

# ***Highland Secondary*** **Student Handbook**



**2025-2026**

# **Highland Secondary School Student Handbook 2025-26**

## **Secondary Principal**

Angela Hazelett

## **Secondary Assistant Principal**

Bill Zywiec

## **Secondary School Counselor**

Peggy Schwab

## **Activities/Athletics Director**

Jody Fink

## **Media Specialist**

Shalyn Huber

## **Curriculum Director**

Jane O'Leary

## **Superintendent of HCSD**

Spencer Lueders

## **Board of Education**

Aaron Friederich

Karen Fink

Rachel Longbine

Nate Robinson

Dan Ruth

Joslin Schott

Dennis Wendt

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## Welcome Letter

**Highland Secondary School  
Fall 2025**

**Dear Students,**

***Welcome to a brand-new school year in the Highland School District! Whether you are returning to our schools or joining us for the first time, we are excited to have you as part of our learning community. This is a fresh opportunity to learn, grow, and achieve great things—both academically and personally. We’re glad you’re here.***

***This student handbook has been carefully prepared to serve as a helpful guide throughout the school year. Inside, you’ll find important information about our academic expectations, behavior guidelines, attendance policies, student services, and much more. It’s designed to help you understand your rights and responsibilities, and to support your success both in and out of the classroom.***

***While the handbook covers many of the key policies and procedures, it may not answer every question you have. For additional information or clarification, we encourage you to reach out to your school office, speak with your teachers, visit the district website, or talk to your school counselor or principal. We’re here to support you and ensure you have everything you need for a positive and successful school experience.***

***On behalf of the entire staff and administration, welcome once again. We are looking forward to a fantastic year filled with learning, creativity, and growth!***

**Sincerely,**

**Angela Hazelett**

**Highland Secondary School**

**Mission Statement:** Highland Community School District supports all learners in pursuing continuous learning in a culturally responsive, academic environment

**Highland School Board Focus By the end of 2027: 80% Proficiency in ELA & Math**

**Highland School Colors: Red and White**  
**Mascot: The Huskies**

## **Highland School Song**

We've got the HHS to shout it out  
We've got the best best team without a doubt  
We've got the team it takes to win the game  
We're gonna put our school right in the hall of fame  
We've got the boys and girls and they will fight  
We're gonna root for the red and white  
We've got the Huskies out to fight fight Red & White  
Highland High  
VV VIC TT ORY V-I-C-T-O-R-Y  
Victory Victory Victory



## Map of the District/School

### District Map

## SECONDARY EDUCATIONAL STAFF

Angie Alberts	Instructional Coach/BLT	Randy Knottnerus	Custodian/Maintenance/Bus Driver
Anna Beckman	Ag/FFA	Jenny Lichty	MS/HS Science
Dan Brandstetter	Instructional Strategist	Spencer Lueders	Superintendent
Allison Butterbaugh	Associate	Noel Maier	Bus Driver
Selena Calderon	Food Service	Andrew McDonald	Band/Music/BLT
Jeremiah Carter	MS/HS Vocal Music/ 6th Music	Kelli Peck	MS English
Lyndsey Carter	MS/HS Math	Cindy Peiffer	Nurse
Rachel Cerny	Food Service Director	Cory Quail	Physical Education
Samantha Cox	Instructional Strategist	Mike Roder	Industrial Tech
Donna DeWolf	Secretary	Denise Roth	MS/HS English/TAG
Barb Duder	Social Studies	Peggy Schwab	Counselor/ BLT
Jody Fink	Activities Director/ PE	Kelli Schwarz	Library Associate/
Tami Fulk	Food Service	Angela Strobel	HS Student Council
Dave Gerot	Bus Driver	Tim Surine	Read/LA/Instructional
Julie Giesmann	Associate	Tyler Thomann	Coach/BLT
Cassie Goodwin	EL District-wide	Carla Trees	HS Science
Marilyn Goody	Food Service	Mark Vazquez	Head Maintenance/Head
Casey Halligan	MS/HS Social Studies	Traci Vonnahme	Custodian
Tom Harbison	Instructional Strategist/	Susan Weber	MS/HS Art
Angela Hazelett	Bus Maintenance/ Bus Driver	Raye Wieland	Secondary Associate
James Higdon	Secondary Principal	Olga Zelenski	Activities/ Transportation/
Brooke Hitchcock	MS/HS English/BLT	Bill Zywiec	HS Student Council
Jeff Hoft	MS/HS Mathematics	Molly Zywiec	Associate
Noah Holden	Custodian/Bus Driver		Food Service
Shalyn Huber	Food Service		MS/HS Mathematics
Clint Jones	District Librarian		Assistant Principal
Jayme Kallaus	Business/ Computers		HS Spanish
Brenda Kirk	MS Soc		
	Studies/Science/Reading		
	Associate		

## Definitions

**“The district”** means *Highland School District*

**“Parent”** also means “guardian” unless otherwise stated.

**“School grounds”** includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

**“School facilities”** includes school district buildings and vehicles.

**“School activities”** means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## Equal Educational Opportunity

Highland CSD does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Highland Community School District's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

There is a grievance procedure for processing complaints of discrimination. Inquiries by students regarding compliance with equal educational opportunity and policies, including by not limited to complaints of discrimination should be directed to the Affirmative Action Coordinator in writing. The Affirmative Action Coordinator is **Bill Zywiec** and can be contacted **1715 Vine Ave. Riverside, IA 52327, 319-648-2891.**

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321 <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

**Highland CSD**, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. **The school principal, Angela Hazelett**, is

responsible for this process. Parents wanting access should contact **Angela Hazelett**, [ahazelett@highlandhuskies.org](mailto:ahazelett@highlandhuskies.org) 319-648-2891.

