

Alburnett Community School District

High School Parent – Student Handbook

2025-2026

Mission Statement: *The Alburnett Community School District will provide educational opportunities which enable students to become confident, competent, and responsible contributors to society.*

Welcome back to another exciting school year for the Alburnett School District. We are confident in our mission of excellence in education, and we look forward to continuing to build relationships with families. Your active participation in this journey is important, and we encourage you to join us in the many happenings that occur daily at Alburnett. Your input is vital to the continuous improvement process that will lead us on the path to excellence.

John Zimmerman
Superintendent

Thomas Trainer
High School Principal

Mr. Josh Henriksen
Middle School

Bailey Wright
Elementary Principal

Alburnett Board of Education

Jason Martin, President
Tom Flannery, Vice President
Jeremiah Kruckenberg
Dan Amaro
Mary Bauercamper
Harley McBurney, Board Secretary

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INTRODUCTION

This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, and procedures of the Alburnett Community School District. Such rules and regulations apply to all students in the school district, regardless of the age of the individual student. Rules and regulations are designed to help guide us so that we may be successful in all that we do. Each of you is responsible for knowing the contents of this manual.

As a citizen of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for improvements.

We ask that you and your parents read this handbook carefully and keep it on hand for future reference. If you have any questions regarding any of the information in this handbook, or any other part of our school programs, please contact us. Best wishes for the coming year.

STUDENT CONDUCT (Board Policy 503.1)

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

DRESS CODE (Board Policy 502.1)

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

STUDENT CONDUCT & BEHAVIOR AT EXTRA-CURRICULAR EVENTS

We ask that you remind your children of appropriate behavior when attending school extra-curricular activities. At indoor events, students should remain seated while the event is in progress. We request your assistance in encouraging this by not allowing students to run or play games in the hallways during inside events.

FIELD TRIPS, CONVENTIONS, & CONTESTS

Student activities that extend beyond the classroom enhance the educational program. Field trips are connected to the planned curriculum and are considered part of the academic coursework, making attendance required. Parental permission is required prior to participation. Any coursework missed in another academic area due to a field trip is to be made up by the participating student prior to returning to class. Guidelines on chaperone to student ratios and chaperone responsibilities will be provided by the administration.

STUDENT LOCKERS (Board Policy 502.5)

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

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

SEARCH AND SEIZURE (Board Policy 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is 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, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband 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 on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or 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.

WEAPONS (Board Policy 502.6)

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

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

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES (Board Policy 502.9)

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents with custodial rights, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

OPEN NIGHT (Board Policy 508.2)

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. during the school year or on Sunday anytime before 1:00 p.m. and after 6:00 p.m. during the school year and before 1:00 p.m. outside of the school year. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

INCLEMENT WEATHER AND EMERGENCY CONDITIONS

School personnel will notify families when adverse conditions make it necessary to delay or close school. Whenever possible, a unified notification system, as well as social media, the school website, and local television stations will be used to distribute information.

STUDENT COMPLAINTS AND GRIEVANCES (Board Policy 502.4)

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

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 school days after speaking with the principal.

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

PARENT, GUARDIAN, AND COMMUNITY CONCERNS (Board Policy 213.1)

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

Additional information from the Iowa Department of Education is available on the [Department of Education website](#).

USE OF DIRECTORY INFORMATION (Board Policy 506.2)

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

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic

systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

STUDENT RECORDS ANNUAL NOTICE (Board Policy 506.1)

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 (or appropriate school official) 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 the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school district to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. 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 interests. 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 school official also may include a volunteer or contractor outside of the school who perform an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (4) The right to file a 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.

HOMELESS CHILDREN AND YOUTH (Board Policy 501.16)

The Alburnett School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the superintendent as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

WAIVER OF STUDENT FEES (Board Policy 503.3)

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

USE OF INTERNET (Board Policy 605.6)

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. 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. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

ILLNESS AND INJURY (Board Policy 507.4)

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible. It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured. Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

IMMUNIZATION CERTIFICATES (Board Policy 507.1)

Students desiring to participate in athletic activities in the school district will have a physical examination by a licensed physician and surgeon, osteopathic physician/surgeon, osteopath, qualified doctor of chiropractic, qualified physician assistant, or advanced registered nurse practitioner and provide proof of such an examination to the school district.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

All students newly enrolling in an Iowa elementary or high school are required to have a dental screening. Parents or guardians are required to provide the school with evidence of dental screening evidence prior to entering school (age 3-6) and high school (9th grade). The certificate of dental screening form shall be on file in the health office.

ANTI-BULLYING/HARASSMENT POLICY (Board Policy 104)

The Alburnett Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the individual in reasonable fear of harm to the individual's person or property.
 - (2) Has a substantial detrimental effect on the individual's physical or mental health.
 - (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the [district website](#) or in the secondary and elementary office. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 15 of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The

Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS (Board Policy 500)

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity, socioeconomic status, creed or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by contacting the Superintendent, Alburnett School District, Alburnett, Iowa 52202 by phone at 319-842-2266 or by email as posted at www.alburnettcsd.org.

