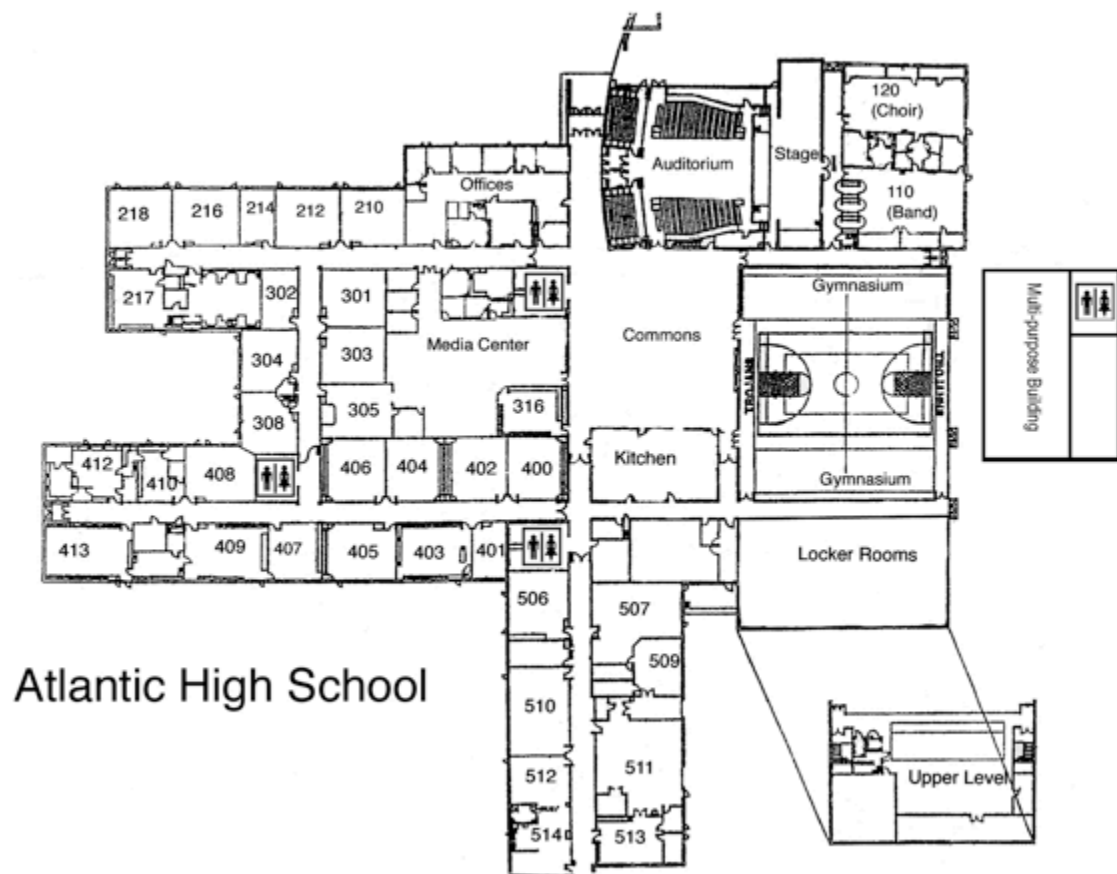


# **Atlantic High School**



**Student Handbook  
2017-2018**



## SCHOOL CALENDAR 2017-2018

<b>First Semester</b>	<b>Wednesday, August 23, 2017 through Thursday, December 21, 2017</b>
<b>Second Semester</b>	<b>Thursday, January 4, 2018 through Thursday, May 24, 2018</b>
<b>August 16 -18</b>	<b>New Teacher Orientation In-Service Day</b>
<b>August 21-22</b>	<b>Teacher In-Service Day</b>
<b>August 23</b>	<b>First Day of School</b>
<b>August 23, 24, 25</b>	<b>1.5 hour early dismissal (1:50 p.m. dismissal)</b>
<b>August 30</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>September 4</b>	<b>Labor Day-No School</b>
<b>September 5</b>	<b>School Pictures</b>
<b>September 6,13,20,27</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>October 4,11,18,25</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>October 20</b>	<b>End of 1st Quarter</b>
<b>October 25</b>	<b>P/T/S Conferences (1:19 p.m. dismissal)</b>
<b>October 26</b>	<b>P/T/S Conferences (No School)</b>
<b>October 27</b>	<b>No School</b>
<b>November 1,8,15,29</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>November 22</b>	<b>Two Hour Early Dismissal (1:19)</b>
<b>November 23, 24</b>	<b>Thanksgiving Vacation (No School)</b>
<b>December 6,13,20</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>December 21</b>	<b>End of 1<sup>st</sup> Semester</b>
<b>December 22-29</b>	<b>Winter Vacation (No School)</b>
<b>January 1,2,3</b>	<b>Winter Vacation (No School)</b>
<b>January 4</b>	<b>School Resumes (begin 2nd semester)</b>
<b>January 10,17,24,31</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>February 7,14,21,28</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>February 13</b>	<b>P/T/S Conferences - 5-8pm</b>
<b>February 15</b>	<b>P/T/S Conferences - No School</b>
<b>February 16</b>	<b>No School</b>
<b>March 2</b>	<b>End 3<sup>rd</sup> Quarter</b>
<b>March 7,14,28</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>March 19-23</b>	<b>No School – Spring Break</b>
<b>April 4,11,18,25</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>May 2,9,16,23</b>	<b>Professional Development (1:50 p.m. dismissal)</b>
<b>May 16</b>	<b>Seniors Last Day</b>
<b>May 20</b>	<b>Graduation</b>
<b>May 24</b>	<b>End 2<sup>nd</sup> Semester</b>

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## Schedules

### Daily Schedule (Mon,Tues,Thurs,Fri.)

Period 1	8:00	-	8:48
Period 2	8:52	-	9:40
Period 3	9:44	-	10:32
Period 4	10:36	-	11:24
"A" Lunch	11:24	-	11:49
5A Class	11:54	-	12:43
5B Class	11:28	-	12:17
"B" Lunch	12:17	-	12:43
Period 6	12:47	-	1:35
Period 7	1:39	-	2:27
Period 8	2:31	-	3:19

### Professional Development Schedule

Period 1	8:00	-	8:33
Period 2	8:37	-	9:10
Period 3	9:14	-	9:47
Period 4	9:51	-	10:24
Seminar	10:28	-	10:58
"A" Lunch	10:58	-	11:23
5A Class	11:27	-	12:00
5B Class	11:02	-	11:35
"B" Lunch	11:35	-	12:00
Period 6	12:04	-	12:37
Period 7	12:41	-	1:14
Period 8	1:18	-	1:50

### Full Day with 30-Minute Seminar

Period 1	8:00	-	8:44
Period 2	8:48	-	9:32
Period 3	9:36	-	10:20
Period 4	10:24	-	11:08
Seminar	11:12	-	11:42
"A" Lunch	11:42	-	12:07
5A Class	12:11	-	12:55
5B Class	11:46	-	12:30
"B" Lunch	12:30	-	12:55
Period 6	12:59	-	1:43
Period 7	1:47	-	2:31
Period 8	2:35	-	3:19

### 2-Hour Early Dismissal

Period 1	8:00	-	8:33
Period 2	8:37	-	9:10
Period 3	9:14	-	9:47
Period 4	9:51	-	10:24
Period 5	10:28	-	11:01
"A" Lunch	11:01	-	11:26
6A Class	11:30	-	12:03
6B Class	11:05	-	11:38
"B" Lunch	11:38	-	12:03
Period 7	12:07	-	12:41
Period 8	12:45	-	1:19

### 1-Hour Late Start

Period 1	9:00	-	9:41
Period 2	9:45	-	10:26
Period 3	10:30	-	11:11
"A" Lunch	11:11	-	11:36
4A Class	11:40	-	12:21
4B Class	11:15	-	11:56
"B" Lunch	11:56	-	12:21
Period 5	12:25	-	1:06
Period 6	1:10	-	1:50
Period 7	1:54	-	2:35
Period 8	2:39	-	3:19

### 2-Hour Late Start

Period 1	10:00	-	10:33
Period 2	10:37	-	11:10
"A" Lunch	11:10	-	11:35
3A Class	11:39	-	12:12
3B Class	11:14	-	11:47
"B" Lunch	11:47	-	12:12
Period 4	12:16	-	12:49
Period 5	12:53	-	1:26
Period 6	1:30	-	2:03
Period 7	2:07	-	2:40
Period 8	2:44	-	3:19

### Full Day with 20-Minute Seminar

Period 1	8:00	-	8:45
Period 2	8:49	-	9:35
Period 3	9:39	-	10:24
Period 4	10:28	-	11:14
Seminar	11:18	-	11:38
"A" Lunch	11:38	-	12:03
5A Class	12:07	-	12:52
5B Class	11:42	-	12:27
Period 6	12:56	-	1:41
Period 7	1:45	-	2:30
Period 8	2:34	-	3:19

## School Telephone Directory

Principal's Office	243-5358
Asst. Principal/Act. Dir. Office	243-5364
Guidance Office	243-5368
Nurse's Office	243-5364
Superintendent's Office	243-4252

### Administrators

Heather McKay	Principal
Matt Alexander	Asst. Principal/Activities Director

### Secretarial Staff

Cathy Knuth	Principal's Secretary
Amber Jipsen	Asst. Principal's Secretary
Gina Honke	Guidance Secretary
Danna Saeugling	Attendance Secretary

### Paraeducators

Monica Carlson	Oran Perkins
Tina Franken	Sue Petersen
Sheryl Iekel	Denise Sharp
Angie Johnson	Brian Thompson
Linda Karstens	Marie Thompson
Mallory Kirchhoff	Stacy Van Aernam
Michele Lane	Sheri Walter
Laurie Parrott	

### Custodians

Kent Ehle	Paul Ruhr
Arnie Lamp	Kelly Simonton



**ATLANTIC HIGH SCHOOL FACULTY  
2017-2018**

Alex Bales - English  
Ginger Bechtold - Media Specialist  
Allison Berryhill - English/Journalism  
Emma Bireline - English  
Jeremy Blake - Resource Room  
Mandi Brauer - Resource Room  
Kelli Evans - Health Consultant  
Craig Fredin - Guidance Counselor  
Jennifer Gaesser - Vocal Music  
Rhonda Hawkins - MO/Business Education  
Sheila Hayden - Math  
Ryan Henderson - Weight Training  
Terry Hinzmann - Social Studies  
Kathy Hobson - Science  
Meryl Hopper-Henningsen - Family/Consumer Science  
Michelle Huber – Guidance Counselor  
Paul Iekel - Link Center Instructor  
Cecily Knapp - Moderate Special Education  
Rachelle Lipp - English  
Eric Miller - Vocational Agriculture  
Amber Moore - Instructional Coach  
Trisha Niceswanger - Spanish  
Jarrod O'Donnell - Instrumental Music  
Trace Petersen - Social Studies  
Jedd Sherman - Science  
Lisa Sonntag - Math  
Morgan Staashelm – Math  
Daniel Vargason - Spanish  
Karen Vogl - C.C.E.O.C. Instructor/Special Education  
Jade Walter - Industrial Technology  
Roger Warne - Technology Director  
Tucker Weber - Physical Education and Health  
Pat Wiederien - Art  
Tony Wiley - Social Studies  
Justin Williams - C.C.E.O.C. Instructor  
Taylor Williams - Science

## **POLICY ON NON-DISCRIMINATION**

It is the policy of the Atlantic Community School District not to discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, political affiliation, socioeconomic status, or marital status in its programs, activities, or employment practices. If you have questions or grievances related to compliance with this policy by the Atlantic Community School District, please contact the district's Equity Coordinator – Josh Rasmussen, at Atlantic CSD, 1100 Linn Street, Atlantic, Iowa 50022, phone [712-243-4252](tel:712-243-4252), [jrasmussen@atlanticiaschools.org](mailto:jrasmussen@atlanticiaschools.org) or the Director of the Office for Civil Rights, U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661 Telephone: [\(312\) 730-1560](tel:312-730-1560) Facsimile: [\(312\) 730-1576](tel:312-730-1576), Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)).