# STUDENT ATTENDANCE

## School Calendar

**Highland Community School District's** school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

[\[Highland School Calendar 2025-26\]](#)

## Daily Academic Schedule

Daily Bell Schedule	Minutes
1st Period 8:00-8:52	52min
2nd Period 8:55-9:47	52min
3rd Period 9:50-10:42	52min
4th Period L:10:45-11:12 (HS) C:11:13-12:05	L:27min, C: 52min
4th Period C:10:45-11:37 L: 11:38-12:05 (MS)	C: 52min, L: 27min
5th Period 12:08-1:00	52min
6th Period 1:03-1:55	52min
7th Period 1:58-2:50	52min
Husky Time 2:53-3:45	52min
Two Hour Delay	Minutes
1st Period 10:00-10:43	43min
2nd Period L:10:46-11:13 (HS) C:11:14-11:57	L:27min, C: 43min
2nd Period C:10:46-11:29 L: 11:30-11:57 (MS)	C: 43min, L: 27min
3rd Period 11:59-12:42	43min
4th Period 12:45-1:28	43min
5th Period 1:31-2:14	43min
6th Period 2:17-3:00	43min
7th Period 3:02-3:45	43min

## School Attendance

Students must attend school for the number of days or hours school is in session in accordance with the school calendar and school attendance policy. Students are expected to be in class and to make attendance a priority. Attendance is compulsory by Iowa law and is the only way a student can participate and benefit from Highland School District's education program and accomplish the student's educational objectives.

In some cases, students may be exempt from the required minimum days or hours. Exceptions and other related information are listed in district policy (***Compulsory Attendance Policy 501.03***)

## Check in and out procedures

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the main school office. If the student is returning to school during the school day, the student must check in at the main office prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

## Chronic Absenteeism and Truancy

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

### **SECTION I – Legal Requirements**

#### **Chronic Absenteeism**

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via email or student information system such as Powerschool that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences. Chronic absenteeism/absences means any absence from school for more than ten percent of the semester, or approximately 8 absences per semester as established by the district calendar annually.

## **School Engagement Meeting**

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

## **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

## **SECTION II – Academic and Disciplinary Requirements**

Students who are absent without a reasonable excuse, as determined by the principal, may be assigned to supervised study hall, detention, early bird school, "Friday" school, in-school suspension, or other appropriate disciplinary sanction. Reasonable excuses include illness, family emergencies, recognized religious observances and school-sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Supervised study hall, detention, early bird school, "Friday" school, in-school suspension, or other appropriate disciplinary sanction may be assigned on a two-for-one basis.

A student who is unexcused for one or more classes for less than a whole school day, will be assigned to supervised study hall, detention, early bird school, "Friday" school, in-school suspension or other appropriate disciplinary sanction for the next day during the class period(s) missed. If a student is unexcused for a whole day of classes, he or she will spend the next two days in supervised study hall, detention, early bird school, "Friday" school, in-school suspension or other appropriate disciplinary

sanctions. Parents are expected to telephone the school office to report a student's absence prior to 9 a.m. on the day of the absence. Students with unexcused absences may also be referred to the student assistance team.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 8 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.



## Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school by March 1st of the year previous. Highland CSD reserves the right to deny continued open enrollment to any student who meets the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with the law.

Students wishing to open enroll to another school must contact Superintendent Spencer Lueders for more information. Students who are currently open enrolled in Highland CSD and have questions or are in need of more information should also contact Superintendent Spencer Lueders.

## College Visits

Juniors and Seniors are encouraged to visit college campuses on weekends or school holidays. However, if visits cannot be scheduled at those times, juniors and seniors may be excused up to **2** days to visit college campuses as approved by the school principal when accompanied by a note or email signed by the student's parent.

## Early Release During School Hours

Students are allowed to leave the school district facilities during school hours with prior approval from their parents or school administration. Reasons for early release are determined by school administration and include but are not limited to *medical appointments, dental appointments, pre-approved off-campus courses, pre-approved work release for seniors, etc.*

## Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via email, text, or phone call/message. These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by *email, text, or phone call/message*. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the superintendent or designee will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be cancelled or experience an early out.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Appearance

Highland CSD believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Highland CSD believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of Highland staff, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Clothing that may be restricted, or requested to be modified include but not limited to:

1. Hats and head coverings worn below the brow bone.
2. Sunglasses worn inside school walls.
3. Sweatshirt/hoodie hoods worn over a student's head.
4. Tops, tank tops, and/or blouses that reveal the student's lower back, undergarments, cleavage, or greater than 1" of the student's belly.
5. Spaghetti-straps less than .5 inch in width.
6. Pants/bottoms worn below the waistline and/or reveal undergarments.
7. Dresses, shorts, or skirts that do not cover a student's undergarments or bottom at all times.
8. Bare feet

### Guidelines:

- Shoes or sandals must be worn inside all Highland School buildings.
- Baseball caps and stocking caps are permitted.
- Tops revealing one inch or less of a student's belly are acceptable.
- Sunglasses may only be worn outdoors.
- A student's ears must be visible at all times.

Students who refuse to comply or are found to be a habitual offender may be sent to Highland administration who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

## Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise

harm school property may be subject to discipline and/or required to pay to replace or repair the property and the labor required to restore the property. In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by administration

depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

## **Student Expression and Publication**

The board of directors of Highland CSD protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy *Code no. 502.3*.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by administration.

### **Student Expression**

Highland CSD aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Highland CSD generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but

remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

### **Student Publication**

Students may produce official school district publications as part of the curriculum under the supervision of Highland staff. Student-produced official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violates school district policies, rules or regulations, or causes a material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the Highland staff to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in the *Student Complaint/Grievances* portion of the student handbook.