TOBACCO / NICOTINE FREE ENVIRONMENT (Board Policy 905.2)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

TRANSFERS IN/OUT OF DISTRICT (Board Policies 501.6 & 501.7)

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information.

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the superintendent in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be brought to the office. Unless the court order is on file at the school, equal rights must be provided to both parents. Parents need to notify the school if an additional report card is needed.

CHANGE OF ADDRESS

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency.

PATRON NOTIFICATION OF OPEN ENROLLMENT (Board Policies 501.14 & 501.15)

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following:

March 1—Last date for regular open enrollment requests for the following school year

INSTRUCTIONAL RESOURCES

Students are expected to take good care of all instructional materials they are provided and are responsible for loss or damage to them. In the event of excessive wear or damage to instructional materials, a charge will be assessed. The principal or designee will determine appropriate replacement costs.

SCHOOL MEAL PROGRAM

School breakfast and lunch is provided at a cost to be determined annually. The August newsletter provides information about the lunch program for the coming year. Breakfast begins at 8:00. Pop is not allowed in the lunchroom and therefore should not be sent to school with a cold lunch. Parents are discouraged from bringing special food (Pizza Hut, McDonalds, etc.) to eat with their children. If parents do bring such food, they are asked to eat with their children in a designated area of the lunchroom.

SCHOOL BUS PASSENGER RESTRAINTS (Board Policy 711.10)

The district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear.

District Response to a Threat or Incident of Violence by a Student (Board Policy 503.8)

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage, or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) whom the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and

knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic, or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Escalating Responses by Grade Band

Grades 9-12

Level 1	• Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Responses to an incident may include, but are not limited to, the following: - o Parent or guardian conference that includes the student, when appropriate; - o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; - o Behavior intervention student agreement coupled with another response(s); - o Restitution or opportunities to repair relationships coupled with another response(s); - o Detention; - o Temporary removal from extracurricular activities; - o Temporary removal from class; - o In-school suspension; and/or - o Suspension of transportation, if misconduct occurred in a school vehicle.
Level 2	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Response to an incident may include the following: - o Parent or guardian conference that includes the student, when appropriate; - o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; - o Behavior intervention student agreement coupled with another response(s); - o Restitution or opportunities to repair relationships coupled with another response(s); - o Detention; - o Temporary or permanent removal from extracurricular activities; - o Temporary or permanent removal from class; - o In-school suspension; - o Out-of-school suspension; - o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or - o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Level 3	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Response to an incident may include the following: - o Parent or guardian conference that includes the student, when appropriate; - o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; - o Behavior intervention student agreement coupled with another response(s); - o Restitution or opportunities to repair relationships coupled with another response(s); - o Detention; - o Temporary or permanent removal from extracurricular activities; - o Temporary or permanent removal from class; - o In-school suspension; - o Out-of-school suspension; - o Suspension of transportation privileges, if misconduct occurred in a school vehicle; - o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or - o Recommendation for expulsion.
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Definitions (consistent with the Department's Data Dictionary 2022-23)

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed

to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Alburnett High School Response for Other School Discipline

Level 1.... Lunch detention

Level 2....30 minute detention

Level 3....In School Suspension

Level 4.... Out of School Suspension

Level 5.... Recommendation to school board for expulsion

Failure to serve above consequence(s) will result in advancement to the next level

* Students who are involved in Extracurricular activities are subject to additional consequences as specified in the Athletics/Activities Handbook

Lunch Detention

Lunch Detention will be assigned immediately and will run the entire lunch shifts at Alburnett Secondary Schools. The lunch detention will be served in the principal's office or a designated area assigned by principal.

Detention

Detentions will meet Monday through Thursday for ½ hour either before or after school. On early dismissal days, there will be no detentions after school. While in detention, the student must have academic work to do and/or academic materials to read.

Notice of detentions will be issued to students during the school day. Students have the option of serving the detention on the day they receive it or within the next two school days. Since there is a window of 3 days it must be served during this time unless you are absent. An assigned detention takes precedence over practices and scheduled events. It is the student's responsibility to notify the coach or sponsor.

- Students need to report on time to be admitted to the High School Office for detention.
- Any unexcused absence from detention will result in another consequence.

Suspension & Expulsion

When students do not operate within the reasonable guidelines established by the school, it may be necessary to discipline them in some other way, deny them certain privileges, suspend them temporarily, or recommend permanent expulsion from the school environment.

Before any suspension or expulsion action is taken, each case is thoroughly investigated. Violations of the following rules are considered serious violations and may result in suspension or expulsion.

1. Bullying/Harassment- Any founded investigations of bullying/harassment
2. Smoking/Nicotine Use – not allowed anywhere on school property
3. Fighting – intent to do bodily harm
4. Vandalism – destruction or defacement of school property in any/all school buildings

5. Creating a False Emergency – setting off a fire alarm or making a bomb threat
6. Theft
7. Insubordination – gross misconduct directed toward a teacher or staff member (threats, profanity, etc).
8. Intimidation

Students will be suspended anywhere from 1-10 school days for physical harm. The duration of the suspension and if it is in-school or out of school will be based on administrator discretion.