## **CHILD ABUSE REPORTING**

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

## **PARENTS'/GUARDIAN RIGHTS NOTIFICATION**

(as required by the 'No Child Left Behind' legislation)

Parents/Guardians in the Atlantic Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/ graduate certification/degree. Parents/Guardians can review this information in the Central Office by contacting the Superintendent of Schools.

## **HISTORY OF A.H.S.**

The first school in Atlantic, a private one, was started in 1869 by Miss Belle Tiffany at Fifth and Walnut. In the spring of 1870, Miss Mary Dickerson, Miss Fanny Whittam, and D.W. Scribner opened private schools in Atlantic.

The first public school in Atlantic was located over a grocery store at Fourth and Walnut Streets. Mr. Stribling was in charge, assisted by two others. In 1871, a new public school building was erected on the site of the present Lincoln Grade School building. This building had three rooms, two on the first floor and one on the second. In 1872, the school board purchased lots in block 69 for \$500 as a site for a new school. This is the site of the present Jackson School.

With rapid increase in attendance the new building proved inadequate. In 1875, a new grade school building was erected on the west side of the Jackson building at a cost of \$6,500.

As attendance increased, the school board voted to build a separate building for the high school students.

The new building was constructed at the cost of \$1,320. This building was later moved to the corner of Sixth and Poplar and used as an Episcopal Church.

In 1885, the old high school building was removed so that a new and larger one might be built. This contract was for \$19,970. In 1911, a \$40,000 addition to this building was erected, giving a seating capacity of three hundred and including eleven classrooms. This building was later known as the Capadele Apartment building, but burned to the ground during the winter of 1955.

It was in 1935 and 1936 our former building at 1100 Linn Street was completed at the cost of over \$300,000. The first class to graduate from that building was in 1938. During the 1995-96 school year this building became the Atlantic Middle School.

On February 12, 1996, our new building at 1201 E. 14th became the Atlantic High School for grades 9-12. The building was completed at a cost of 8.95 million dollars.

## **THE STUDENT COUNCIL OF THE ATLANTIC HIGH SCHOOL**

The Student Council of Atlantic High School was organized in 1925 to bring cooperation between students and faculty in the affairs of school life, and to maintain and develop democratic ideals.

The student body elects six voting members from each of the ninth, tenth, eleventh, and twelfth grades. These students meet with their faculty sponsor to plan activities and work on problems that concern the welfare of the high school.

Membership on the Council is one of the most responsible positions in the school. The office of president of the Council is an outstanding honor and privilege.

All students are welcome to attend council meetings. Interested students may serve on council committees and even earn a walk-on membership on the council. (See the adviser for details.)

### **JUNIOR/SENIOR CLASS OFFICERS**

The junior and senior classes will each elect a class president, vice-president, secretary, and treasurer.

#### **Election Procedure:**

Each person aspiring to become an officer, shall write specifically the office she/he hopes to obtain on a proper form which is to be obtained in Seminar. Two capable volunteers will meet with their respective class members and this committee to pick by ballot three candidates for each of the offices of president, vice president, secretary, and treasurer from the nominees properly submitted. Members of the junior and senior classes will vote on the slate of candidates presented by the nominating committee.

#### **Eligibility:**

In order to be considered as a candidate and submit her/his name for class office, a student must be in the upper one half of her/his class.

#### **Nominating Committee:**

After the persons aspiring to office have submitted their application for candidacy, two volunteers for the nominating committee will be sought from among those students in Seminar who have not filed for candidacy. These two members from each Seminar and the class adviser shall form the nominating committee for each of the officers.

#### **Special Provisions:**

1. If there are not at least two candidates for an office, the nominating committee, acting as a group, will seek to have as many qualified persons as possible file for office. This filing shall occur within 24 hours of the nominating committee.
2. If only one candidate for an office is available, she/he shall be declared elected, and no voting for that office will take place.
3. If no qualified candidates are available, the office shall be left vacant, and the duties assumed by the next highest officer or the class adviser.

#### **Duties of Class Officers:**

##### **Juniors**

- to serve on the Prom Committee
- to lead the Grand March at the Prom
- to lead the processional and recessional at Baccalaureate and Commencement

##### **Seniors**

- President shall serve as ex-officio member of the Student Council
- President leads the Grand March at Prom- President shall be responsible for directing the Secretary to organize the first class reunion.

## **STUDENT RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by October 1 of the current school year to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

5) The right to file complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

#### **WAIVER OF SCHOOL FEES POLICY**

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

#### **GRADUATION REQUIREMENTS**

Students must satisfy the following requirements to graduate from Atlantic High School.

1. Complete the following number of credits: 48 total credits earned to gain diploma
2. Successfully complete the following:
  - a. Eight semesters of English
  - b. Two semesters of American History  
One semester of American Government  
Three semesters of social studies electives - one class must be global studies
  - c. Six semesters of mathematics
  - d. Six semesters of natural science OR  
Four semesters of natural science, Health 1, Health 2
  - e. Eight semesters of physical education
  - f. Health 1 and either Personal Finance or Ag Business.

**POLICY CONCERNING HIGH SCHOOL CREDIT EARNED PRIOR TO GRADE 9  
OR FROM AN AGENCY THAT DOES NOT NORMALLY GRANT HIGH SCHOOL CREDIT**

Students, who take high school courses as junior high students or otherwise prior to the beginning of ninth grade, may receive credit for the courses taken. The following conditions will apply: - the credit will be listed among those earned during the regular freshman year; - the credit and grade earned will count toward cumulative grade point average in high school;

Students who take special interest/talent workshops that do not grant high school credit may petition the high school administration to grant high school credit if those workshops grant college credit and are taken during the years that the student is a high school student

**ACTIVITY CREDITS USED TO MEET GRADUATION REQUIREMENTS**

School policy permits not more than two credits earned in extra-class activities to be applied toward graduation requirements. When these credits are used, it will be indicated on the student's transcript so there is no question regarding the student's achievement of the minimum number of credits necessary for graduation.

**ACTIVITIES**

Fraction of Semester Credit for Annual Participation

Football..... ¼	Volleyball.....¼	Speech Contest.....1/8
Basketball..... ¼	Cross Country .....¼	Reserve
Cheerleaders.....1/8		
Track..... ¼	Soccer.....¼	Varsity Cheerleaders.....1/8
Wrestling..... ¼	Swimming.....¼	National Honor Society
.....1/8		
Baseball..... ¼	Archery.....¼	Student
Council.....1/8		
Golf..... ¼	Debate.....¼	Band Special Units.....¼
Tennis..... ¼	Dramatics.....¼	Future Farmers of America.....¼
Softball.....¼		

It is important that a student maintains a balance between the scholastic and activity programs. Although all students are encouraged to participate in student activities, reasonable limits must be established to assist the student in guarding against excessive demand.

**CREDIT FOR COLLEGE COURSES TAKEN WHILE IN HIGH SCHOOL**

Enrollment in college courses must be approved by the student's high school counselor. At the time of enrollment the student will indicate if the credit earned at the college is to be applied toward high school graduation. If the student elects to apply the class credit toward high school requirements, the mark earned will be applied to the student's G.P.A. A 3-semester-hour college course will yield one semester of high school credit.

### **CREDIT FOR HOME SCHOOL COURSES**

No credit for home school classes will be applied toward the graduation requirements of Atlantic High School unless credits are from an accredited institution or association.

### **GRADES AND CUMULATIVE GRADE POINT AVERAGE**

Weighted Courses (Eligibility Began with Class of 2017):

Students enrolled in concurrent or Advanced Placement courses will be figured on the following grading scale:

Grades will be figured on a 5.0 scale: A=5, B=4, C=3, D=2, F=0

All other courses will be figured on a 4.0 scale: A=4, B=3, C=2, D=1, F=0

Teacher may award "+" or "-" grades to further identify achievement standings, but "+" or "-" does not affect honor roll standings or cumulative grade point average.

### **CHANGING MARKS ON PERMANENT RECORDS**

Once a mark is entered on the student's record it will not be changed or erased unless it is to correct an error in computing or recording the mark.

### **HOMEWORK POLICY**

Homework: Work assigned by a teacher that is due at a later time. Homework can be assignments that may be completed at the end of a class period, during study halls, or outside the regular school day.

Policy: Because the Atlantic High School wishes to assist students in developing habits and skills of independent study and desires to extend learning time beyond the regular school day, homework will be assigned by teachers at all grade levels. As a rule, students will receive various homework assignments each school day, and the amount of time required to complete such homework will typically be no less than 30 minutes per day. Parents will be expected to provide a quiet, well-lit place for their student to study and to see that their student completes homework assignments. Parents may, but will not be expected to, assist their student in understanding homework. Students will complete homework and submit it to their teachers on time. Teachers will correct and return homework in a timely manner. Homework will count for some portion of the report card grade in each subject. It is the student's responsibility to know the expectations of each class. Please visit the district's webpage <http://www.atlanticiaschools.org> to review teachers' syllabuses.

### **COMPUTATION OF SEMESTER GRADES**

The semester grade will be determined by valuing the work (assignments, projects, quizzes, tests, etc.) of the semester as a whole at 80% and the semester exam or project up to 20%. Students must complete a required semester test to receive credit for a course.

Mid-term report cards will be issued but are an indication of progress only, similar to a mid-term report.

No student will receive a failing semester grade without either a personal telephone contact, a written progress report, or conference involving the teacher and the parent(s) during the second half of the semester in which course failure is possible.

Semester honor rolls will be computed and published each semester.

### **HONOR ROLL**

Students qualify for the semester honor roll by achieving a grade point average of at least 3.00 with no individual grade lower than a "C-". A single honor roll will be published. Those students who receive all "A's" will receive special recognition.

## NATIONAL HONOR SOCIETY

The Atlantic High School National Honor Society has as its goals the promotion of scholarship, the stimulation of a desire to render service to the school and community, and the development of character and leadership of its members.