## Student Complaints/Grievances

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with the following adopted procedures:

- (1) Complaints and grievances should first be brought to the student's teacher or other licensed employee of the incident underlying the basis of the complaint. Should the teacher or other licensed employee's response be unsatisfactory, the student may bring the complaint or grievance to the principal within 5 (five) days of the response from the teacher or licensed employee.
- (2) Should the principal's response be unsatisfactory, the student may bring the complaint or grievance to the superintendent within 10 (ten) days of the principal's response.
- (3) Should the superintendent's response be unsatisfactory, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board will determine whether they will address the complaint or grievance.

## Student Search and Seizure

Highland CSD believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of



school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

### **Personal Searches**

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

### **Lockers and Desks**

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

### **Motor Vehicle**

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

**Seizure**

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

## Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school.

The school will provide locks for students who want to lock their lockers. Students are responsible for locks assigned to them and the lock(s) must be returned at the end of the school year. A fee will be charged to any student failing to return a school lock. Students may bring a lock to school from home as long as the office is provided with a key or combination. Students need to clean out school lockers at the end of the school year. Lockers should not be used for long term storage over the summer as custodians will need to clean all lockers. There will be no tape or contact paper used inside or outside of lockers. (School organizations may be given permission to decorate lockers for a period of time) (Code No. 502.5).

Highland administration may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies.

## Anti-Bullying and Harassment

Highland CSD is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Highland's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

## **Definitions**

“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property.
- Has a substantially detrimental effect on the student’s physical or mental health.
- Has the effect of substantially interfering with the student’s academic performance.
- 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” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

## **Complaint Procedure**

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the superintendent or superintendent designee. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the superintendent or superintendent designee determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, Highland CSD may designate an alternative investigator.

## **Retaliation and False Reports**

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

## **Threats of Violence (503.8)**

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found Code No. 503.8. Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic,

electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence:

- The student's intent and knowledge of their actions.
- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

## Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects 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. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

## Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or

look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or charter vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

## Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience disciplinary measures up to and including suspension and expulsion.

**First Violation:** A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of time at the discretion of the supervising teacher. A copy of the notice may be emailed to the student's parents and a copy provided to the building principal.

**Second Violation:** A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of one week.

**Third Violation** A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of two weeks.

## **Highland Secondary**

### **Parent and Student Technology/Internet Use Agreement: Device/Chromebook**

#### **Goal: Expand Digital Learning Opportunities**

The goal is to improve student achievement by personalizing learning and increasing students' ownership of their learning. Students in grades 9-12 will receive a device/Chromebook for their use at school and home. Middle School students will have access to devices/Chromebooks at school and may check out a device for use at home as staff determine a need. This document outlines an agreement between Highland CSD, parents, and students for the care and instructional use of the device.

#### **Educational Resources on the Device/Chromebook**

The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection.

#### **Accessing the Internet at Home**

The Chromebook is a web based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality. If wireless internet is not available at home, various locations in the community provide free wireless Internet.

#### **Care and Maintenance**

Students are responsible for the general care of their Chromebook/Device. The Chromebooks/Devices are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook/device as you would any valuable electronic device.
- When not being used, store the Chromebooks/devices in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook/device.
- Don't eat or drink near the Chromebook/device.
- Avoid extreme heat or cold.
- Do not lend your Chromebook/device to anyone.
- Report any damage to your teacher or school media center immediately.

#### **Responsible Use**

Digital citizenship is an essential 21st century skill. During the school year, your teachers will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.

#### **Here are a few tips:**

- Use Internet devices in a central location at home, rather than behind closed doors..
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.



- Talk with your student about cyberbullying--encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone--including future education admissions offices and employers.
- Only registered users in Highland CSD will be able to login to the Chromebook, and usage may be monitored.

## Page 1

Office Use: \_\_\_\_\_

### Parent and Student Use Agreement

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

#### **Highland CSD agrees to:**

- Provide a Chromebook/device for each Secondary student to use at school.
- Provide filtered Internet access on the Chromebook while at school.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

#### **The Student agrees to:**

- Keep the Chromebook in its case at all times.
- Take good care of the Chromebook/device in all locations.
- Bring the Chromebook/device to school/class every day, **fully charged**.
- Be a responsible digital citizen.
- Use the Chromebook/device for educational purposes only.
- Report any damage or loss, whatever the cause, to school staff as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in school board policy number [605.6R](#).
- Return the Chromebook/device, accessories and case to Highland at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook/device on or before the date of withdrawal.

#### **Parents/Guardians agree to:**

- Ensure your student understands appropriate care of Chromebook/device in all locations.
- Review the [Academic Digital Citizenship](#) slideshow with your student.
- Review responsible [Digital Citizenship](#) with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate law enforcement agency department.
- Be financially responsible for any damage or loss of the Chromebook/device, charger, or bag

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

**Parent Name: (Please Print)**\_\_\_\_\_

\_\_\_\_\_ I give permission for my child to sign out a Chromebook/device for use at home.

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\_\_\_\_\_ I decline permission for my child to sign out a Chromebook/device for use at home.

**Parent Signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_

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## **Personal Electronic Devices (Policy 503.09)**

Highland CSD is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their student's educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time. Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but not limited to cell phones, ear buds, radios, touch pads etc.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices in staff appointed locations. Student electronic devices in the possession of the district will be secured in the following methods:

Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of these rules, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of the rules, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of the rules refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of the rules may result in additional disciplinary consequences for students in accordance with board policy.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from these rules. Additionally, parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This must be tied to the student's multi-tiered system of support (MTSS) framework. Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office 319-648-2891.