Technology Use Agreement:

This agreement is between the student, the student's family and the school district to direct and make clear the expectations of care and use of student devices and internet access. Currently it applies most directly to the school provided chromebook for student use. But, it is applicable to any device provided to the students for use.

Students and Parents/Guardians must agree to the following terms for using school-issued Chromebooks:

1. Use the Chromebook for educational purposes only as directed by school staff.
2. Follow all school and district policies, procedures and guidelines when using technology.
Students and parents/guardians will read additional related policies found in the student/parent handbooks.
3. Secure login and password information and never share it with others.
4. Treat the Chromebook with care, report issues immediately, and return it in good condition.
5. Do not attempt to circumvent filters, tamper with settings, or damage the device.
6. Respect copyright laws and only access allowed content and websites.
7. Avoid posting personal information or inappropriate content online.
8. Use technology responsibly and avoid cyberbullying or harming others.
9. Students are responsible for any damage due to negligence and must pay repair/replacement fees.

Fee Schedule for Student Chromebook Repairs and Replacements:

Item	Repair/Replacement Cost
Non-Touchscreen Chromebook Screen Replacement	\$50
Touchscreen Chromebook Screen Replacement	\$100
Keyboard Replacement	\$60
Screen Bezel Replacement	\$15
Top Case Replacement	\$30

Bottom Case Replacement	\$30
Charging Cable/Battery Replacement	\$30
Camera Replacement	\$40
Complete Chromebook Replacement	\$200
Lost/Damaged Chromebook Carrying Case	\$20
Lost/Damaged Charger/Power Adapter	\$30

Note: Students may be allowed one free accidental repair, excluding touchscreen repairs which must be paid for. Students found to not use provided protective equipment for the chromebook provided by the school will have the free accidental repair waived. Additionally, students who knowingly and purposely damage student devices will have the free repair waived. Students will NOT be charged for defective or faulty equipment.

By signing below, the student and parent/guardian agree to follow and accept responsibility for the safe and responsible care and use of the Chromebook according to the policies outlined here.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

Transportation Provided by the District

Rules, Regulations, and Procedures

Upon boarding the bus, students come under the jurisdiction of the school. Anything that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of the riders. Refusal to adhere to the following minimum responsibilities may result in transportation privileges being revoked. The minimum responsibilities of students (including safety precautions) are as follows:

Qualifying for the Bus:

1. In order to qualify to ride the bus students must be at least a mile from the school building and/or have a specialized transportation plan as part of an IEP or 504.
2. Students must be picked up within school district boundaries.

Boarding the Bus:

1. Students shall be at their designated pickup location at the time scheduled for the bus to arrive. The bus must not be waiting.
2. Students are to stand at least 10 feet from the roadway unless specifically directed otherwise by the driver or parents.
3. Students who must cross a roadway when boarding or leaving a bus must go to the front of the bus and wait for a signal from the driver before crossing the road. The driver shall see that the way is clear before signaling students to cross. Students must never cross behind the bus.
4. Students are to wait until the bus has come to a complete stop before attempting to enter or leave.

Riding the Bus:

1. Students must keep their arms, head and any parts of the body inside the bus at all times and refrain from throwing objects out the window or on the bus.
2. Students must remain in their seats while the bus is in motion. When available, students should use seat belts.
3. Smoking or chewing tobacco on the bus is prohibited.
4. Fighting, profanity, vulgarity, rude or abusive behavior, damaging the bus or other improper conduct shall not be tolerated.
5. Inappropriate use of cell phones on the bus will not be permitted. This includes, but is not limited to, recording of or taking pictures of other people on the bus without express permission.
6. Students will be discharged only at approved stops unless another regular route stop is requested by the parent in writing and approved by the transportation director.
7. Inviting friends to ride the bus will be permitted with a written note from the parent.
8. Students must keep books, personal belongings, and their feet out of the aisles.
9. Students must pick up trash prior to departing the bus.

Student Conduct on School Vehicles:

Student conduct on a school bus will be watched very closely. Students will show consideration for fellow students, school property, and the bus driver. The following procedures will be followed for inappropriate school bus conduct.

- a. Upon the first violation, the bus driver will warn the student(s) by filling out a discipline form and giving it to the Transportation Director who will share it with administration. Parents/guardians will be contacted by the administration.

- b. For a second violation, the student is suspended from riding the bus for up to three (3) days and may be expelled from the bus for the remainder of the school year. Parents will be contacted by the Transportation Director.
- c. For a third violation, the student is suspended from riding the bus for up to ten (10) days and may be expelled from the bus for the remainder of the school year. Parents will be contacted by the Transportation Director.