Students are eligible for election to the NHS based, first of all, on the attainment of a 3.25 GPA. These students will receive a candidate form from the NHS faculty adviser. **Submission of a candidate form does not guarantee acceptance to NHS.** Candidate forms will be reviewed by a five member Faculty Council and each form will be reviewed using a process developed by the Faculty Council. This process will be communicated to candidates and their parents/guardians. Majority vote of the Faculty Council determines membership. The Faculty Council is responsible for the selection and dismissal of NHS members, as stated in the National Constitution.

The National Constitution (revised Nov. 6, 2015) specifically states that there are to be no grade level quotas and that all candidates are to be evaluated equally based upon their submitted candidate forms. Therefore, all students who attain the average, determined by the Faculty Council, will be selected as NHS members regardless of the number selected at each grade level.

## ACADEMIC LETTERS

The purpose of awarding letters for academic achievement is to further motivate students to do well in their course work and recognize those efforts. We believe this will recognize some students who do not otherwise receive the distinction of wearing the school letter.

Each student is eligible just once. A letter is earned by any student who accumulates 47 points. Points are earned according to the scale: A=2, B=1, C=0, D=-1, F=-2

The earliest a student could earn a letter would be the end of the fourth semester in high school, the conclusion of the sophomore year. The person taking six courses, per semester, would need straight A's to earn a letter at that point. Any student could earn a letter later in his/her high school career. For example, a senior who had a cumulative GPA of 3.0 (B average) would probably qualify by the end of the eighth semester. The consistently outstanding student will be recognized with a Trojan Head plaque which will be awarded to any student who earns 81 points in a high school career on the same scale as above. Students who accumulate this number of points would likely have a cumulative GPA over four years of 3.750.

The academic letter will have the symbol of academic achievement on it. The rules for wearing a letter will be the same guidelines as extracurriculars.

Because of some partial credit courses and some ungraded classes at Atlantic High School, some special provisions are needed for persons taking those classes.

1) Graded, quarter classes will be included in the calculation of points for the letter and Trojan Head at 1/2 value of their half semester status.

2) Performances classes (P.E., show choir, flags, jazz band, weight training) will not be included in the calculation.

## REPORT CARDS

Report cards will be issued at the end of each nine-week period. Report cards will be sent to the student's home during the third week after school is out for summer.

## MAKE-UP WORK AND INCOMPLETES

Deadlines for completion of make-up work by students will be set by individual teachers and explained in their "Course Expectations."

In the event that a student has an advance excused absence, it will be the student's responsibility to obtain an absence permit (green sheet) from the office and complete all class work while absent from school.

At the end of a quarter or semester ***teachers may issue incomplete grades for good cause only.*** Teachers will need to submit a timeline for makeup work to the student and principal. High school policy allows five school days for the removal of incomplete grades. An extension of time for removing an incomplete may be requested by a student, parent, teacher, or counselor. An extension may be granted by the principal. Incomplete grades not removed within the allotted time may be changed to failing grades.

### **ADDING AND DROPPING CLASSES**

All students will have two 'A' day and two 'B' day sessions to make schedule changes at the start of a semester. Students enrolled in more than the minimum load (6 classes) may drop or change to audit without penalty until the end of the ninth week of the semester. A student who drops in the tenth week or later will be withdrawn with a failing grade and figured into the student's G.P.A. for the semester.

Students would have the option of changing a class to an audit if they discuss the possibility with a counselor by the end of the ninth week of the semester. Students considering changing a class to an audit should make the change with their counselor by the end of the ninth week of the semester with permission of classroom teacher, parent, counselor and administration. The audited class may be one of the minimum load classes, under special circumstances approved by the counselor and an administrator.

Audited classes will appear on the student transcript. Audited classes will not count toward G.P.A. or graduation requirements.

### **Senior Year Plus Program**

Students in grades 11 and 12 and students in grades 9 and 10 identified as Talented and Gifted may receive academic credits that count toward graduation requirements for courses taught in post-secondary educational institutions. The student may receive credits for courses approved by the school principal. Courses shall be approved on a case-by-case basis.

The Iowa Department of Education has determined that a student must score within the proficient NSS range on the Iowa Assessments in reading, math and science to be considered proficient and qualify for concurrent enrollment credit.

If a student at Atlantic High School is not proficient as described above, the student may meet the Senior Year Plus requirement by fulfilling one of the following alternative proficiency requirements. NOTE: Students would only need to meet alternative proficiency requirements in the areas (reading, math, science) not met via the Iowa Assessment testing.

For any non-proficient area [Reading, Math or Science] on the Iowa Assessments, a student may demonstrate proficiency in that area through one of the following measures:

- The student must achieve a score of at least Reading- 19, Math- 18, or Science- 19 on the ACT test in the non-proficient subject area. These scores place the student above the 41st percentile nationwide.
- The student must have achieved a grade of "B-" or better in the most recent high school course in the non-proficient subject area. The student must also have achieved a grade of "B-" or better in the most recent course equivalent to requested course (i.e. high school English for Public Speaking or Anthropology; high school accounting for post-secondary Intro to Business, etc.)
- Students with an Individualized Education Plan (IEP) will be subject to an IEP Team review to determine eligibility. The IEP Team will consist of the AEA School Psychologist, Principal, Counselor, the most recent teacher of the deficient subject and parent/guardian.
- Students with a 504 plan will be subject to a 504 Team review to determine eligibility. The 504 Team will consist of the AEA School Psychologist, Principal, Counselor, the most recent teacher of the deficient subject, school nurse (if appropriate) and parent/guardian.

### **Concurrent Enrollment**

Iowa Western Community College and Atlantic High School work together to provide a number of educational opportunities for AHS students. Concurrent Enrollment (Shared Courses) are those for which students can earn IWCC credits while enrolling in the course at Atlantic High School or the IWCC Atlantic Center.



The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

If a student decides to drop the class (or classes) after midterm of the high school's first and third quarters of the current semester, the student will receive an F for the semester. This course and grade will appear on the student's high school transcript as well as post-secondary transcript. Failing grades earned at a postsecondary institution may impact a student's financial aid availability.

Students interested in participating in this program should contact the guidance counselor and/or the high school principal. Transportation is the responsibility of the parent or legal guardian, if transportation to another location is required.

### **PostSecondary Enrollment Options (PSEO)**

Students in grades 11 and 12 and students in grades 9 and 10 identified as Talented and Gifted may receive academic credits that count toward graduation requirements for courses taught in postsecondary educational institutions. The student may receive credits for courses approved by the school principal.

Courses shall be approved on a case-by-case basis.

The school district may pay up to \$250 of the cost of a course taken by freshmen and sophomore Talented and Gifted students and juniors and seniors. The district pays only for courses which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age of 18 shall sign the student registration form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's physical incapacity, a death in the immediate family, or the student moving to another district.

If a student decides to drop the class (or classes) after midterm of the high school's first and third quarters of the current semester, the student will receive an F for the semester. This course and grade will appear on the student's high school transcript as well as post-secondary transcript. Failing grades earned at a postsecondary institution may impact a student's financial aid availability.

Students interested in participating in this program should contact the guidance counselor and/or the high school principal. Transportation is the responsibility of the parent or legal guardian, if transportation to another location is required.

### **EARLY GRADUATION**

Students may graduate early if they have met the following criteria:

- 1) Successfully completed all graduation requirements as established by Board of Education.
- 2) Meet the mid-October deadline in filing the application for early graduation.
- 3) Had a conference with the principal to verify and confirm all requirements have been successfully completed.

Guidelines for early graduation:

- 1) Early graduates are ineligible to participate in any extra-curricular activities following the completion of their graduation requirements and the checking out of school.
- 2) Early graduates may participate in dances, Prom, senior breakfast, senior outing, and senior class night.

3) Early graduates may participate in commencement the spring of their scheduled year of graduation. Students who withdraw from school and choose to complete their graduation requirements through correspondence are not deemed to be early graduates. They may, through special permission of the principal, attend school activities such as dances, Prom, senior breakfast, senior outing and senior class night. Students who withdraw early are not eligible to participate in any extra-curricular activities representing Atlantic High School.

### **WITHDRAWAL FROM ATLANTIC HIGH SCHOOL**

If a student is transferring or dropping out of school, they should contact their counselor and secure a withdrawal form. The withdrawal process involves seeing each of their teachers and getting an in-progress grade for their final Atlantic transcript. Upon seeing each instructor, the student will return all school materials, return library books to the library, and pay any outstanding fees in the main office. It is very important to complete the withdrawal process, because no grades, credits or transcript will be forwarded until the student's records have cleared.

### **EVALUATION OF CREDITS FOR TRANSFER STUDENTS**

Credits earned in other schools will be evaluated at full credit based on Atlantic High School credit guidelines. To earn an Atlantic High School diploma, a student must complete at least the last full semester at Atlantic High School.

### **STUDENT SUPPORT SERVICES**

Student Support Services is a program to provide opportunities for academic development, to assist students with classroom requirements, and to motivate students toward the successful completion of their secondary education.

All students may utilize the Student Support Services office during their study halls or as classroom teachers permit during instructional time.

Any student who is in academic peril (earning a D or an F) will be required to work with Student Support Services during study halls.

Student Support Services will also be open for students to access before and after school. Hours will be posted for students.

### **SPECIAL EDUCATION SERVICES**

The complete Atlantic Community School District's Developed Service Delivery Plan can be found on the district's webpage: [www.atlanticiaschools.org](http://www.atlanticiaschools.org).

### **GENERAL STUDENT CONDUCT**

It is expected that students will conduct themselves in the school building, on the school grounds and at activities in a manner which is appropriate. Appropriate means conduct which contributes to the goals of education and which is acceptable for high school students in Atlantic, Iowa.

Section 282.4 of the Iowa Code provides authority to school officials to expel or suspend students for disciplinary reasons:

The Board may, by majority vote, expel any pupil from school for immorality, or for a violation of any of the regulations or rules established by the Board, or when the presence of the pupil is detrimental to the best interests of the school; and it may confer upon any teacher, principal, or superintendent the power temporarily to dismiss a pupil, notice of such dismissal being at once given in writing to the President of the Board.

The Board and the Administration have developed rules concerning use of tobacco, drugs, alcohol, unexcused tardies, truancy, insubordination, insolence, fighting, possession of weapons, and any other school disruption. Copies of the prohibited behavior and the administrative procedure used for a temporary dismissal or expulsion of students committing said prohibited behavior are found in the Behavior Guidelines.

Section 282.5 of the Code of Iowa further provide for readmission of pupil: When a pupil is dismissed by the teacher, principal, or superintendent, as above provided, the pupil may be readmitted by such teacher, principal, or superintendent, but when expelled by the board the pupil may be readmitted only by the board or in the manner described by it.

## **POLICY AND PROCEDURES REGARDING SAFE OPERATION OF VEHICLES BY STUDENTS ON SCHOOL GROUNDS**

### **Rationale**

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

The public is permitted access to school property, but that access is not unrestricted. The school can and will regulate reckless and negligent driving activity which may create danger to persons or property on the school premises. Civil authorities recognize the jurisdiction of the school district in regulating such actions on its property.