## **Highland Secondary Cell Phone Policy**

### **Middle School**

- No phones should be used without staff permission
- Phones should be on silent and kept out-of-sight in hallways (8AM to 3:45 PM)
- Phones are not allowed at lunchtime
- Phones should be placed in teacher-assigned holders by the start of the school day. Students will report to Huskie Time to drop off their cell phone.
- Staff will assign consequences for violations as appropriate:
  - Warning
  - Detention
  - Confiscation
  - Parent contact
  - Request assistance from administration

## High School

- No phones to be used in classroom without staff permission
- Phones may be used at lunchtime
- Phones may be used during passing time unless tardiness is an issue
- Phones should be placed in teacher-assigned holders upon entering the classroom
- Staff will assign consequences as appropriate
  - Warning
  - Detention
  - Confiscation
  - Parent contact
  - Request assistance from administration
  - Students may need to check in phones to the office

The following are considered offenses/infractions that are more serious and will be referred directly to the administration to be reviewed:

- Students will be held accountable for any academic cheating, negative postings, pictures, or video. Students may not use cell phones to “bully” or to post derogatory statements about students, faculty, or staff via text message or Social Media.
  - Students using devices inappropriately may be asked to leave their device in the main office upon arriving at school and will be able to retrieve their device when they leave the building.
  - Students with repeated issues of inappropriate device use may be asked to keep devices outside of the school entirely
- School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

Highland High School takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones.

## Use of Motor Vehicles

Driving a motor vehicle to and parking it at the school is a privilege. Students who have a valid permit are allowed to drive and park a motor vehicle at the school in the student parking designated area located: seniors may park on the east side of the school along the grass, juniors may park on the east side of the building north of the handicap spots, all other students may park in the north lot in areas not already designated for school vehicles. All student vehicles must be registered with the school. Students are to drive and park their motor vehicles for the purpose of attending school or extracurricular activities. Students may not loiter, or be in their vehicle during the school day, unless granted permission from school staff. Students will leave the school when there is no longer a legitimate reason for the students to be at the school.

Students must comply with the school rules and regulations for driving and parking a motor vehicle or face disciplinary action that may include revocation of school driving and parking privileges or any other disciplinary action up to and including suspension and expulsion.

## Hall Passes

Students must have a hall pass to be in the hallways when classes are in session. Students may obtain a hall pass from school staff and sign out on the sign out sheet. If a student is found in the hallways without a pass, they will be sent back to class. Repeated offenses may be subject to disciplinary measures.

## Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

## Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Highland CSD are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Highland building principal.

## STUDENT CONDUCT

### Good Conduct Rule

**Student Good Conduct Rule:** Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve 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, immoral, unhealthy or highly inappropriate. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal and activities director will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop 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. All school rules are in effect at school-sponsored events (field trips, etc.)

**The following activities are covered by the board's policy and these rules:** Athletics, instrumental and vocal music performances (excluding the winter and spring concerts), drama productions, Robotics competitions, speech contests, Mock Trial, FFA, FCCLA, FBLA, NHS, all co-curricular clubs (e.g. Spanish Club), all honorary and elected offices (e.g. Homecoming Court, class officer, student council, cheerleading, TAG contests), or activities where the student represents the school district outside the classroom.

**Eligibility:** To retain eligibility for participation in Highland CSD 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.

The administration reserves the right to suspend students from extracurricular activities/clubs/organizations for up to 1 calendar week, during the (intake) or investigation process.

Any student who, after being provided due process, is found to have violated the school's Good Conduct Code rules will be deemed ineligible for a period of time as described below. Due process consists of being told the basis of the allegation and the student having an opportunity to present their response and version of the facts.



**Impermissible Conduct:** Students may be disciplined under the Good Conduct Rule for conduct that violates Highland standards with respect to unacceptable, immoral, or inappropriate behavior, including, but not limited to those in the following list:

1. The use, possession, purchase, selling, manufacturing, or distribution of alcoholic beverages (having the odor of alcohol on one's breath is evidence of "use".)
2. The use, possession, purchase, selling, manufacturing, or distribution of tobacco products, regardless of the student's age.
3. The use, possession, purchase, selling, manufacturing, or distribution of illegal or imitation drugs, or the unauthorized use, possession, purchase, selling, or distribution of otherwise lawful drugs.
4. Being in attendance at a function or party, in a vehicle, or other location where the student knows or has reason to know that alcohol or other drugs are being consumed and/or possessed illegally by minors and failing to leave despite having a reasonable opportunity to do so, evidence of such to include, but not be limited to, photos, video, or admission.
5. Possession, use, or purchase of vape-related products or paraphernalia.
6. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic violations), regardless of whether the student was cited, arrested, convicted, and/or adjudicated for the act(s);
7. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
8. Any acts of being on school grounds without administrative permission and doing anything considered to be a prank, joke, or action(s) to alter the grounds, school building, or school property.
9. Engaging in criminal mischief (defined by Iowa Code 716.1) toward school property and/or personal property of employees, students, visitors to the school, or district patrons.
  - a. **716.1 Criminal mischief defined:** Any damage, defacing, alteration, or destruction of property is criminal mischief when done intentionally by one who has no right to so act.
10. Exceedingly inappropriate or offensive conduct, including but not limited to assaulting staff or students or gross insubordination (talking back or refusing to cooperate with authorities).
11. Serious hazing, bullying, or harassment (NOTE: This could include group conduct.)
12. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules)
13. Assault or threatened assault on another person (such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made

verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission);

14. Extortion, intimidation or coercion;
15. Inciting others to violate the law or school rules;
16. Vandalism; (The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.)
17. Theft or possession of stolen goods/property;
18. Possession of pornographic/obscene literature, items or materials;
19. Harassment in any form of another person;
20. Conduct which discriminates against others based upon an individual's sexual orientation and gender identity, race, national origin, religion or disability;
21. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the Internet.
22. Inappropriate sexual conduct including harassment, indecent exposure, and unwanted display/s of affection, unwelcome sexual advances (specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments) requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

**Mere Presence:** A student's "mere presence" or attendance at a function or party, or in a vehicle or other location where a good conduct violation is occurring or alcohol and/or other drugs are being consumed/possessed illegally by minors and failing to leave despite having a reasonable opportunity to do so is a violation of the good conduct policy. Students should avoid situations where their guilt or innocence is in question. An intention to leave is not a defense, nor is being the "designated driver." A designated driver is acceptable if they never enter the premises and remain in the vehicle at all times (away from the alcohol/drugs).