Please note that when behavior by a student is such that an immediate threat to the safety of others or a serious violation of the rules occurs, the student may be suspended without going through steps one and two. Additionally, per board policy 503.8, policy related to violence will take precedence over this policy. This policy will be followed on a school year basis.

High School Policies

GRADUATION REQUIREMENTS (Board Policy 505.5)

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 54 credits prior to graduation. Students must take the Alburnett High School classes listed behind the subject. The following credits will be required:

Language Arts	8 credits	English 1 - English 2 - English 3 + 2 English Electives
Science	7 credits	Science 9 - Biology - Chemistry or Envir. Science + 1 Science Elective
Mathematics	7 credits	Algebra 1 - Geometry or GIC - Algebra 2 or Math Analysis + 1 Math Elective
Social Studies	7 credits	World History - American History - Government(12th grade) + 1 SS Elective
Physical Education	8 credits	HS PE - Sports Performance PE - Health - Athletic Waiver - Academic Waiver
		Athletic Waiver - Students must be in 3 state sanctioned school sports during the school year and not enrolled in PE class. Marching Band counts as 1 of the 3 sports/activities if the student is performing. Academic Waiver - Students taking 8 academic classes not including PE in their eight period day.
Electives	17 credits	Elective credits are any other class taken not under the CORE subjects per Iowa code.

- Seniors who fail to meet the State and/or Board of Education graduation requirements will not be allowed to participate in graduation exercises.
- 9th and 10th grade students must take eight(8) classes for both semesters. These students will not have an open period throughout the school day.
- 11th and 12th grade students must take at least six(6) classes both semesters as long as the student is on track to graduate based on earned credits. The six(6) classes can include Kirkwood classes along with Alburnett classes. If a student takes six classes, the only periods that can be open are at the beginning or end of the day. (1st and 2nd or 7th and 8th)

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

CONCURRENT ENROLLMENT OPTIONS

Students at Alburnett High School have a tremendous opportunity to take Senior Year Plus course work through different venues. There are [prerequisites](#) to be fulfilled before students are able to register for Alt Concurrent Enrollment, Career Academy, ILO, Dual Credit, or AP classes. Students will receive counseling and recommendations from AHS personnel that will assist the student in having the greatest opportunity for success while participating in a college level course. An example of this would be to successfully complete Composition at AHS prior to taking Composition I at the college level.

In an effort to encourage students to pursue challenging learning experiences, courses providing the opportunity to earn college-level credit (BA and/or transferable Community College Credit) will be calculated on the 5.0 grading scale. Because these courses are dual credit courses, the GPA from an alt concurrent course will be counted in the high school GPA. Once a student successfully completes an alt concurrent course and earns college credit it will be reflected on their transcript as a weighted course. These are done on a course-by-course basis because students take a wide variety of courses.

The following courses will be weighted at 5.0.

- Kirkwood Concurrent Enrollment Courses: Criteria used to place Kirkwood courses are this list:
Transfer to an Iowa Regents School, program rigor, Direct 1:1 course transfer to an Iowa Regents School.

COURSE CHANGES AND DROPS - ALL COURSES AHS or KIRKWOOD

All course changes or drops must be completed by the end of the 3rd day of classes in the new semester. In order to drop, a parent/guardian must communicate with the principal/guidance counselor before it will be permitted for the student.

Any materials issued prior to dropping a class must be returned and/or purchased if the materials were used. All course changes must be processed using the form available in the guidance office. Any course dropped after the deadline will be recorded as an "F" which will render a student ineligible for the rest of the semester. This is in accordance with the eligibility requirements. The only exception to this policy will be when the teacher, guidance counselor, parents/guardian and principal meet and agree that the best interest of the student is served by dropping the class.

Requirements for Concurrent Credits (Kirkwood CC)

- Final grades of an F will be counted against your eligibility for athletics and extracurricular activities. We will follow the Scholarship Rule from the State of Iowa for failing a class.
 - A withdrawal (W) on Kirkwood's transcript is equal to an F on Alburnett's transcript.
- 1st year Kirkwood online students will be required to go to the Parallel room during their designated period for working on their Kirkwood classes.
- Veteran on-line Kirkwood students will check in with the Parallel teacher once per week. If not on track, the student will use their designated period to work on Kirkwood classes.
- If you are behind based on progress reports we receive from the colleges, you will be required to be in the Parallel room during your designated class period to work on Kirkwood classes.
- If you receive a D or an F as a final grade for an online college class, you will not be allowed to take college on-line classes the following semester.
- Once registration has occurred for an online college class you will not be able to change classes.
- All assignments are required to be turned in once they are completed:
Example: The excuse, "I have it done, just not turned in: will not be accepted.
- All students who are wanting to be enrolled in an online college class, need to attend each semester's mandatory informational meeting. If you do not attend, you will not be registered.

- Online college class grades are factored into your high school GPA.

GRADING

Passing grades are A, B, C and D. The mark of F is given to students failing to satisfy the requirements for the course.

GRADING SCALES

At Alburnett, we will use a body of evidence to determine a student's grade in a course. We will have a 2 step process for determining grades based on the student's work within each transferable skill.