### **Vehicle Registration**

Students must complete the vehicle registration form for any vehicle that may be driven to school. These registration forms will be submitted to the office. If a student does not have this on file in the office and there is a situation where law enforcement needs contacted, student will receive a detention.

### **Policy on Safe Driving**

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

### **Procedures for Handling Violations of This Policy**

A. Student Personnel - The actions listed below that are observed by a school employee should be reported to the assistant principal. Actions observed by individuals other than school employees may also be reported. Such reports should include as much detail as possible, e.g., license number, description of vehicle, action observed, and identification of driver.

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

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

Consequences of unsafe/reckless driving will be as follows: First offense - the student will be barred from driving or parking on school property for a period not to exceed two weeks; second offense - the student will be barred from driving or parking on school property for a period not to exceed six weeks; third offense - the student will be barred from driving or parking on school property for a period not less than the remainder of the current school year. Students not complying with any driving sanction will be determined to be insubordinate at the second offense level and will be required to complete the period of driving restriction.

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

## **STUDENT PARKING**

Students who plan to drive a vehicle to school are required to register the vehicle in the principal's office. Students who illegally park will fall under the following disciplinary action:

- 1) 1st offense - assigned 45 minute after-school detention and a \$10.00 fine
- 2) 2nd offense - assigned 45 minute after-school detentions and a \$25.00 fine
- 3) 3rd offense - removal of parking privileges for the remainder of the semester

Parking is a privilege and not a right. We would expect everyone to adhere to the following expectations and violations of these expectations will warrant the above disciplinary actions:

- 1) Park in the marked spaces and in-between the lines and not over the lines.
- 2) Students are not to park in the visitor's parking stalls.
- 3) Parking along the curbs is prohibited because of fire lanes and bus loading zones.
- 4) Parking in faculty row in front and the south faculty lot during school hours is strictly prohibited.
- 5) Parking in the reserved spaces in the front is also prohibited.

In all cases, upon notification, the car must be moved immediately or the car may be towed at owner's expense.

#### **EXCESSIVE SHOW OF AFFECTION**

Handholding is acceptable. All other demonstrations of affection involving physical contact will be considered inappropriate. Couples refusing to cooperate by conducting themselves in an appropriate manner will be subject to the following:

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

#### **ATLANTIC HIGH SCHOOL ATTENDANCE POLICY**

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time.

There is a strong correlation between good attendance and successful completion of high school courses. Students who receive excessive excused absences can expect that their learning will be affected even though work may be made up. Anytime students, parents/guardians, teachers and/or administrators are concerned about a student's attendance, they are encouraged to contact the appropriate party.

Certain absences may be excused under this policy, but students will still be required to make up work missed due to an absence.

Subject to the provisions of this policy and any corresponding administrative procedures, students shall not be absent more than five days due to an unexcused absence per semester. Excessive absences are defined as more than five unexcused absences per semester or chronic excused absences. Buildings shall establish and implement a notification and support plan regarding unexcused absences beginning with the student's second unexcused absence. Excessive absences in a class may result in a review by the school's Student Assistance Team (SAT) and may result in a supportive intervention or disciplinary action under this policy.

This policy shall apply to all students including special education students except in those cases where decisions involve a special education student's evaluation or placement. Such cases shall be referred to the special education department for disposition through established hearing procedures.

A. Attendance In accordance with Iowa law: It is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299). Excessive loss of instruction time due to late arrivals or early withdrawals may result in the student being referred to the Student Assistance Team.

B. Absence: Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported within 24 hours of the date of absence. Failure to report the absence within 24 hours of the date of absence will result in the absence being recorded as unexcused unless the parent(s)/guardian(s) demonstrates there was a hardship that prevented him or her from reporting. If requested, students who are absent from school shall submit in writing the specific reasons for their absence. Such notice shall include the specific days or times they were absent, verification by a health-care provider (when appropriate), and a signature of a parent/guardian. If a student is 18 years of age or older or is otherwise emancipated and not living with a parent or guardian, the student may present evidence of an excused absence without parent verification. When activities are scheduled on a school day, athletes involved will be in school and on time the next day, unless sickness or injury requires the attention of a doctor. Participating athletes are to be in school at least a 1/2 day the day of an activity event and will be excused only for sickness or injury that requires the attention of a doctor. Special circumstances may be excused as well, with advanced notice given to the activities director (ie., funeral, etc.).

C. Excused Absences: Students are encouraged to attend school daily. However, students may not be subject to disciplinary action for failure to attend school if lack of attendance is beyond the control of the student. A student may be excused by a parent/guardian for the following reasons:

1. Illness;
  2. Medically documented chronic or extended illness, hospitalization, or doctor's care, or nurse's approval;
  3. Medical or dental care;
  4. Death, serious illness, or family emergency, in the immediate family or household;
  5. Suspension from school;
  6. Religious holidays requiring absence from school;
  7. Court appearances or other legal proceedings beyond the control of the family;
  8. Classes missed because of attendance at a school-sponsored trip or activity;
  9. Visits to college - 11th grade-two days per semester - 12th grade-three days per semester.
- D. Unexcused Absence/Truancy- An absent student not meeting the provisions required to have an excused absence will have an unexcused absence and be considered truant. An unexcused absence is a student's absence from school or class without a valid reason. A student who is absent from a class, seminar, study hall, or lunch without parental knowledge or consent or without notifying the office will be considered truant. A student who is truant is subject to disciplinary action as follows:
- 1<sup>st</sup> Offense - Student will be given two periods of in-school suspension for each period of class missed. Parents will be notified.
- 2<sup>nd</sup> Offense - Student will be given 3 periods of in-school suspension for each period of class missed. Parents will be notified.
- 3<sup>rd</sup> Offense - Student will be given 3 periods of in-school suspension for each period of class missed. Conference with student, parents, counselor, and principal. The 24/7 Laptop privilege is revoked for 30 days.
- 4<sup>th</sup> Offense - Student will be given 3 periods of in-school suspension for each period of class missed. Conference with student, parents, counselor, and principal. The 24/7 Laptop privilege is revoked for 60 days.
- 5<sup>th</sup> Offense - Student will be given 3 periods of in-school suspension for each period of class missed. Conference with student, parents, counselor, and principal. The 24/7 Laptop privilege is revoked for 90 days.
- \* Laptop privileges for offenses exceeding the fifth will be at the discretion of administration.
- E. Excessive Absences
1. Excessive absence is any unexcused absence beyond the district limit of five unexcused absences per semester.
- The student will be informed by the attendance secretary that he/she has received their fifth unexcused absence.
2. Once a sixth unexcused absence has occurred, the student's case will be reviewed for consideration of a supportive intervention. The 24/7 Laptop privilege will also be reviewed to determine eligibility.
  3. Absences will be recorded as part of a student's attendance record. The following interventions may be taken in dealing with high school students who have excessive absences:
    - a. A student may be referred to the school psychologist, nurse, a social worker, a counselor, and/or a teacher advocate for assistance;
    - b. The student may be referred to the SAT team for a targeted intervention;
    - c. The student may be allowed to make up absences through an agreement whereby the student agrees to perform specific school assignments outside the student's regular school day;
    - d. The student's schedule may be modified and an adult mentor assigned;
    - e. The student may be assigned to the Cass County Educational Opportunity Center (CCEOC) to receive additional academic support;
    - f. Prior to the student's reassignment, parent(s)/guardian(s) shall be notified in writing of their right to appeal.
  4. Class work missed because of excessive absences can be made up and will be treated the same as make-up work for all other absences.
  5. If a student has ten or more unexcused absences in a class, and only if appropriate intervention strategies have been implemented and have not been successful, the student will be dropped from that class and shall not receive credit for the class.
- E. Appeals Sanctions are subject to appeal upon request of the student or parent/guardian.
1. Building Appeals Committee (Members of the Building Leadership Team)
    - a. Students or parents/guardians seeking to review a decision regarding truancy, absence, tardiness, or make-up work under this policy must file a written or oral request for appeal with the attendance office within four school days of receipt of notification of the violation or decision. The appeal request may include the

reasons why the appeal is requested and any information that the parent/guardian or student wishes to be considered in the appeal.

b. If the student or parent/guardian files an appeal, the student will remain in the class pending the completion of the appeal process.

c. The appeals may be heard by one or more of the following: an assistant principal, certificated attendance personnel or a counselor. (Additional resource personnel may be requested by any party: school nurse, teacher, social worker, psychologist, etc.)

d. Parents/guardians shall be informed of their right to address the appeal committee before any sanction is administered.

e. The appeals committee will consider whether the student's conduct or absence should be excused under this policy. The committee will consider:

i. attendance history of the student;

ii. extenuating or other circumstances as documented in the student's records or in the written request for an appeal;

iii. educational alternatives to removal from class or school; and

iv. the total educational program for each individual student.

f. The appeals hearing will be held within five school days after the appeal is filed. Committee response to the appeal will be issued the following school day.

1. Appeal to the Principal/Designee - Students or parent(s)/guardian(s) may request review of the building appeals committee's decision regarding sanctions rendered under this absence rule by filing a written or oral request for review with the principal within five days after the committee's decision. The principal will determine an agreeable time, place, and date for the review and notify the student and parent/guardian. At the conclusion of the review, the principal shall affirm, reverse, or modify the committee's decision.

2. Appeal to the Superintendent/Designee - Students or parent(s)/guardian(s) may request a review of a building principal's written decision under this policy by filing a written request for review with the superintendent within five days of the principal's decision. The superintendent or designee, in conjunction with the parent/guardian, will attempt to determine an agreeable time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the superintendent or the superintendent's designee shall affirm, reverse, or modify the principal's decision.

3. Appeal to the Board of Directors - Students or parent(s)/guardian(s) may appeal the superintendent's decision by filing a written request for review with the secretary of the Board of Directors within five days of the superintendent's decision. The secretary will set the time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the board may affirm, reverse, or modify the superintendent's decision.

4. Appeal to the State Board of Education Students or parent(s)/guardian(s) may appeal the Board of Directors' decision by submitting an affidavit of appeal to the State Board of Education within 30 days after the decision of the Board of Directors.

#### **FAILURE TO ATTEND -- DRIVER'S LICENSE**

Any student who has dropped out of school and is currently not attending a public school, an accredited nonpublic school, currently receiving competent private instruction in accordance with the provisions of chapter 299A, attending an alternative school or adult education classes, shall not receive an intermediate or full driver's license until age eighteen. This policy will be enforced by the Atlantic Community School District.

#### **ATLANTIC SENIOR HIGH SCHOOL BEHAVIOR GUIDELINES**

The following Behavior Guidelines are for all students grades nine through twelve. Suspension may be in-school or out-of-school. The determination of in-school or out-of-school suspension will be based upon the findings of the administration and the maintenance of a safe, secure learning environment for all students. The listing below is not *all-inclusive*. Other serious infractions will be handled appropriately.