This rule is not meant to include presence in an establishment that is primarily an eating place that serves alcohol or being employed in such an establishment. Presence in places such as golf courses or bowling alleys where alcoholic beverages are served is not prohibited. In addition, students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served but they may not consume alcohol or be in possession of alcoholic beverages even though they may have parental permission. Parental permission does not override the provisions of this code. This policy shall not apply to recognized and established religious practices.

## **LENGTH OF INELIGIBILITY FOR GOOD CONDUCT VIOLATIONS**

Any student who, after being provided due process regarding the allegation, is found to have violated the Student Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

### **Athletics**

1. First Offense – 1/3 of the season's competitions
2. Second Offense – 2/3 of the season's competitions (Double First Offense Suspensions)
3. Third Offense - One year, twelve (12) calendar months, of ineligibility shall be imposed from the date of the last offense.
4. Fourth Offense - student is no longer eligible to participate in competitions

### **First Offense – one third (1/3) of the season or activity:**

<b>Sport</b>	<b>Length of Suspension</b>	<b>Season Length (Approx)</b>
Football	3 games	8 games
Volleyball	5 matches	15 matches
Cross Country	3 meets	9 meets
Basketball	7 games	21 games
Wrestling	5 meets	15 meets
Track	4 meets	12 meets
Soccer	5 matches	15 matches
Golf	4 meets	12 meets
Baseball	13 games	40 games
Softball	13 games	40 games
Cheerleading	Same as sport they represent	
Dance	30 Days	

### **Performing Arts & Leadership**

1. First Offense – 60 calendar days
2. Second Offense – 180 calendar days
3. Third Offense – One year, twelve (12) calendar months

#### 4. Fourth Offense - no longer allowed to participate

Anytime there are three or more offenses within a year, twelve (12) calendar months, the last offense shall be considered a third offense making the student ineligible for one year, twelve (12) calendar months from the date of that offense, whether or not the student is out for an activity.

Time of ineligibility will start for Performing Arts & Leadership on the day of the student's first activity in this area. The Activities Director will communicate with the student about their infraction and when the timeline starts and ends. If a performance is part of the student's grade, an alternative assignment will be provided.

The period of ineligibility will start for Athletics on the first competition (scrimmages are not considered competition). The ineligibility time for athletics will carry over from one sport to the next until all time of ineligibility has been served. The time that is carried over will be prorated for the new sport.

In order for an ineligibility period to be considered officially served, the ineligible student must start and complete the entire performing activity "season" in good faith. Good Faith is finishing the activity "season" still on the team or out for the activity. Administration will determine any disputes over an ineligible student finishing a season in good standing or not.

If a student drops out of an activity or is removed from a team during a season in which they are serving a good conduct violation penalty, the entire ineligibility period will be transferred to the next activity or sport the student joins.

Students will not be allowed to join a sport/activity in midseason to serve his/her period of ineligibility. If a student violates the Good Conduct Rule during his/her ineligibility period, the time for the infraction will be attached to the current ineligibility period being served by the student.

**Junior High Students:** Will return to first offense status as of June 1 (or after the last day of JH classes) before their freshman year as long as they are not currently serving an ineligibility. Offenses for high school students are cumulative for the entirety of their 9th-12th grade eligibility.

**Student Transfers:** If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Student Good Conduct Rule in the previous district, the student shall be ineligible.

#### **REDUCTION IN PENALTY**

**Admission Prior to Determination:** A student's Good Conduct Penalty may be reduced for a first or second violation if a student "self reports" a violation to the administrative team (principal,

designee, and/or activities director) either in person (at school) or by school email within **24 hours** of the violation. The student is admitting wrong-doing. The student waives the hearing and accepts the reduced penalty. Administration may choose to forgo any further investigation.

**First Offense** -  $\frac{1}{4}$  of a season or activity instead of  $\frac{1}{3}$ . 45 days for Perf. Arts and Leadership.

**Second Offense** -  $\frac{1}{2}$  of a season or activity instead of  $\frac{2}{3}$ . 90 days for Perf. Arts and Leadership.

**Third Offense** - No reduction options.

**Fourth Offense** - No reduction options.

## **DUE PROCESS PROCEDURES**

1. In the event of an alleged infraction or which ineligibility may be enforced, the principal, designee, and/or activities director of the school in which the student is enrolled shall investigate the alleged infraction.
2. If the investigation discloses evidence of an infraction, a meeting with the student shall be held by a school administrator or designee. During this meeting, the student shall be confronted with the allegation, and given an opportunity to tell the student's side.
3. The principal, designee, and/or activities director will make a decision on the case and inform the student of such. A written statement will be provided to the student including: a determination of a Good Conduct violation, the length of suspension; and a statement advising the student of the procedure for appeal.

