LUNCH
12:18-12:45	8	8	8
12:48-1:15	9	9	9

2-Hr Late Start			
	PERIOD (6th)	PERIOD (7th)	PERIOD (8th)
10:00-10:30	1	1	1
10:33-11:03	2	2	2
11:06-11:31	LUNCH	5	5
11:32-11:57	5	LUNCH	6
11:58-12:23	6	6	LUNCH
12:26-1:06	3	3	3
1:09-1:39	4	4	4
1:42-2:12	7	7	7
2:15-2:43	8	8	8
2:46-3:15	9	9	9



APPENDIX C - PORTRAIT OF A TROJAN

The goal of the Atlantic Community School District is to ensure that all students are ready and prepared for the world around them when they graduate. As a school community Atlantic's Portrait of a Trojan was created with this in mind.



Act with Integrity

Caring
Citizenship
Character
Fairness
Honesty
Sportsmanship

Communicate Effectively

Social Skills
Collaboration
Multiple Modes
Etiquette

Be Resilient

Driven
Effort
Stand up for yourself
Fight your own fight
Patience

Pursue a Passion

Discovery
Creativity
Involvement (Being a part of something)
Dedication

Think Critically

Problem Solving
Creativity
Solution Driven

APPENDIX D - BEHAVIOR MATRIX

Classroom Behavior Discipline Matrix				
MINOR Incident				
STEP	1	2	3	
ACTION	Verbal Conversation with teacher and student about the student behavior choice.	- Redirection and/or reminder of expectation. <u>Student</u> may be asked to leave the classroom.	- Teacher enters a discipline referral into JMC. <u>Teacher</u> may assign <u>consequence</u>. <u>Principal</u> will follow up <u>with student</u>. <u>Principal</u> may assign <u>consequence</u>. - Parents will be notified.	
MAJOR Incident				
STEP	4	5	6	7
ACTION	<u>Teacher</u> enters a discipline referral into JMC. <u>Student</u> is sent to the office for mediation <u>with principal</u>. <u>Principal</u> will assign <u>consequence</u>. - Parents will be notified.	<u>Teacher</u> enters a discipline referral into JMC. <u>Student</u> is sent to the office for mediation <u>with principal</u>. <u>Principal</u> will assign consequence - Parents will be notified.	<u>Teacher</u> enters a discipline referral into JMC. <u>Student</u> is sent to the office for mediation <u>with principal</u>. <u>Principal</u> will assign <u>consequence</u>. <u>Principal</u> will meet <u>with parents</u>.	If recurrence occurs after step 6: 1-5 days of OSS may be assigned.

The Building Principal reserves the right to alter the discipline plan based upon individual student need. Student discipline may include detention, in-school suspension, out-of-school suspensions and/or expulsion. Student discipline will be based upon the severity of the student conduct using school board policy, the handbook, the Major/Minor definitions, and the Classroom Behavior Matrix.

Minor/Major Definitions

Minor Problem Behavior	Definition	Example
Defiance / Disrespect / Non-Compliance	Student engages in brief or low-intensity failure to respond to adult requests	Talking back, not following directions, ignoring requests of adults
Disruption	Student engages in low-intensity, but inappropriate disruption	Blurting out in class, throwing paper in class, not staying in assigned seat
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guideline defined by the school/district (See Student Handbook)	Pants are below waist line, Hood is up
Inappropriate Language	Student engages in low-intensity instance of inappropriate language	"Hell", "Retard", minor offensive language

Other	Student engages in any minor problem behaviors that do not fall within the existing categories	Running in the hallway
Physical Contact / Physical Aggression	Student engages in non-serious, but inappropriate physical contact	Poking, low-intensity pushing, touching other students' hair / bodies
Property Misuse	Student engages in low-intensity misuse of property	Drawing on desk, slamming / kicking locker, misuse of books, misuse of school calculators
Tardy	Student arrives at class or school after class has started *See Student Handbook	Occasional classroom tardy, couple of minutes late
Preparedness	Student arrives to class unprepared for the activities that are scheduled	Student shows up without book, planner, or supplies; student does not dress out for PE
Dishonesty	Student engages in low-intensity dishonesty	Low-intensity lying
Refusal to Work	Student engages in low-intensity refusal to work on classroom activities, assignments, or work as assigned by the classroom	Student sits and stares out the window instead of working on homework
Missing Homework	Student does not complete or hand in assigned homework at the time it is due	Homework turned in half completed, no homework turned in
Tone / Attitude	Student displays an attitude that is not conducive to the learning environment of the classroom or uses a verbal tone that is disrespectful	Angrily talking back to others, disrespectful attitude
Major Problem Behavior	Definition	Example
Abusive Language / Inappropriate Language / Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way	Cursing, slandering another person, hostile threats either written or verbal, using common slang for body parts
Arson	Student plans and/or participates in malicious burning of property	Burning property, lighting fires
Bomb Threat / False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion	Verbal or written threat of a bomb in the building, near school or on school grounds
Chronic / Excessive Minor Infractions	Student receives multiple minor infractions	Student comes to class unprepared multiple times
Defiance / Disrespect / Non-Compliance	Student engages in refusal to follow directions, excessively talks back and /or delivers socially rude interactions	Refusal to comply with established rules; verbal defiance / argumentative; Refusal to comply with staff redirects and prompts
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior	Loud talk, yelling, screaming; noise with materials; horseplay or roughhousing; sustained out-of-seat behavior

Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school district (See AMS Dress Code)	Blatant violations of the established dress code
Fighting	Student is involved in mutual participation in an incident involving physical violence where injury may occur	Fighting; punching / kicking / other actions with the intent to harm another person
Forgery / Theft	Student is in possession of or is responsible for removing someone else's property or has signed someone else's name on a document	Stealing items from student lockers or backpacks; forging permission slips
Gang Affiliation Display	Student uses gestures, dress, and/or speech to display affiliation with a gang	Gang signals; "tagging" school property; gang apparel
Harassment / Bullying	Student delivers disrespectful messages * (verbal, written, or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters	Bullying, repeated verbal harassment or abuse, inappropriate touching, gesturing, notes and pictures
Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and / or physical gestures / contact	Kissing in the hallways, holding hands
Inappropriate Location / Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school)	Student is in a faculty break room; leaves school grounds
Lying / Cheating	Student delivers message that is untrue and / or deliberately violates rules	Telling untruths, wrongful accusations, copying, obtaining questions / answers to school assignments / tests
Other Behavior	Student engages in problem behavior not listed	Gambling, taking pictures or students in locker rooms, etc.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur	Hitting, punching, hitting with an object, kicking, pulling hair, scratching another student
Plagiarism	Copying another person's work close to, or exactly, word-for-word without citing or giving credit to the author	Cutting / copying from websites / books, pasting it into a document, and claiming to be the author
Property Damage / Vandalism	Student participates in an activity that results in destruction or disfigurement of property	Damaged property as a result of physical aggression; tampering with equipment / impairing its usefulness; tampering with computer's settings
Skip Class	Student leaves or misses class without permission	Student walks out of class without permission; skips
Substantial Disruption to the Educational Environment	Student engages in behavior that causes the cessation of instruction or educational activities; creates an inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment; severe or repetitive disciplinary measures are needed in the classroom or during educational activities; exhibition of other behaviors by students that substantially interfere with the learning environment	Will vary - any behavior that causes major disruptions

Truancy	Student receives an "unexcused absence" for 1/2 day or more	Student arrives at school after lunch with no excuse
Technology Violation	Student uses technology or an electronic device without permission or engages in inappropriate use of cell phone, computer, or other electronic device *See Student Handbook for specific consequences	Using device without permission, accessing inappropriate websites, taking inappropriate pictures / videos of students
Threats of Violence	Student engages in any behavior (written or verbal) that is deemed as threatening to another student or faculty member	Student threatens to beat up another student, student threatens harm to staff member
Use / Possession of Alcohol	Student is in possession of, or is using, alcohol	Possessing, consuming, or being under the influence of alcohol
Use / Possession of Combustibles	Student is in possession of substances / objects that can ignite a fire	Possessing matches, lighters, firecrackers, gasoline, lighter fluid, or other combustible materials
Use / Possession of Drugs	Student is in possession of, or is using, illegal drugs / substances, imitations or is in possession of drug paraphernalia	Using, possessing, selling, or distributing drugs in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function, event whether on or off school grounds
Use / Possession of Tobacco	Student is in possession of, or is using, tobacco	Possessing cigarettes, cigars, or smokeless tobacco products; smoking, chewing, dipping
Use / Possession of Weapons	Student is in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm	Possessing, handling, transmitting to use a weapon in school buildings, or school grounds at any time, in school vehicles or buses, or at any school event on or off school grounds

APPENDIX E - JURISDICTIONAL STATEMENT

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

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the building principal for information about the current enforcement of the policies, rules, regulations or student handbook of the school district. The following Guidelines for Student Conduct provide students with the basic principles which seek to guide student conduct at school. All students are expected to follow these guidelines. Violations may result in the assignment of disciplinary consequences.

APPENDIX F - COMMON CHILD ILLNESS AND EXCLUSION CRITERIA

ILLNESS	EXCLUDE	RETURN TO CHILD CARE/SCHOOL
Chicken Pox	Yes.	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
COVID-19	Yes.	10 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after positive test (if no symptoms).
Diarrhea (infectious)	Yes (there are special exclusion rules for E.coli O157.H7, Shigella and cryptosporidiosis).	When diarrhea stops and health care provider and public health official states the child may return. 5/2021
Diarrhea (non-infectious)	Yes, if stool cannot be contained in the diaper, or if toiletied child has 2 or more loose stools in 24 hours, or blood in stool.	When diarrhea stops and resolution of exclusion criteria.
Fifth Disease	No.	Unless child meets other exclusion criteria. If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand and Mouth	No.	Unless child meets other exclusion criteria.Or is excessively drooling with mouth sores. If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Head Lice (Pediculosis)	No.	Unless child meets other exclusion criteria. Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: https://www.cdc.gov/parasites/lice/head/treatment.html
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No.	Unless child meets other exclusion criteria. Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No.	Unless child meets other exclusion criteria. Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No.	Unless child meets other exclusion criteria. If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.

Pink Eye (Conjunctivitis)	No.	Unless child meets other exclusion criteria. Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No.	Unless child meets other exclusion criteria. Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share 5/2021 clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria. Must be 24 hours free of vomiting before returning to school.

Please refer to Caring for Our Children: National Health and Safety Performance Standards (Online Database) <https://nrckids.org/CFOC> or the Iowa Department of Public Health EPI Manual <https://wiki.idph.iowa.gov/epimanual> for guidance on specific diseases not included in this list. Contact your local Child Care Nurse Consultant <https://idph.iowa.gov/hcci/consultants> for additional information.

References: American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. CFOC Standards Online Database. Aurora, CO; National Resource Center for Health and Safety in Child Care and Early Education; 2020. <https://nrckids.org/CFOC/Database/3.6.1.1> (Accessed on 05/21/2021) Iowa Department of Public Health EPI Manual: Guide to Surveillance, Investigation, and Reporting. Reportable Disease Information. Revised 6/2011