#### **DISRESPECT, INSUBORDINATION**

A student who refuses to obey a school rule, regulation, or directive of a school employee (custodian, food service employee, teacher, secretary, para educator, counselor, administrator, etc.), or who is arrogant in speech or conduct is subject to the following disciplinary action:

1st Offense - The school employee will send the student to the principal's office with a referral. Classroom educator may assign the student a detention prior to removal from the class. The school employee and student will file an incident report in the office. A conference will be held with the student, teacher, and administrator if deemed necessary. Appropriate disciplinary action will be taken (this could be a detention or in-school suspension). Parents will be notified.

2nd Offense - The school employee will send the student to the principal's office with a referral. The school employee and student will file an incident report in the office. A conference will be arranged with the student, teacher, parent, counselor and administrator. Severity of the infraction will determine the amount of after-school detention, in-school suspension, or out-of-school suspension. Habitual offenders will be referred to the superintendent and/or the Board of Education for disciplinary action.

### **ACADEMIC INTEGRITY**

In education, where performance is considered an accurate reflection of ability and effort, academic integrity, and honesty are essential. In order to meet the demand of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process and will be subjected to the following consequences:

Cheating or plagiarism: Copying someone else's work or allowing someone to copy your work or use of crib notes.

1st Offense - Loss of all credit on the test, paper, assignment, or project. The teacher will notify the office in writing that this offense has occurred. The teacher will also notify a parent/guardian via phone conversation or email.

2nd Offense - With same teacher: Suspension from school and/or removal from the class for the remainder of the semester with a failing grade.

Theft of academic materials: Including but not limited to theft of a test or answer key from a classroom or teacher work station or use of a stolen document.

1st Offense - Suspension from school and removal from the class for the remainder of the semester with a failing grade.

2nd Offense - Suspension from school with a recommendation for expulsion.

### **TOBACCO**

- All Atlantic Community Schools Campuses and Vehicles are Tobacco Free

A student who is observed by school personnel possessing, using tobacco (chewing, etc.) or with a lighted cigarette, cigar, pipe, or vapor product in his/her hand or mouth, or is seen emitting smoke/vapor from their nose or mouth on school property, including school buildings, school grounds, on school transportation vehicles or at any school activity is punishable as follows:

1st Offense - Student will be given a three-day in-school or out-of-school suspension. Parent and legal authorities will be notified.

2nd Offense - Student will be given a five-day suspension. Suspension may be in-school or out-of-school or both. Parent and legal authorities will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal.

3rd Offense - Student will be referred to the Board of Education for disciplinary action. Parent and legal authorities will be notified.

Students who have evidence of packaged tobacco (smoking or chewing) will surrender such to school faculty members or administrators upon request. Administration will return the confiscated article to the parent upon their request.

Students found in possession of tobacco will be subject to the Iowa State law which states: "Anyone under 18 years of age may be issued a citation by the Atlantic Police and may be fined up to \$250." Students 18 years of age or older must comply with school rules and regulations while on school property or in attendance at a school activity. In this case, school rules and regulations supersede Iowa State law, therefore, students 18 years of age or older are subject to the same school consequences as those students below 18 years of age.

## **DRUGS AND ALCOHOL**

A student who is observed by school personnel to have the odor of alcohol, beer, or drugs on breath, or whose behavior is not normal, or who exchanges alcoholic liquor, beer, drugs or is found to have alcoholic liquor, beer or drugs in their possession is punishable as follows:

1st Offense - Student will be given a five-day out-of-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal. The proper legal authorities will be notified if any student or students are in possession of drug paraphernalia or any type of controlled substance. Students may be referred directly to the Board of Education.

2nd Offense - Student will be referred to the Board of Education for disciplinary action. Student may be referred to a special services committee.

## **THEFT**

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

1st Offense - Student will be given a five-day in-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal. Legal action may be taken and restitution required. Student may be referred directly to the Board of Education. (The student will be given a two-day in-school suspension, if restitution is made within 24 hours.)

2nd Offense - Student will be referred to the Board of Education for disciplinary action.

## **RESTITUTION CLAUSE**

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

## **HARASSMENT Code No. 104**

Pursuant to the authority granted by Board Policy 104, the school district administration (superintendent and principals) issue and adopt the following regulation with regards to harassment of persons under the jurisdiction of the school district.

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, sexual orientation, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of a student's education or of student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.



Harassment on the basis of race, creed, color, religion, national origin, sexual orientation, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report student violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - what, when, and where it happened;
  - who was involved;
  - exactly what was said or what the harasser did;
  - witness to the harassment;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser responded

A student who believes that he/she has been harassed shall notify the building principal, the designated investigator. The alternate investigator is the superintendent or a counselor. If the investigator is a witness to the incident, an alternate investigator shall be the investigator. The investigator may request that the student complete a Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, recordings, or pictures. The Harassment Complaint form can be found at <https://docs.google.com/a/atlantciaschools.org/document/pub?id=1HhydJr6ZtBm5RKw8XWnPEQC4qEiOdNIG4gJHgFcrDXs>. Information received during the investigation shall be kept confidential to the extent possible.

The building principal or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make findings and conclusions as to the allegations of harassment and document such findings and conclusions. If the investigator is someone other than the building principal, the findings and conclusions shall be delivered to the building principal. Based upon the results of the investigation, the principal will take appropriate action which may include discipline of up to and including suspension and expulsion.

If deemed necessary or desirable, the principal may conduct additional investigation and interview the parties and witnesses before concluding the matter and taking appropriate action to close the matter. The action taken shall be documented and the parties informed of the disposition of the matter.

In investigating any complaint, the investigator is reminded of the following:

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### **FIGHTING**

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

1st Offense - Student may be given an in-school suspension or out-of-school suspension following an administrative investigation. Parents will be notified. The student will remain in suspension until a conference is held with the student, parents and administrator. In case of physical assault, legal action may be taken. Student may be referred directly to the Board of Education.

2nd Offense - Students may be given in-school suspension or out-of-school suspension until a conference is held with the student, parents and administrator. The administrator shall determine the length of the suspension for the involved student.

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

### **THREATS**

Threats made by students toward other students and/or adults and suggest the use of weapons, loss of life, or other illegal activity is unacceptable in a school environment. Students should refrain from language that instills fear in others and could result in criminal charges. Students who are angry with other students and/or adult(s) are encouraged to seek out an adult with whom they are comfortable and ask for assistance in an attempt to resolve the issue. In all cases, threats of violence should be avoided. Situations where students ignore this request and use language that threatens others with the use of a weapon, the loss of life, or other illegal activity will be addressed as follows:

1. Administration will interview students/adults to confirm that the threat actually happened.
2. Once confirmed, law enforcement may be involved in the investigation.
3. The administration will contact parents.
4. If involved, law enforcement will assess intent and share their findings with the administration. Law enforcement will determine the charge, if any, based on their investigation.
5. The student will be suspended from school pending results of the investigation.
6. If the findings reflect no intent to inflict harm, the student will be suspended until the above conditions have been met with additional time added, if they have not served the equivalent of 3 days.
7. If findings reflect that the student(s) pose(s) a continuing threat to the safety of students and adults, the administration will call for a Board hearing with a recommendation of expulsion for a minimum of the balance of the semester.

### **WEAPONS & OTHER DANGEROUS OBJECTS - Code No. 502.6R**

Pursuant to the authority granted by Board Policy 502.6, the school district administration (superintendent and principals) issue and adopt the following regulation with regards to weapons and other dangerous objects on the school district premises or property within the jurisdiction of the school district.

No student (or any other person) shall be in possession of any weapon or other dangerous object on school grounds or any other property within the jurisdiction of the school district. Nor shall any student be in possession of any such weapon or object at any school activity or at any other time when under the control of the school district. Any student violating this rule will be subject to disciplinary action, including suspension or expulsion for up to one year. In addition, violations of the this rule (by a student or any other person) may be reported by the administration to law enforcement authorities regardless of whether or not the violation constitutes a criminal act.

All weapons or other dangerous objects, which violate this rule, shall be confiscated. Additionally, such confiscated objects may be released or transferred by the administration to law enforcement authorities.

The phrase "weapon or other dangerous object" shall include, but not be limited to rifles, pistols, shotguns, or other firearms. It shall also include knives, throwing stars, brass or iron knuckles, chains, clubs, or any other objects which do not have a substantial educational connection and which could reasonably be used to inflict injury

(intentionally or negligently) upon another person.<sup>1</sup> Additionally, the phrase shall include facsimiles, replicas, or “look a likes” of such weapons or dangerous objects.

The term “firearms” shall include, but not be limited to, any weapon which is designed to expel a projectile by the action of an explosive,<sup>2</sup> the frame or receiver of any such weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this rule. The principal may allow authorized persons to display weapons and other dangerous objects for educational purposes. Such a display shall also be exempt from this rule.

*<sup>1</sup>A butcher knife in a food preparation class would have a “substantial educational connection” and would not be a violation of this rule; however, a butcher knife in a student’s hall locker would not have a “substantial educational connection” and would constitute a violation of this rule. <sup>2</sup>Ammunition for a firearm would be considered an “explosive.” Fireworks would also be considered an explosive.”*

### **SCHOOL DISRUPTIONS**

A student who disrupts or interrupts in any way the school program is punishable as follows:

1st Offense - A student may be given a three-day in-school or out-of-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parents, and the principal. Student will be referred to the Board of Education for disciplinary action, if the offense is of sufficient disruption.

2nd Offense - Referred to Board of Education for disciplinary action.

### **UNEXCUSED TARDIES**

This regulation is based upon the quarterly class/school attendance record.

2nd Unexcused Tardy - The student will be notified upon the next (third) unexcused tardy to school/class, they will be assigned an after-school detention.

3rd and 4th Unexcused Tardy - The teacher will assign after-school detention, and the student will sign the detention form. Parents will be notified.

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

After the 4th Unexcused Tardy in that quarter, the student will be given a one-day in-school suspension. Parents will be notified.

### **CLASS DISRUPTIONS**

A student who disrupts or interrupts in any way class activities will be subject to the following disciplinary action:

1st Offense - The teacher will send the student to the principal’s office with a referral. Classroom educator may assign the student a detention prior to removal from the class. The teacher and student will file an incident report in the office. A conference will be held with the student, teacher and administrator if deemed necessary. Appropriate disciplinary action will be taken. Parents will be notified.

2nd Offense - The teacher will send the student to the principal’s office with a referral. The teacher and student will file an incident report in the office. A conference will be arranged with the student, teacher, and administrator. Up to three after-school detentions will be assigned.

3rd Offense - The teacher will send the student to the principal’s office with a referral. The teacher and student will file an incident report in the office. A conference with the teacher, student, counselor, parent, and administrator will be held to make a decision about dropping or readmitting the student to the class for the balance of the semester. Habitual offenders will be referred to the superintendent and/or Board of Education for disciplinary action.

### **ELECTRONIC DEVICES AND CELL PHONES**

Electronic devices, including but not limited to, cell phones, electronic games, pagers, laser pointers, personal music players, are not to be used by students during class time. Electronic devices may cause disruptions and distractions to the learning environment.

Cell phones may be used before and after school, during a student’s lunch and during passing times.