### **Due Process Note**

The State Board of Education follows several principles when reviewing good conduct appeals that are brought before them. Those principles were established in *Brands v. Sheldon Community School District*, 671 F. Supp. 627, 630-631 (N.D. Iowa 972):

#### **Those principles are as follows:**

1. A secondary student has no "right" to participate in interscholastic athletics or other extracurricular activities.
2. Since there is no right to participate, the amount of due process owed to a student in such cases is minimal. Due process requires only two elements: 1) the student must be told what he/she is accused of; and 2) the student must be given an opportunity to tell their side of the story.
3. In order for a student to be disciplined under a school's good conduct policy there need only be "some evidence" that a student violated the policy. Id. Due process does not require courtroom evidence standards. "Some evidence" is less than preponderance of evidence and far from beyond a reasonable doubt.

## **APPEAL PROCEDURE**

A student may appeal the Administrative Team's (principal, designee, and/or activities director) determination of a violation and/or any penalty imposed for a Good Conduct Code violation. During the appeal process, the student shall remain ineligible.

**Appeal of Good Conduct Decision** The decision of the principal, designee, and/or activities director may be appealed to the Superintendent. The appeal shall be in writing and delivered to the Superintendent or his/her secretary within five (5) school days of receipt of the Administrative Team's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. While the Superintendent may schedule a meeting with the student, there is no requirement that such a meeting be held. It is very important that the student include all supporting information with the appeal. Within 5 (five) school days of receipt of the written request for appeal the Superintendent shall review the material provided and shall provide a written decision to the principal, designee, and/or activities director and to the student/parents. During the appeal process, the student shall remain ineligible.

**Appeal of the Superintendent's Decision** The decision of the Superintendent shall be final unless it is a third offense, in which case it may be appealed to the School Board. This appeal shall be in writing and filed with the Board Secretary within five (5) school days of receipt of the Superintendent's decision. It will be up to the school board president to hear any appeal to the Superintendent's decision. The board president may choose to uphold the Superintendent's decision or bring the appeal to the entire school board. The school board president or designee will determine if the closed session meeting will be a special meeting or if the matter will be discussed at the next regular meeting under the closed meeting guidelines. The school board will have 10 school days to provide a written response to the appeal from that meeting. The school board's decision is final. During the appeal process, the student shall remain ineligible.

### **Academic Eligibility**

To be eligible for an activity, students participating must be passing all classes they are enrolled in and they must be enrolled in at least 4 (four) classes.

1. The Dean of Students will review grades every Friday starting the third week of each quarter.
2. If a student has one or more failing quarter grades at the time of the grade review, the in-season coach/activity sponsor will be notified along with the Athletic/Activity Director and the student will be placed on academic probation. **It is the job of the in-season coach to notify his/her athlete and the athlete's parent/guardian of the academic probation.**
3. The first week the student is on probation, he/she can continue to participate in his/her games/activity. The student has that first week to communicate with their teacher and get his/her quarter grade to passing. At the end of the first week of probation, the Dean of Students will rule on the student's eligibility and notify the in-season coach and Athletic/Activity Director (s).

4. If the student is still failing at the end of the first week of probation, he/she will not be allowed to participate in events for seven days, but may practice.
5. If the student is still failing after the second week of probation, he/she will not be allowed to practice until he/she is passing for the quarter.
6. A student with an IEP (Individualized Education Program) is not subject to "pass all." The student is not to be denied eligibility on the basis of grades if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP (Summary of Scholarship Rule, IHSAA 10).
7. Special circumstances will be considered and reviewed by Highland High School Administration.

IHSAA and IGHSAA rules apply and take precedence over Highland High School eligibility rules except when Highland rules are more punitive. Students who have failing semester grades are subject to the IHSAA and IGHSAA eligibility rules. (Minimum requirement - Code 36.15(2)) If a student is not passing all classes at the end of a final grading period, the student is ineligible for a period of 20 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. The ineligible student must finish any season in good standing in which they are serving the 20 days of ineligibility for the suspension to be considered completed. Highland's final grading period is at the semester. (Code No. 503.4R2). Eligibility for extracurricular activities for students with disabilities will be determined in accordance with relevant state and federal laws.

## **Highland Schools Good Conduct Rule and Academic Eligibility Rule**

### **Parent/Student Acknowledgement**

The following acknowledgement must be signed by both parent/guardian and student prior to participation in any school sponsored activity, sport, or club, including athletics, instrumental and vocal music performances (excluding the winter & spring concerts), drama productions, robotics competitions, speech contests, Mock Trial, FFA, FCCLA, FBLA, NHS, all co-curricular clubs (e.g. Spanish Club), all honorary and elected offices (e.g. Homecoming Court, class officer, student council, cheerleading, TAG contests), or activities where the student represents the school district outside the classroom. The following series of good conduct policy points of note do NOT encompass the entire policy. Your signature acknowledges your familiarity with the entirety of the policy, as well as the following points.

\_\_\_\_\_ 1. I have received a copy of the Highland Good Conduct Policy, and have read it.

\_\_\_\_\_ 2. I understand that students can receive a good conduct violation as a result of “mere presence.” Mere presence means the student is present in a bar or in attendance at a function or party, or in a vehicle or other location where alcohol or other drugs are being consumed/possessed illegally by minors and fails to leave despite having a reasonable opportunity or is present when a good conduct violation is occurring.

\_\_\_\_\_ 3. I understand that I may receive a reduction in my good conduct violation consequence if the violation is my first, and I notify an administrator within 24 hours of the violation.



\_\_\_\_\_ 4. After a student's third good conduct violation, they lose eligibility for activities for 12 (twelve) calendar months.

\_\_\_\_\_ 5. I understand that students who participate in activities are held to a higher standard of behavior than students who choose not to participate in extracurricular activities, leadership roles, or Fine Arts.

\_\_\_\_\_ 6. Contests are based on dates of competitions or experiences. For example, a volleyball tournament in which a team plays three matches is considered one (1) event (date).

\_\_\_\_\_ 7. Students may serve consequences in three categories: Athletics, Fine Arts, and Club/Organizations.