1. We will take the average of the scores for each transferable skill.

Score	Definition	Grade
4	Mastery of Standard	A
3	Proficient in Standard	B
2	Approaching Standard	C
1	Still Developing Toward Standard	D
0	No Evidence/Not Turned in/Incomplete Work	F

2. We will then take the average of the averages for each transferable skill to determine the students grade in the course.

3. The student's final grade will correspond to the scores below.

A 3.60-4.00	C+ 2.01-2.30
A- 3.31-3.59	C 1.71-2.00
B+ 3.01-3.30	C- 1.31-1.70
B 2.71-3.00	D 1.01-1.30
B- 2.31-2.70	F 1.0 or Less

For Example

Skill	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Mastery
Skill 1	A 4	B 3	A 4	A 4	A 4	A 3.8
Skill 2	B 3	C 2	B 3	A 4	A 4	B 3.0
Skill 3	B 3	C 2	C 2	C 2	B 3	B- 2.4

In the example above you see we take the scores for each skill and average them across and get to a score for the student's mastery of that skill. Then in the Mastery column we average the scores of the 3 Mastery scores and get a 3.07 which would be a B+.

Reassessment At Alburnett High School

- 1. Students have 2 weeks from the summative test date to reassess.**
2. In order to reassess:
 - a. Students must have completed all assignments and tasks required by the teacher before the assessment.
 - b. **Students must** set up a time to review material with the teacher. (Before school, After school or During Class if time allows)
 - c. Students must practice skills and show learning has occurred with the teacher.
 - d. After these steps, students can then reassess.
- 3. If a student has not completed the required assignments and tasks during the unit, the reassessment of the summative assessment is NOT an option.**

The Honor Points are used to determine an honor roll. Students receive progress reports in the form of report cards at the end of each quarter and semester.

HONOR ROLL

Any student in grades 9-12 who maintains a grade point average of 3.75 for the entire year will be awarded a chenille academic award. Reaching this level of achievement in subsequent years will result in the awarding of service bars. All students earning this achievement for four (4) years will have their name engraved on a Student Academic Award plaque.

ACADEMIC AWARDS

Academic awards are presented to the student upon recommendation of the coach or instructor. The requirements will be discussed with the students early in the school year.

ACTIVITIES AWARDS

Athletic and music awards are presented to the student upon recommendation of the coach or instructor. The requirements will be discussed with the students early in the school year.

¹ATTENDANCE REGULATIONS (Board Policies 501.10 & 501.10R)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Chronic Absenteeism(Board Policy 501.9 & 501.9R1) is the failure to attend school for the minimum number of days established in the school calendar by the board and in guidance from the Department of Education.

Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other

celebrations and employment. Truancy will not be tolerated by the board and the Iowa Code. Per Iowa Code, the consequence for unexcused or any chronic absence is a 2 for 1 after school discipline.

Students are required to be in attendance, pursuant to board policy and Iowa Department of Education, for the number of school days/hours included in the board approved calendar. Students are subject to disciplinary action for chronic absenteeism/truancy. The discipline action may be dropped from a class, detention, suspension, and the Iowa Department of Education mandates for missing school. The types of absences table below will explain the absences and consequences for families. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Programs are capable of being met.

If a student accumulates 8 absences per semester in a class period or periods at any time throughout the semester, he or she may be dropped from the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 8 absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities or early dismissal.

A student becomes absent 10 minutes after a class period has begun. The school must be notified by parents by 9:30AM on the same day of the absence.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made. If a student loses credit, that fact is recorded in the student's record as an "W" on the report card and transcript per Iowa Code for chronic absenteeism(Updated 10-7-24). A student who loses credit due to excessive absences is assigned to another class or location.

Type of Absence	Definition of Absence	Counts towards Chronic Absenteeism
Absent - State Approved	Doctor's appointment and/or official doctor note, religious services, court legal proceedings.	No
Absent - School	Field trips, sporting events with school staff	No
Absent - College Visits	Up to 5 verified visits per year for juniors and seniors	No
Absent - Rel. Exemption	Ex: Funerals	No
Absent - Sick Excused	1st 5 sick days communicated by parents per semester (Doctor's notes are required after 5 sick days in a grading period)	No

Justified	Parents Communicated - Family trips/vacations, sick with no doctor note and etc.. after the first 5 days under sick excused	Yes
Unjustified/ Unexcused	No parent communication or no reason given Parents unaware - Skip class, left school, etc.; Shopping, concerts, parties, employment, haircuts, etc.	Yes

Make up Policy

School work missed because of absences must be made up and the length of time is determined by the type of absence. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Absent-Doctor	1 day absence = 2 days to complete work; 3 days absent = 4 days to complete work.
Absent - School	1 day absence = 2 days to complete work; 3 days absent = 4 days to complete work.
Excused	1 day absence = 2 days to complete work; 3 days absent = 4 days to complete work.
Justified Unexcused	1 day absence = 2 days to complete work; 3 days absent = 4 days to complete work.
Unjustified Unexcused	Work is to be completed on time with no extension of days.