Cell phone use in restroom areas and locker rooms is prohibited at ALL times. Students using these types of devices during class time and without teacher permission will have them confiscated:

1st Offense - returned to student at end of day.

2nd Offense - returned to parent/guardian.

3rd Offense and all others - 1 day of in-school suspension and returned to parent/guardian.

The district shall not be liable for the loss or damage of any device confiscated.

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

### **AFTER-SCHOOL DETENTION**

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

Detention will be assigned before/after school for a predetermined amount of time.

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

Room Expectations:

1. Students will remain seated.
2. Students will maintain a quiet work environment.
3. Students will work on school work only.
4. Students will not sleep while in detention.
5. Non-school issued electronic devices are not allowed. School issued device allowed for school work only.

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

### **IN-SCHOOL SUSPENSION (ISS)**

The purpose of in-school suspension is to impress upon students that there are consequences associated with inappropriate behavior. In-school suspension involves removal from the formal classroom, isolation from friends during the day, and loss of formal instruction. Students serving a full day of ISS will report to the ISS room at 8:00am and be dismissed at 3:19pm. Students are able to earn credit for tests/quizzes/assignments while in ISS. Students also may be required to complete an alternative assignment while in ISS.

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

Room Expectations:

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

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

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

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

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

A student who is out-of-school suspended may be sent home up to ten days and parents will be notified. Parents may have to come to school and pick them up and a brief conference may take place at the time. Students who are on OSS may not return to campus or school for any reason unless prior arrangements have been made with an administrator and the student is accompanied by a parent.

Students on OSS will be given make-up work during their suspension. Make-up work is to be completed during the suspension and returned to the teacher upon their return to the class. Exceptions to this must be agreed upon at the time of suspension. Teachers may give alternative assignments and tests apart from the regular class assignments. Teachers may also issue credit for the assignments and tests at a reduced value.

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

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

### **TRANSPORTATION CONDUCT**

Riding the bus is a privilege and carries the obligation of proper conduct by the riders. Each student is held accountable for his/her own behavior. Upon boarding the bus, students come under the jurisdiction of the district's administration, and violation of school bus rules shall be treated as a violation of any other school rule. The primary authority for enforcement of conduct belongs to the bus driver. Other adults who may be riding the bus, as coaches or chaperones, shall assist the bus driver in enforcing the rules of bus conduct.

Inappropriate behavior shall result in:

1. Violation of the bus riding rules shall be treated as violation of other school rules. A written report shall be filed with the transportation supervisor who shall immediately contact appropriate principal. The building principal will assign the student to detention and the student's parents will be contacted.
2. Upon subsequent instances of misbehavior, the above procedures shall be followed but additionally, the student will be suspended from bus riding for one to five days.
3. Bus riding privileges, if suspended, may only be restored after a meeting with the parents and an administrator and an agreement regarding the following of rules is signed by all involved.
4. Any student who continues to violate rules after signing an agreement to follow the rules shall be suspended until a meeting with parents, administrator and the superintendent can determine whether to reinstate the student's privilege, or to enforce the suspension for the remainder of the school year.
5. Any habitual offenders will begin the following school year on probation. (that is at step 2)
6. Types of misconduct for which a student may be put off the bus for first offense would be use of drugs, alcohol, or tobacco on the bus, fighting, harassment, anything that threatens the safety of those on or outside the bus, or failure to follow the directions of the bus driver or someone under their authority. This type of behavior shall result in a minimum of ten school days suspension or as much as the suspension of bus riding privileges for the entire school year. (The length is to be determined by the school board.)
7. For any suspension of riding privileges, parents are to be notified by the principal. Inability to notify the parent shall not interfere with student suspension.
8. Permission must be obtained from the principal to ride another bus, or to be the guest of a student on the bus. If permission is granted, a pass slip will be issued to the student. Bus drivers will be instructed not to allow unauthorized students on the bus without the signature of the principal or administrator.
9. Rules regarding player buses are the same. If a student rides the bus to an event, the student will return on the bus unless parental permission is provided in writing to the supervisor before the bus leaves for the event.

### **ASSEMBLIES**

Assemblies will be scheduled in advance, through the principal's office. Student attendance at assemblies is always required.

### **CODE OF CONDUCT FOR THE AUDITORIUM**

Enter the auditorium with an attitude of respect. Enter quietly, do not yell to friends, and go directly to your seats.

Give your attention to the speaker of the performing group on the stage. Those on stage are guests and to be treated with courtesy. The impression that a speaker or performing group has of Atlantic High School students will be expressed in many places. Sincere applause is the best way to express appreciation to the performers. Do not talk to others while a speaker is talking or when someone is performing.

### **DRESS AND GROOMING CODE**

The matter of dress must be considered in its relation to the process of education. The purpose of our school is to provide an education to all attendants. The dress code, along with code of conduct is solely to avoid having the center of attention diverted from the primary aim of the school--namely, education.

The following dress code has been adopted by the Board of Education:

"Appropriateness is the criterion for dress and grooming in the Atlantic Community Schools. Getting an education is the chief function of the student; while in school all attire and grooming should be appropriate to and promote that function." In further definition of the intent of the Board in this regard, the following general statements are adopted:

**POLICY STATEMENT:** An individual's grooming, the way she/he dresses, and how she/he behaves do have a bearing on how others react to her/him. If a style of dress demonstrates a threat to the safety and health of self or others, it will not be permitted in school.

**GENERAL STATEMENT:** We encourage students to dress in a fashion that reflects good taste and style appropriate for a school day.

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

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

1. Articles and clothing which display indecent pictures or slogans.
2. Clothing which permits inappropriate exposure of the body.
  - A. Short-shorts, midriff shirts, "spaghetti-strap" tops/dresses, tube tops, or tops revealing undergarments or bare skin are not allowed.
  - B. Tank tops with less than 2-inch wide straps must be worn with a shirt with sleeves.
  - C. Any garment that displays excessive cleavage.
  - D. Outerwear (baggy shorts or pants, etc.) worn below the waistline will not be permitted. Outerwear must cover all undergarments.
3. Articles and clothing which could cause damage/injury to other students or disrupt the normal functioning of the school.
4. Bare feet or stocking feet.
5. Hats, caps, hoods, and full headscarves may not be worn in school.
6. Any item of clothing that advertises or promotes tobacco, alcohol, or controlled substances.
7. Articles and clothing that display double-meaning slogans.
8. Coats and jackets upon arrival to school should be placed in the student's locker and should not be worn throughout the day unless permission is granted from the nurse or principal's office.

Students inappropriately dressed are required to change their clothing or leave the school.

### **HALLWAY PASSPORT**

Students needing to move about the halls during a class period are required to have a Hallway Passport signed by their class instructor. The Hallway Passport will be issued to students at the start of the school year and is to be kept in the student's laptop case when not being used. This passport must be in the student's possession while in the

hallway. Any teacher requesting a student to come to their room during a period should have previously made arrangements by signing the hallway passport, should expect the student to report promptly and properly supervise the student.

### **PERMIT TO LEAVE THE BUILDING**

Before any pupil leaves the building during school hours she/he must secure a permit to do so from the principal's office. Failure to have permission to leave the building will result in two after school detentions.

### **STUDENT LOCKERS AND DESKS**

The use of school lockers is a privilege and a convenience for students. They sustain a tremendous amount of use. We check out lockers to all students for their use for the entire year. In conjunction with the use of these lockers there are certain expectations of all students in the care and use of the school's lockers. We would expect the following in the use of the school's lockers:

1. The use of stickers will not be allowed in decorating the locker. If stickers are used in your locker then you will be asked to remove them or you will be charged for the time and materials required of our custodian to remove the sticker and its adhesive.
2. Students may decorate the locker but may not place advertisements of beer, alcoholic beverages, tobacco products, or lewd pictures in the locker. Any pictures used to decorate must be taped with the use of masking tape or fun tack.
3. Nothing can be permanently displayed on the outside of the locker.
4. Writing on the inside or outside of the locker is expressly prohibited. If this occurs then you will be assessed a fine for the repair or cleaning of the locker.
5. All lockers have combination locks permanently installed on the doors for your protection. These combination locks are to be used at all times. Any tampering or misuse of the lockers or their locks may result in disciplinary action.

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

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

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

Student lockers will be inspected periodically for the purpose of locating school materials and removing any inappropriate items. Locker inspections without prior notice may be conducted periodically throughout the school year. At least 2 people will be present for any locker search, one of which MAY BE the student. Drug-sniffing dogs may be brought in periodically to search lockers and school grounds including parking lots.

### **SEARCH AND SEIZURE**

School district property is held in public trust by the school board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

#### **DAILY BULLETIN**

The bulletin will be read daily. All announcements should be in the principal's office by 3:45 p.m. the previous afternoon. Announcements regarding organizational or business meetings are to be approved by the group sponsor, and any other announcements must have administrative approval.

#### **ACTIVITY CARDS**

Activity cards are available at the cost of \$35 and will entitle the student to admission to all regularly scheduled athletic events, music, and dramatic performances. Students should support the activity program. All participants in major activities are required to offer their support by the purchase of an activity card.

#### **FIRE DRILL REGULATIONS**

The fire signal is the sound of the siren. Each group meeting, class, or seminar will be organized for fire evacuation by the teacher. The teacher may ask you to shut off the lights or close a window in this situation, so please comply with this request for your own safety and the safety of others. Once you have exited the building, then you should move to a safe distance from the building as instructed by your teachers. All fire alarms should be treated as a real alarm, no exceptions!!!

No one should reenter the building until a long continuous bell sounds.

#### **FIRE EVACUATION PLAN**

Commons	exit the main (north) doors
Room 100,101	exit doors on the exterior (north) wall- move to the NE corner of parking lot
Room 102	exit left (north) door to entry and out main (north) exit to NE corner of lot
Room 110,120	exit exterior (east) door to NE corner of parking lot
Room 200-208	exit the main (north) doors
Room 210-218	exit the northwest doors -move to the NW corner of the parking lot
Room 300	exit to commons and out the main N doors
Room 301-308	exit to north hall and out NW doors - move to the NW corner of the parking lot
Room 316	exit to commons and out the main N doors
Room 400-413	exit southwest doors- move to NW corner of parking lot
Room 506-514	exit south doors and move to southeast corner of parking lot
Room 600 (Gym)	exit the east doors to the practice field
Room 601-608	exit the southeast doors to the practice field
Room 610, 614	exit down the steps and out building by southeast doors to SE corner of parking lot - if can't exit thru nearest stairway then go to other stairway - do not use the elevator



If you can't exit in the described manner, then your classroom has alternative evacuation routes such as windows that serve as fire exits. Learn your alternative routes for each of your classrooms and if you don't know them, ask your instructor.

### **TORNADO ALERT**

In the event of a tornado alert, students will move in an orderly fashion to the areas as designated below and will remain in these areas until the ALL CLEAR is given. The tornado signal will be an intermittent sound of the bell system.