\_\_\_\_\_ 8. A student must complete a season in good standing in order for a consequence to be considered served to completion.

I have read and understand the policies regarding student conduct, academic progress, and transportation. I understand that participation in extracurricular activities is a privilege, and that my student is (I am) held to a higher standard of behavior and academic success than others who choose not to participate in extracurricular activities and willingly accept my responsibility as an ambassador of the Highland Community School District.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent/Guardian Signature/ Date \

## ADMINISTRATIVE GOOD CONDUCT CHECKLIST

When a good conduct violation is suspected, this checklist will be completed.

Student Name \_\_\_\_\_

Date of Event

Administrative Action

\_\_\_\_\_ Hears of the infraction (Due Process, Step 1)

\_\_\_\_\_ First contact with student

\_\_\_\_\_ Interview with the student (Due Process, Step 2)

\_\_\_\_\_ Consequences given to the student (Due Process, Step 3)

\_\_\_\_\_ Parental contact

Did the student contact administration within 24 hours to have the penalty reduced?

Yes    No                      Penalty Reduction \_\_\_\_\_

How long does the student have to appeal to the Superintendent? (5 days)

Date the Appeal Must be Filed \_\_\_\_\_

Did the student appeal to the Superintendent?

Yes    No

How long does the Superintendent have to decide? (5 days)

Date the decision has to be made \_\_\_\_\_

What decision was made by the Superintendent on the student appeal?

Date \_\_\_\_\_

Decision \_\_\_\_\_

### Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment. This is at the discretion of the classroom teacher. Students may be sent to the office.

### Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by Highland Staff on a case-by-case basis.

### Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by Highland Administration after an investigation of the incident or allegation. Written notice (email) and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

### **Probation or Intervention**

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by administration. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

### **In-School Suspension**

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

### **Out-of-School Suspension**

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

### **Student Expulsions**

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

On the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the decision to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

## Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact Secondary School Secretary, Donna DeWolf for more information and waiver forms.

## STUDENT HEALTH AND WELLBEING

### Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact School Nurse, Cindy Peiffer.

More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services \(iowa.gov\)](https://hhs.iowa.gov/hawki)

### Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption. Information related to immunization requirements as well as exemption requirements are included in Highland's registration documentation as well as on the district website [highlandhuskies.org](https://highlandhuskies.org).

## Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletic activities are required to provide the school with a physical examination form signed by an approved healthcare provider stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity.

## Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the main office and distributed by trained staff. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

## Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

## Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

## Health Screenings

Throughout the year, Highland CSD may sponsor health screenings. Parents are notified prior to the screening and may opt out through a written, signed note.

## Sexual Abuse and Physical Abuse of Students by School Employees

Highland CSD does not tolerate physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees. Students who feel they have been violated in the above manner by an employee should notify their parent or guardian, and report to the building principal]. The district will respond promptly to allegations of abuse of students by school district employees by timely reporting to all relevant agencies as

required by law. The processing of a complaint will be handled confidentially to the maximum extent possible.

## Health Education List

*Highland CSD* provides the following age-appropriate and research-based materials and resources: [Department of Education Health Instruction Guidelines Website](#)

## Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

## Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law Code No. 503.6.



## STUDENT SCHOLASTIC ACHIEVEMENT

### Conferences and Student Progress

Students receive progress reports in Powerschool on a regular basis, usually weekly. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Teachers will notify (via Powerschool grades) parents and students, should the student be doing poorly in the class.

Students who receive an incomplete in a class must complete the class *2 (two) weeks after the end of the grading period*. Extensions may be granted by the teacher. Failure to finish an incomplete course may result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child's progress, they may contact their child's teacher, the school counselor, or the building principal. Additionally, parent-teacher conferences are regularly scheduled and held in October and March. Individual conferences are also available to parents with ongoing concerns and can be scheduled through their child's teacher, the school counselor, or the building principal.

### Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting *the building principal*.

### Health Education Program for Students

Highland CSD provides instruction in age-appropriate, research-based health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the building principal. Parents who wish to review or file a written request must contact the building principal.

### Class Hours and Adding/Dropping Classes

Students should talk to the guidance counselor at the beginning of each semester. Classes cannot be added or dropped after three days of the semester have passed. Classes dropped after this time frame shall result in an "F" for the class for the semester. Instructors may consult with the counselor and the principal in unusual situations.

## Post-Secondary Classes: Adding or Dropping Classes

Students should talk to the school counselor at the beginning of each semester. Classes cannot be dropped after five days of the college semester have passed. Classes dropped after this time frame shall result in an “F” for the class for the semester on the high school transcript. On the college transcript, students may receive a “W.” Instructors may consult with the counselor and the principal in unusual situations.

## Academic Eligibility for Extracurricular Activities

For students to be and remain eligible for extracurricular activities, they must be participating in the minimum number of 4 (four) classes and remain in good academic standing. For a student to remain in good academic standing Highland CSD requires students to be passing all classes.

## Postsecondary Enrollment Options

Highland CSD provides students in grades nine through twelve with opportunities to receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, state universities or other post-secondary educational institutions. Students are able to access such services through concurrent enrollment opportunities.

Students in grades eleven and twelve and their parents should be aware of these opportunities. They may access basic information through the following resources:

- [State Board of Regents annual report](#)
- [Iowa Student Outcomes](#)

Students and parents may contact the secondary school administrator for more information, application forms, and other enrollment procedures.

## Early Graduation

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the secondary principal for early graduation. Students must apply at least one month prior to the completion of the graduation requirements.

A student who graduates early is considered an alumnus of the school and no longer a student. This means early graduation students will not be allowed to participate in school activities, including senior activities, except for graduation ceremonies and Prom.