Total School per 24-25 calendar (Days)	Total School per 24-25 calendar (Hours)	10% (Days)	10% (Hours)	15% (Days)	15% (Hours)	20% (Days)	20% (Hours)
1st Semester							
40 Days	268 Hours	4	26	6	40	8	53
60 Days	400.4 Hours	6	40	9	60	12	80
1st Semester Total: 80	1st Semester Total: 534.4	8	53	12	80	16	106
2nd Semester							
40 Days	268 Hours	4	26	6	40	8	53
60 Days	400.4 Hours	6	40	9	60	12	80
2nd Semester Total: 91	2nd Semester Total: 607.3	9	60	14	90	18	121

- At 10% hours and/or days, parents and students will receive a notification from the building principal that the student is getting the first warning about being chronically absent.
- At 15% hours and/or days, parents/guardians, student, law enforcement, and principal will meet to develop a plan to fix students chronic absenteeism.

- Failure of adherence to the plan or failure of parents/guardians to participate in the creation of the plan, will require the county attorney to initiate a proceeding.
- At 20% hours and/or days, the county attorney/law enforcement is involved in giving consequences for being chronically absent. The legal consequences may include jail time for a parent/guardian, up to a \$1000 fine, and/or loss of driver's license for the student.
 - Open enrolled students who are truant will have their open enrollment rescinded and be sent back to their resident district.

NOTE: If a long-term assignment or test is due on the first day of absence, this work will be due upon return to school.

Leaving during the School Day Procedure

1. Have prior parental permission for each absence through note or telephone call to the office. The note applies only for that day's absence.
2. Get prior administrative approval.
3. Sign out on the list provided in the office.
4. Failure to follow the above procedures will fall under the chronic absenteeism policy.

Early Release

Eleventh and twelfth grade students may request early dismissal. Students may request the release when they are through with regular classes for the day. Students may be granted early release to go to a job, internship, or college courses. Permanent early release forms are available in the office. The completed form, signed by a parent or guardian, must be on file in the office before approval is given.

STUDENT PHONE POLICY & GUIDELINES(Effective 25-26 School Year)

Phones are not to be used during school. If a student brings a phone/smart devices to school they will be required to use a Yondr pouch. Every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to keep it in good working condition.

DAILY PROCESS

As students **arrive at school**, they will:

- 1) Go to their first period class.
- 2) Turn their phone on airplane mode or turn it off.
- 3) Place their phone inside their pouch and secure it in the presence of school staff.
- 4) Store their pouch in their backpack, locker, or leave it with the teacher.
- 5) Yondr pouches and Cell phones will not be unlocked during lunch.
- 6) If a student is arriving late to the building for any reason, they must check in with the secretary in the high school office to secure their phone in their pouch
- 7) If a student is leaving early, they must sign out in the office to get their Yondr pouches unlocked.

At the end of the day, students will have their pouch unlocked at the end of 8th period or their final period in the building. Students will be responsible for keeping their Yondr pouches and bringing them to school each day.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch that renders it unusable or is caught using their phone, Administration will collect the student's pouch/phone and call home.

Repercussions for damaged pouches or unauthorized phone use will include:

1st Time, Parent picks up the phone and the student will hand cell phone into office for 5 school days, and the student receives a 15 minute detention after school.

2nd Time, Parent picks up the phone, and the student will hand the cell phone into the office for 10 days, and the student receives a 30 minute detention after school.

Continued misuse or offenses could lead to suspension and cell phone in the office for the semester as well as a possible parent meeting.

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

There will be a \$35 fee for replacing a lost or damaged Yondr pouch.

If a student forgets their pouch, **their phone will be collected, and Administration will contact home to remind the Parent of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their pouch, it is considered lost. **Refer to the Lost Pouch policy above.**

ATHLETIC, EXTRACURRICULAR, AND CO-CURRICULAR ACTIVITIES ELIGIBILITY

Participation in extracurricular activities is an important part of school life. Participation is a privilege for students, not a right. Therefore, the school expects certain standards of academic achievement and behaviors will be maintained.

Expectations:

1. Students must be in attendance in all courses the entire day in order to participate in practices, performances, or contests. Exceptions will include:
 - a. Doctor appointment with an official doctor note. This is not a chronic absence.

- b. Principal may grant participation if absence is communicated prior to absence. This would be included in the chronic absence policy.
2. Per [Iowa Code 281](#), students must meet the Scholarship Rule criteria at the end of each semester to be eligible for activities. If a student is not passing all courses at this time, per the Scholarship Rule, a student will be ineligible for all activities for 20 calendar days of the active activity participation per Iowa Code or the first 20 days of the next activity they participate in if they are not currently in an active activity.
3. A student who is ineligible due to academics must continue to practice, but may not dress for or participate in warmups for games during the period of ineligibility.