Commons	move to boys' athletic locker room
100, 101, 102	move to hall between auditorium & music rooms
110, 120	move to hall between auditorium & music rooms
200-208	move to hall between auditorium & music rooms
210-214	move to girls' athletic locker room
215-218	move to hall between auditorium & music rooms
300	move to boys' athletic locker room
301	remain in own classroom
302	move to room 303
303	remain in own classroom
304	move to room 301
305	remain in own classroom
308	move to room 303
316	move to girls' PE locker room
400	remain in own classroom
401	move to boys' athletic locker room
402	remain in own classroom
403	move to girls' athletic locker room
404	remain in own classroom
405	move to room 400
406	remain in own classroom
407	move to room 402
408	move to room 305
409	move to room 402
410	move to room 305
412	move to room 406
413	move to room 404
506	move to the girls' athletic locker room
507	move to the boys' PE locker room
508	move to the girls' athletic locker room
509	move to the boys' PE locker room
510	move to the girls' PE locker room
511	move to the boys' PE locker room
512	move to the girls' PE locker room
513	move to the boys' PE locker room
514	move to the girls' PE locker room
600 (GYM)	move to the boys' PE locker room
601-603	stay in locker room
605	stay in training room

606-608  
610,614

stay in locker room  
move down the stairway to the boys' athletic locker room

Faculty members should go with the students to the assigned area and provide supervision. Teachers should take their attendance roster with them and take attendance upon arrival to assigned area.

When possible, one should take cover under tables or other equipment that will give protection from falling debris. At all times one should turn her/his back to the windows. In case of an alert, the key will be CALMNESS AND COMMON SENSE.

#### **LIVE BROADCAST OR VIDEOTAPING Code No. 902.4**

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

***NOTE: This policy states that prior to videotaping of classroom activities, parents will be notified but does not require parental permission. Notification is not a legal requirement, but it is recommended. The policy gives the school district the flexibility to have one notice to cover the entire year and can be placed in the student directory info policy, a parent newsletter or handbook.***

#### **COMMONS/CAFETERIA EXPECTATIONS**

The commons is a gathering place for students before and after school for both social reasons and also school related functions. This area must be maintained by having certain expectations of both staff and students. The following information and the expectations should be adhered to in order to maintain this area for its many functions:

In the morning students may deposit money into their lunch accounts between 7:40 a.m. and 7:55 a.m. The noon lunch period is closed, and students are to remain in the cafeteria until their lunch period tone dismisses them to go to their next class.

Students who bring lunches to school are to eat in the cafeteria. Tables are provided for student convenience. No food is to be delivered or brought in during the lunch hour other than the sack lunch brought with a student at the beginning of the day.

The cafeteria is a very busy and crowded area, which requires everyone's cooperation and consideration so everyone can have a relaxing and pleasant environment. There are certain expectations that must be adhered to in order to create such an environment for all students. Please practice the following behaviors and everyone can enjoy their lunch period and not infringe upon other student's opportunity to enjoy the same:

1. No running in the halls to get to the lunch room as this will ensure your safety as well as the safety of other students.
2. Do not cut in line once you have arrived in the cafeteria. Be considerate of those already in line even though they might be your friends. It is unfair to those students in line behind your friends.
3. Be ready to enter your lunch account number. If you have lost or forgotten your lunch account number, then you must wait until everyone else is served then you may go through the line.
4. Food trays are to be returned to the dishwasher window. If you sit where there is a tray, then you own it, and will be held responsible for the return of the tray. Refusal to do so may result in disciplinary action.
5. All trash, juice cans, and candy wrappers are to be discarded in any of the trash receptacles. If you sit where there is existing trash, pop cans, and candy wrappers, then you own it, and will be expected to throw it away. Refusal to do so may result in disciplinary action.
6. Students will be expected to push their chairs in at the end of "A" lunch when the tone dismisses them to go to 5th period. At the end of "B" lunch students will be expected to stack their chairs in a single stack along the media side of

the table. Failure to do so may result in disciplinary action or your table captain being called to return and stack the chairs.

7. Disruptive behavior in the cafeteria may result in after-school detention, in-school suspension, and possibly out-of-school suspension depending upon the severity of the disruption.

The aforementioned rules pertain to the time before school when breakfast is being served also. Your cooperation in the above expectations will enhance the entire operation of the school and cafeteria.

### **LEARNING MEDIA CENTER**

The Learning Media Center is open each school day from 7:30 a.m. until 4:00 p.m. It contains approximately 12,400 books as well as various technological devices. All of this is available to students and teachers.

### **TERMS AND CONDITIONS FOR USE OF INTERNET**

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

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Student and teachers have access to

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

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

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

- A) Be polite. Do not get abusive in your messages to others. Harassment as defined by the Atlantic High School Student Handbook is strictly forbidden. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- B) Illegal activities are strictly forbidden. This list includes, but is not limited to, gambling, fraud, and pornography.
- C) Do not reveal your personal address or phone numbers or those of students or colleagues.
- D) Electronic mail (e-mail) is to be used for educational purposes and not for personal or private use of individual. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- E) Do not use the network in such a way that you would disrupt the use of the network by the other users.
- F) Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading and creation of computer viruses.
- G) Any use of the network for commercial or for-profit purposes, personal or private business, product advertisement or political lobbying is prohibited.
- H) All communication and information accessible via the network should be assumed to be private property. All copyright laws should be strictly enforced.

### **INTERNET ACCEPTABLE USE CONTRACT**

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

1. **Acceptable Use:** The purpose of NSFNET (National Science Foundation Network), which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Your use of the Internet must be in support of the education and research and consistent with the education objectives of the Atlantic Community School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use to produce advertising or political lobbying is also prohibited.
2. **Restricted Material:** Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is deemed to be obscene, libelous, profane or inappropriate by school authorities.
3. **Unauthorized costs:** If a student gains access to any service via the Internet which has a cost involved, or if a student incurs other types of costs, the student accessing such service will be responsible for those costs.
4. **Privileges:** The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The certified staff or school administrators will deem what is inappropriate use, and their decision is final.
5. **Violations:**

1st violation - The student will lose Internet privileges for a period of 45 school days. A letter will be mailed to the student's parents and a copy provided for the student's discipline file.

2nd violation - The student will lose Internet privileges for 90 school days. A letter will be mailed to the student's parents and a copy provided for the student's discipline file.

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

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

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

### **Acceptable Use Guidelines**

#### **General Guidelines**

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

district Internet Acceptable Use Policy and the Atlantic Community School District behavior guidelines policies.

### **Digital Citizenship**

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

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

### **Internet Acceptable Use Guidelines**

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

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

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

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

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

- A. Use of the District's network is a privilege that may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, the following guidelines.
  - 1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others.
  - 2. Users who intentionally access such material shall immediately terminate such access.
  - 3. Users shall not trespass in the folders, work, files, or data of others.
  - 4. Users shall not violate copyright laws, i.e. use someone else's work for one's own or download copyrighted material.
  - 5. Users shall not gain unauthorized access to resources or entities.
  - 6. Users shall not use an account of another user, only their assigned account or a guest account where it has been allowed by the administration.

7. Users shall not abuse, harass, insult, threaten or attack others or invade the privacy of individuals.
  8. Users shall not use inappropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references.
  9. Users shall not damage computers, computer systems, computer networks, or computer data.
  10. Users shall not store, transfer or use games, music, video or other resources which are not directly related to curriculum on district-owned computer or network equipment.
- B. Students are responsible for the use of the computer login information. Giving out an email address or password to unauthorized users is forbidden. The user should not reveal personal information to anyone. This includes, but is not limited to, home address, phone number, and password.
  - C. The network administrator must be notified if a security problem is identified. The user should not demonstrate the problem to anyone other than the network administrator. In addition, attempts to log on as a system administrator will result in revocation of all computer privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.
  - D. Atlantic Community School District reserves the right to edit or remove any material stored in files that any staff member believes may be in conflict with the above standards. Users should not expect that files stored on the District's servers will be private or confidential.
  - E. Students will only be allowed to use the Internet for educational purposes. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate use of technological resources and for ensuring that students understand that misuse will result in the loss of access and computer privileges.

### **Exception of Terms and Conditions**

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

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

Information services and features contained on the Internet are intended for private use of the patrons, and commercial or other authorized use of those materials, in any form, is expressly forbidden.

All terms and conditions as stated in this document are applicable to the Atlantic Community School District. These terms and conditions reflect the entire agreement of the parties and supersede any prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Iowa, United States of America.

### **ELECTRONIC SCHOOL ISSUED 1:1 DEVICE BEHAVIOR GUIDELINES**

#### **Unattended Device**

- 1st Offense: Student will be issued a warning.
- 2nd Offense: Student will lose device privilege for one week.
- 3rd Offense: Student will lose device privilege for one month.
- 4th Offense: Student will lose device privilege for one semester.
- 5th Offense: Student will lose device privilege for one year.

#### Removal of Device from Protective Bag

- 1st Offense: Student will be issued a warning, and device will only be returned to student when proper case envelops the device.
- 2nd Offense: Student will lose device privilege for one week.
- 3rd Offense: Student will lose device privilege for one month.
- 4th Offense: Student will lose device privilege for one semester.
- 5th Offense: Student will lose device privilege for one year.

#### Inappropriate Use of Device

- 1st Offense: Student will be issued a warning first from the classroom educator.
- 2nd Offense: Classroom educator will confiscate the device and turn into the office. Student will lose device privilege for one week.
- 3rd Offense: Student will lose device privilege for one month.
- 4th Offense: Student will lose device privilege for one semester.
- 5th Offense: Student will lose device privilege for one year.

#### Access Data or Account of Another User

- 1st Offense: Student will lose device privilege for 45 school days
- 2nd Offense: Student will lose device privilege for one semester or 90 school days
- 3rd Offense: Student will lose device privilege for one year.

***Student is still responsible for all coursework.***

### **STUDY HALL RULES**

1. When the bell rings, you are to be in your assigned seat and all talking stops. If you are not seated, you will be issued an unexcused tardy.
2. Bring all study material with you. You will not be permitted to go to your locker during the period.
3. Remain seated until roll has been completed.
4. Students leaving for any reason, must have student planner and get permission from study hall supervisor; sign out, and return within a three- minute limit, unless a pass is issued. (The library and computer lab are two areas A.H.S. students are encouraged to use during study hall.)
5. Hallway passports for a student to go to another classroom must be issued by the class teacher in advance and handed to the study hall supervisor.
6. Talking without permission or causing any kind of disturbance to others will result in a referral. A second referral results in a conference with one of the principals.
7. Students may get permission from study hall supervisor to speak to another student and follow procedure:
  - a. Stand while speaking.
  - b. Only one student has permission at a time.
  - c. Speaking must be kept to a whisper.
  - d. Speak only about school studies -- no social visiting.
  - e. Speaking limit is three minutes. If talking continues beyond that limit, this privilege will be denied during the next study hall.
8. With permission, no more than three students may study together for a test as space and behavior permits. Time limit is fifteen minutes.
9. Library material must be returned to its proper place before leaving.
10. Take pride in your school -- all paper or trash will be cleaned up - leaving nothing on the tables, chairs, or floor when you leave.
11. No more than two students may approach the front desk at anytime.