## Graduation

Students who are in good standing and who meet the graduation requirements set forth by the board in Commencement 505.07 are allowed to participate in the graduation ceremony and in senior activities provided they abide by the proceedings organized by the school district. It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate. Students with unpaid fees may also be prohibited from participating in graduation activities. Students are not required to participate in the graduation ceremony.

## STUDENT ACTIVITIES

### Assemblies

Throughout the year the Highland CSD sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons. Students who are not participating in assemblies must report to a Highland staff assigned area.

### Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

Parents give a general permission for field trips in e-registration. Notifications about field trips will be made prior to departure.

### Student Government

Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for 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.

Elections for student council are held in the Spring. Students who decide they would like to run for a student council or other officer position should contact ***Student Council Advisors: Kelli Schwarz and Traci Vonnahme*** for more information regarding qualification, expectations, roles of an elected official, the election process and other relevant information.

### Student Organizations

Highland CSD recognizes curriculum related and non curriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of the Activities Director or designee. Meetings will not interfere with the orderly conduct of the education program or other school district operations.

#### **Curriculum Related Organizations**

Highland's curriculum related student organizations include FFA, FBLA, Robotics, etc. School employee(s) monitor approved meetings and may interact with the curriculum related student organizations. Approval of a proposed curriculum related organization is made on a case-by-

case basis. Final determination is at the discretion of Highland administration and approval of the board.

### **Non Curriculum Related Organizations**

Highland's student initiated, non curriculum related organizations are limited to student participation only. Attendance is voluntary. School employee(s) are assigned to monitor approved meetings but will not participate or assist in any way. Should a student(s) want to establish a non curriculum related organization they should contact the Activities/Athletic Director for more information.

### **Buses and Vehicles Used for Activities**

Students who ride a district bus or vehicle for activities must ride to the event on district transportation unless prior arrangements have been approved by administration. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the coach or sponsor and parent, or the student's parents personally appear and request from the coach or sponsor to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

## Student Funds and Fundraising

Students may raise funds for school activities upon approval of the school board prior to the fundraising event. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of the building administrator prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the superintendent prior to selecting a gift. Gifts, grants, and bequests are approved by the board.

## Dances

School-sponsored dances must be approved by the building principal prior to the dance date. School district policies, rules, and regulations apply to students as well as nonstudents during school dances. Students and nonstudents violating any of the above will be removed from the dance and school grounds.



# STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

## Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Highland's policy on education records and other related information and procedures refer to Highland School Board Policy 506.1E8.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office  
US Department of Education  
400 Maryland Avenue  
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

## Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This

information is called directory information and is generally not considered harmful or invasive. Directory information includes: name, address, telephone number; date and place of birth; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous school or institution attended by the student; photograph and other likeness; and other similar information.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into the building administrator *by* September 15th of the current school year.

## Student Photos

Highland allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified..

Photos taken will be included in the yearbook unless parents or students request otherwise.

## Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the building administrator. The building administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

## Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up to date to ensure that the school district is maintaining a current and accurate student record.

## School Library

Highland maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

The library is open during the school day from 8 AM to 3:45 PM. Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for at least 2 weeks and at that time must either be renewed or returned. Students who wish to check out library materials must sign the book out at the circulation desk. Students are allowed to check out 2 (two) library items at a time unless given explicit written permission from the librarian to check out more. Overdue

library materials must be returned as soon as possible or replaced. Lost or stolen library materials should be paid for as soon as possible.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

## Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 605.02. Tests and assessment materials are only available for inspection with the consent of the building administrator. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal, 319-648-2891.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the building principal, 319-648-2891 who will provide all necessary forms, or they may access the objection forms through the school district's policy 605.2, 605.3, etc.

## MISCELLANEOUS

### Student Guidance and Counseling Program

Highland CSD maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

### Visitors/Guests

Visitors are welcome to Highland CSD under certain circumstances. All visitors must check in at the main office. The check-in process includes checking in with office staff and signing into the visitor's log when appropriate. If a student wishes to bring a guest to school, the student must receive prior permission from the building principal prior to the visit.

### School Nutrition Program and Free and Reduced Lunch

Highland CSD operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. To receive school meals students must deposit money in their family lunch account. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact **Rachel Cerny, [rcerny@highlandhuskies.org](mailto:rcerny@highlandhuskies.org)**.

### Buses and Other School District Vehicles

Buses and other school district vehicles ("vehicles") are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. Bus and vehicle specific rules are as follows:

- Vehicles must be at a complete stop prior to entering or exiting.
- Bodies must remain in the vehicle.
- Riders must not throw or extend objects about the vehicle or from the vehicle.
- Aisles must be clear.
- The emergency door is to be used for emergencies only.
- Assigned seating may be implemented.
- Riders are to remain seated and/or buckled at all times while the vehicle is in motion.
- To open windows, permission must first be obtained from the driver.

## District Owned Recording Devices

The Highland Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

## Parent-Teacher Association/Organization and Booster Clubs

Highland CSD has parent-teacher associations/organizations and booster clubs that may be run and funded separately from the district. Should a parent be interested, or a student requires services, contact the Activities/Athletic Director for more information.

## School Announcements

Announcements are made via email. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must receive permission from the building principal.

## Lost and Found

Highland CSD maintains a lost and found by the administrative offices. Items placed in lost and found will be maintained for a week, after which items may be donated. Items of higher value may be kept longer.

## Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

## ELEMENTARY SCHOOL RULES

### ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the [\*Highland Secondary Student Handbook\*](#) available at the [Highland CSD website](#). I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the building principal with any questions I have about the contents of the student handbook.

I understand that the Student Handbook is a general source of information and may not include every possible situation that may arise.

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Parent's Signature Date

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Parent's Name (Printed)

(This acknowledgment may be signed by parents in the e-registration process.)