NOTE: The above standards represent the minimum acceptable levels for our students. Coaches/sponsors may establish higher levels of achievement.

GOOD CONDUCT POLICY (Board Policy 503.4)

It is a privilege and an honor to participate in extracurricular activities and represent the Alburnett School District. The student and the school are judged by the participant's character and conduct at all times. Junior-Senior High students serve as models to many people, and their attitude has an important impact on others. Any student whose habit and conduct in and out of school, during both the school year and the summer, and are not consistent with the ideals, principles, and standards of the Alburnett School District will be declared ineligible.

Ineligibility:

1. A student may be declared ineligible whose conduct is in violation of the established rules and regulations herein as determined by the sponsor/coach and/or the principal or Activities Director. All students participating in extra-curricular activities shall receive a copy of these rules and regulations.
2. Proof is defined as a direct observation by the school administration, school employee(s), law enforcement officials/agency, admission by the student, social service agency reports and/or law enforcement reports will be considered as proof of violations of this policy. Additionally, photographs, documents, and digital based information may be considered in determining proof of a violation if credible.

Violations:

Students will violate this policy if it is determined they have participated in conduct including but not limited to the following:

1. Consumption, manufacture, use, possession or sale of controlled substances, including a look-a-like substance. Mere presence of the student in an illegal consumption situation may be sufficient for a violation of the policy.
2. Consumption, use, possession, and sale of alcoholic beverages. Specifically, any student who appears to a school employee(s) to be under the influence of alcohol or drugs may be subject to disciplinary action. Mere presence of the student in an illegal consumption situation may be sufficient for a violation of the policy.
3. Damage, destruction or theft of school property and/or real or personal property of employees, students or visitors of the school.
4. Physical abuse, including assault, of a person at school or school activities or coming to and from school or school activities.

5. Possession, handling or transmission of weapons or a dangerous instrument or any object that could be considered or used as a dangerous weapon, on the school grounds or at school activities.
6. Criminal conviction or, if charged a simple misdemeanor if it involves an offense of violence, as a juvenile, court supervision and/or probation, for any offense which constitutes a serious misdemeanor, aggravated misdemeanor or felony.
7. Consumption, use or possession of any form of tobacco. This includes snuff, dip, chewing tobacco, cigarettes, cigars, pipe tobacco, vapes and any imitation of these products.
8. Failure to abide by a reasonable request of a person in authority or any school employee.
9. Disruption of school and/or school activities.
10. Repeated failure to attend school without reasonable and acceptable excuses or repeated failure to make-up detentions.
11. Repeated school violations or a serious violation of a school rule.
12. Engaging in any unlawful activity if it constitutes a danger to other students or interferes with school purposes.
13. Unsportsmanlike conduct involving other school's teams, their representatives, patrons or officials.
14. Use of verbal abuse, hazing or intimidation towards any person.
15. Academic Dishonesty

Consequences

For violations of the Good Conduct Policy or school rules, a student may be declared ineligible for all extra or co-curricular activities. The ineligibility will begin immediately or as soon as his/her activity in which his/her participation begins after the school administrator/sponsor has determined the student has engaged in conduct (guilty) in violation of this policy.

1. Violation of rule numbers 1, 2, 3, 4, 5, 6, and 7 shall result in the following ineligibility:
 - a. for the first offense a student will be ineligible for 1/3 of the contests rounded up (see table) in his/her sport;
 - b. for the second offense, the student will be ineligible for an entire season where the student finishes the season in good standing. If this occurs during a season, a proportion of the violation will be carried to the next season to equate one whole season.
 - c. for the third offense, the student will be ineligible for twelve months (one calendar year). or up to permanent ineligibility as determined by the administration. Note: A violation of item #5 could result in greater consequences if it violates the District's Weapons Policy.
 - d. For violations of rule numbers 1, 2, and 7, the student may be required to take a course on substance abuse prior to eligibility being reinstated even if the student has served the suspension.
2. **First Offense – one third (1/3) of the season or activity:**

Sport	Length of Suspension (consecutive)	Season Length (Approx)
Football	3 games	8 games
Volleyball	5 matches	15 matches
Cross Country	3 meets	9 meets

Basketball	7 games	21 games
Wrestling	5 meets	15 meets
Track	4 meets	12 meets
Soccer	5 matches	15 matches
Golf	4 meets	12 meets
Baseball	13 games	40 games
Softball	13 games	40 games
Cheerleading	Same as sport they represent	
Dance	30 Days	
Speech	1 event	2 events
Musical Extracurriculars (ex: Jazz Band)	30 Days	
CTSO*s (i.e. FFA, FBLA, etc.)	30 Days	

**CTSO stands for Career and Technical Student Organization*

- Violations that are not fully served in a season (i.e. the season ends and there are no post season games left) will have the remainder proportionally applied to the next season or activity in which the student participates.
- Overlapping seasons will have the suspension calculated by administration through a combination of the season lengths to calculate $\frac{1}{3}$ of the events.
- Violations of rule numbers 7, 8, 9, 10, 11, 12, 13, 14, and 15 may result in a student being declared ineligible. The length of time of the ineligibility shall be determined by the administrator/sponsor but shall not exceed the penalties described in item #1 above.