### **OPEN STUDY HALL PRIVILEGE**

Open study hall at Atlantic High School is a privilege and not a right. It is offered to seniors who meet certain academic and attendance criteria by showing responsibility toward their high school education.

#### Eligibility Requirements

1. The student must be in good academic standing in all courses.
2. The student must not have any failing grades or any failing progress reports.
3. The student must be proficient in math, reading, and science on Iowa Assessments.
4. The student may not have three tardies to school in a school month or they may lose this privilege.
5. The student must have a first or eighth period study hall.
6. The student must have a 2.00 grade point average the previous semester or meet with the principal to develop an academic probation contract.
7. The student must attend Seminar during its scheduled time.

#### Procedure

1. The student must obtain and complete an application form for open study hall.
2. The student shall submit the completed application form to the principal's office. If approved, the student will begin open study hall immediately.
3. A student may withdraw from, a parent may revoke, or the principal's office may revoke this privilege at anytime.
4. The open study hall privilege continues for only that semester. The student must reapply the following semester.

#### Regulations

1. A student may not appear at school until second period or must leave the building and grounds after sixth period unless special arrangements were made earlier. Loitering or cruising the parking lot will not be tolerated.
2. Violation of the school behavior guidelines may result in the loss of the open study hall privilege.
3. If a student gets into trouble with law enforcement agencies during their open study hall time then the privilege may be revoked.
4. The above and foregoing regulations are not intended to be the exclusive violations for which open study hall privileges may be revoked.

### **GUIDANCE SERVICES**

The guidance services are designed to help students. Counselors are on duty to offer assistance in selection of high school classes, in career and educational planning, and with personal concerns.

The guidance information center provides resources to help students with career and educational decisions. Interest and aptitude testing can be arranged with a counselor. You may see a counselor before, after, or during your designated study times.

Anything told a counselor will be held in complete confidence. You can be sure that what you say to a counselor will not be passed on without your permission. Go to the Guidance Department whenever you need assistance.

### **EXCLUSION FOR COMMUNICABLE DISEASES (504.2R)**

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

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

### **HEALTH SERVICES (604.2R)**

Requirements necessary for safe school medication administration are:

1. Proper labeling-Prescribed medicine shall be maintained in the original prescription container which shall be labeled with:

- a. Name of pupil
- b. Name of medicine
- c. Directions for use



- d. Name of physician
- e. Name and address of pharmacy
- f. Date of prescription

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

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

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

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

a. In the senior high, access to medication shall be under the authority of the full-time school nurse or designee.

## **GOOD CONDUCT RULE**

### **STUDENT PERSONNEL SERIES 500**

#### **POLICY TITLE: EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT**

It is the belief of the Atlantic High School administration that public education is a right. However, participation in extra-curricular activities is a privilege and carries expectations of exemplary responsibility and behavior.

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

The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g., Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, graduation speaker, class officer, student government officer or representative), state contests and performances for cheerleading or any other activity where the student represents the school district outside the classroom. Any student (junior/senior) with a Good Conduct Violation within twelve (12) months of the first round of homecoming voting, will not be eligible for homecoming royalty, beginning with the class of 2014.

#### **Good Conduct Rule**

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

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

## **VIOLATIONS OF THE GOOD CONDUCT RULE**

### **Category A**

- Possession, use, distribution/purchase or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase or attempted distribution/purchase of otherwise lawful drugs without a legal prescription.
- O.W.I., felonious charges, and “zero tolerance” (zero tolerance includes violations that align with federal mandates – i.e. weapons on school grounds, commission of serious crimes, etc.)

### **Category B**

- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as an aggravated misdemeanor, or serious misdemeanor, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s)
- Use, possession, or purchase of alcoholic beverages.
- Any action that could be considered dangerous to the well being of the student, and/or the school is prohibited. Examples include, but are not limited to, huffing, over consumption of cough medicine, use of look-a-like chemicals, etc.

### **Category C**

- Use, possession or purchase of tobacco products, regardless of the student’s age.
- Gross misconduct, gross insubordination, hazing, harassment of others, etc.
- Whenever a student engaged in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a simple misdemeanor, the administration may impose the GCR pending their investigation. (e.g. Shoplifting, trespassing)
- The administration has the discretion to categorize a violation under a higher category if the situation so warrants.

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

## **CONSEQUENCES**

### **Category A:**

#### **1st offense:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

### **Category A:**

#### **2nd offense or more:**

- Including, but not limited to, activities listed
- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months
- Completion of the education program

**Category B:****1st offense:**

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

**Category B:****2nd offense:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

**Category B:****3rd offense or more:**

- Including, but not limited to, activities listed
- Suspended from sports and other extracurricular performances/contests for the next 12 months
- Completion of the education program

**Category C:****1st offense:**

- Including, but not limited to, activities listed
- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
- If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

**Category C:****2nd offense:**

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months

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

### Category C:

#### 3rd offense or more:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

### Suspension from Sporting Events - Regulations

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

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

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

#### **High School Sports**

##### Timely Admission

	<u>25%</u>	<u>50%</u>	<u>25%</u>	<u>50%</u>
Football	2	4	1	3
Cross Country	2	4	1	3
Volleyball	3	7	2	6
Basketball	5	10	4	9
Wrestling	3	7	2	6
Tennis	3	6	2	5
Track	3	6	2	5
Golf	3	6	2	5
Soccer	3	7	2	6

Baseball	7	15	6	14
Softball	7	15	6	14
Cheerleading	Corresponds with sport in season			

### **Education Program**

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

### **Honesty Clause/Timely Admission**

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

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

### **Determination and Appeal Process**

A. Determination of a violation will be based upon:

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

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

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

Violations accumulate per category, and accumulate throughout a student’s high school career. However, following a student’s first violation of the Good Conduct Rule, a 12-month “violation-free” period would allow the student to “buy back” the previous offense. This option is available only one time during a student’s high school career, and is available only if the student has made a “timely admission.”

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

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

1. A conference will be held with the Principal/Activities Director and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). Depending upon the timing

of the offense and imposed consequences, a parent conference and/or call may be employed in addition to the letter. If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal/Athletic Director's decision will be in effect and be considered final.

2. If the student or his/her parents(s) wish to appeal the decision of the Principal/Activities Director, they may appeal the Principal/Activities Director's decision to the Superintendent. The request for the appeal must be received by the Superintendent, in writing, within three (3) business days of the date on which the student was declared ineligible by the Principal/Activities Director. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision which will be communicated in writing to the student, parent(s), and Principal/Activities Director. The decision of the Superintendent shall be made within seven (7) business days following the date on which the appeal was received.

3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) business days following the date on which the appeal was received by the Board Secretary.

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

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

### **Transfers**

If a student transfers into the Atlantic Community School District from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a "Good Conduct Rule" in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district. The period of ineligibility will align with the Good Conduct Rule of the previous district if applied or if the violation occurred during the summer and the Good Conduct Rule in the previous district was not applied, our Good Conduct Rule will be imposed.

### **Transfers and Eligibility**

When a high school student transfers into an Iowa High School without a contemporaneous family move or other exception allowed by law, that student is still ineligible to compete for a new high school in interscholastic athletics, but the ineligibility is limited to varsity level sports for 90 days. During the 90 school days of ineligibility, the student may participate and compete at any non-varsity level-junior varsity, freshman, and/or sophomore teams. This is true of open enrollment transfers also. Determination of whether a student is immediately eligible has not changed.

### **General Information**

If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.

If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.

Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.

Additional rules and provisions, not in conflict with the GCR, may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of and compliant with all provisions.

Because it is impossible to foresee every possible scenario, school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed in any situation not directly covered by the rules.

### **EXTRA-CURRICULAR ACTIVITIES ACADEMIC ELIGIBILITY**

Any student involved in activities must be a full time student, meeting all eligibility requirements of the Iowa High School Athletic Association, the Iowa Girls Athletic Union, the Iowa Music Association, the Iowa Speech Association, and Scholarship Rule 36.15(2).

- A student is academically eligible upon entering the ninth grade.
- A student who is academically ineligible must practice but cannot participate in or dress for any activity functions. They may be required to attend activities as a spectator.
- State law does not allow summer school classes to be used to regain eligibility for the next activity.
- The look back period is one calendar year. The last two semester grades will be looked at to determine if the student falls under the “No Pass No Play” rule.
- The 30 consecutive calendar days for athletics will start from the first legal date of competition determined by the state athletic associations.
- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institution’s athletic administration.

### **Instructional Classes**

Classes that meet during the course of the instructional day (Band, Drama and Vocal courses) are recognized as curricular in nature. However, participation in public performances by students in curricular classes are subject to the Academic Eligibility criteria and the 30 day ineligibility period if the public performance is part of a competition where places (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>) are given. (e.g. DCG show choir competition) The period of ineligibility will begin immediately at the beginning of each semester.

### **Study Table Policy**

Beginning on the third Tuesday of each semester, each student’s academic performance will be monitored on a bi-weekly basis to determine eligibility for extracurricular participation. The office will run a report from JMC listing all students who have a failing grade in an academic class on Tuesday morning at 8:00 a.m. From this report, students will fall into one of the following categories.

Category A. Student is passing all classes and is academically eligible to participate in all extracurricular activities.

Category B. Student is failing one or more classes and is now required to attend study table in order to remain eligible.

A. The student will be assigned to study table if they are failing a class. Study table will meet on Wednesday early outs from 2:00- 3:30 p.m. The student maintains eligibility as long as they attend the Wednesday study table sessions. If the student fails to attend study table sessions, the student becomes academically ineligible for the activities immediately.

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

### **Dances**

The purpose of dances sponsored by the Atlantic High School is to provide:

1. An opportunity for students to practice and develop social skills.
2. An atmosphere conducive to wholesome entertainment and activity which may be enjoyed by all high school students.

### **After Game Dances**

Various activity organizations sponsor after-game dances in the gym whenever school is in session the day of the game. Dances close at 11:30 p.m. Only Atlantic High School students are permitted to attend these dances.

### **Special Dances**

Two dances are sponsored each year to which Atlantic students can invite guests. The guests must be a current high school student. A permission form must be obtained from the office and sent to guest's respective high school a week prior to the dance. Guests must present a driver's license or student ID at the ticket table and are to be introduced to the dance chaperone.

Students are not to be readmitted to the dance after leaving except in case of emergency. Standards of dress for students at dances shall be the same as those for school day attendance, unless especially prescribed and approved.

### **Junior-Senior Prom**

This annual farewell party for the seniors, provided by the juniors, takes place in the spring of the year. Only juniors and seniors of the Atlantic High School attend the prom.

### **High School Loyalty Song**

We're loyal to you Atlantic High -- We'll ever be true Atlantic High  
We'll back you to stand 'gainst the best in the land,  
For we know you will win Atlantic High--' rah! rah!  
So smash that blockade Atlantic High -- Go crashing ahead Atlantic High  
Our team is our famed Protector,  
On team, for we expect a victory from you Atlantic High.  
A-T-L-A-N-T-I-C Atlantic!