Please note that a coach/sponsor can establish additional rules of conduct for their sport/activity. These shall be given to participants and their parents prior to the start of the activity.

A student in violation of the Good Conduct Rule will not be allowed to compete in any extracurricular activity until a meeting has been held with the principal and the coach or supervisors of all other extracurricular activities in which the student intends to participate. The student will be informed at this meeting of the date on which eligibility will be restored. A written plan and meeting will be provided outlining the violation and timeline of consequence at this meeting. Activities will only count towards ineligibility if the student was an active participant in the event prior to the beginning of the season or year (depending on if the activity goes by year or season). If the student decides to still join an activity mid-season while ineligible, the student will stay ineligible until the stated offense ineligibility is served.

After 15 calendar months of student conduct with no violations, students will be reduced a level when considering the next offense.

Participation in Co-Curricular Activities

The band and chorus programs within the school day and the associated performances from those classes, at Alburnett Community Schools are considered co-curricular activities. Students are eligible for any co-curricular activities that are included in a student's grade. A student who has violated the Good Conduct Policy is ineligible for extra-curricular activities, CTSO club activities, or any performances, tryouts, or auditions that are not part of a student's grade.

Eligibility for Elected Office, Appointments, and Honors

A student will be ineligible for all elected offices, appointments, and honors during the time period specified under the good conduct policy. A student in violation will not be considered as a candidate for offices, appointments and honors. After the time period of ineligibility specified under the Good Conduct Policy, the student would be eligible for membership or appointment upon the next time of appointment or election. Students who have been appointed or elected to offices will be removed from the office. They may be reinstated when the next election or appointment is made.

Appeal Process

A student may contest the determination of a violation and/or penalty imposed for a violation of the good conduct policy. To file an appeal, the student must submit a written request to the superintendent within five business days of the determination of the violation. The superintendent shall then consider the evidence and all the circumstances and make his/her findings in writing to the student and parent/guardian within five business days. The student and/or parent/guardian may appeal the superintendent's findings with the School Board within 5 business days. The Board President will determine if the appeal is heard. If heard, the School Board will either affirm or refute that the procedures and processes outlined in the Good Conduct Policy were followed. The Board's decision shall be in writing and final. During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

PLAGIARISM/CHEATING

Alburnett Secondary Schools believes that it is important for students to do the work that is assigned in school with integrity and honor. In the event that a student is caught cheating or plagiarizing their work, the school will follow these academic consequences.

1. A meeting with a student, teacher and principal/Guidance Counselor will occur for explanation of the situation.
2. Principal/Guidance Counselor will contact parents.
3. The student will receive a (0) for the assignment.
4. As it is important to understand the material that was assigned in class,
 - a. The student will complete the work/test/any assignment to a proficiency level.
 - b. The score will remain a zero (0).
 - c. The student will be required to attend after school time to complete the work.
 - d. The proficiency will be determined by the teacher and principal based on scale.

TRANSPORTATION: PERSONAL

Students who drive motor vehicles must park only in the designated areas with an AHS student parking tag. If a driving/parking violation occurs, the student may get a parking ticket with a dollar amount fine.

Failure to pay outstanding parking fines may result in suspension from extracurricular activities, including school dances, sports, and other events until the fine is paid. Additionally, students with unpaid parking fines may be subject to other disciplinary actions, and any unresolved fines may be sent to collections. Any vehicles parking in disallowed areas or spots (i.e. handicapped, specific group parking, etc.) may be towed at the owner's expense.

Students must have explicit parent or office permission to leave the school grounds in their vehicle during the school day.

Students must check in at the office in order to go to their vehicle during the school day.

TRANSPORTATION TO SCHOOL ACTIVITIES

The school provides transportation for all participants in school activities held in other towns. Transportation service is offered to enable more students to participate in extracurricular activities and to attempt to ensure the safe transportation of students to and from school events. The following rules are in effect with regard to use of school provided transportation:

1. All participants in school-sponsored events will travel to that event on school-provided transportation. If extremely unusual circumstances are present, arrangements may be made between the parent and administration allowing student participants to be transported to an event by private means.
2. All students who travel to an event on school-provided transportation will return by the same means, unless the parent personally informs the sponsor that a parent is taking the student home or presents a note to the coach or sponsor, signed by a parent, indicating the name of the parent transporting the student.

VISITING SCHOOL

Parents are welcome to visit school. Please enter through the main door by the office. Upon entering the building, all visitors must report to the office and receive a visitor's pass. Please provide 24 hour notice of intent to visit a classroom. It is recommended that visits to school be minimized during testing periods. Prior permission from the principal or designee must be secured for any visitor other than parents. Generally, permission will be granted for purposes of open enrollment. Other circumstances will be at the principal's discretion. After permission is granted, the host student should secure a visitor's permit from the office the day of the visitation.