



North High School

501 Holcomb Avenue
Des Moines, Iowa 50313
515-242-7200

Home of the Polar Bears

STUDENT HANDBOOK

2016-2017

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IMPORTANT PHONE NUMBERS
North High Offices

Administration

Principal Michael Vukovich – 242-7200
Vice Principal Cheryl Modlin – 242-7878
Vice Principal Eddie McCulley – 242-7206
Activities Administrator OJ Sinclair – 242-7213
School Improvement Leader (11th/12th) Benjamin Graeber – 242-7222
School Improvement Leader (9th/10th) Kristy Irwin – 242-7212

Student Support Staff

At-Risk Coordinator Jon Johnson – 242-7269
Interventionist Chad Ryan – 242-8276
Special Education Interventionist Kevin Wisniewski – 242-7258
Behavior Coach Michelle Harwood – 242-3896
Counselor Julie Charikov – 242-8157
Counselor Trent Griggs – 242-xxxx
Counselor Loretta Martzahl – 242-7205
Counselor Laura Negrete-Reinders – 242-xxxx
Social Worker Aisha White – 242-xxxx
Attendance Clerk Lori Wolfe – 242-7201
School Resource Officer Officer Jason Sims – 242-7224
Nurse Terri Kruse – 242-7203
Registrar Stephanie Krois – 242-7208
Bookkeeper Cassie DeYoung-Formaro – 242-7209
Special Education Consultant Kairsten Fatland – 242-7230
Community Schools Coordinator Chuck Mercer – 242-7296
Gifted and Talented Coordinator Tony Voss – 242-7727
SUCCESS Worker Clara Jones – 242-7325
SUCCESS Worker Alyssa Zimmerman – 242-8156
I-JAG Cory Jenkins – 242-8190

GENERAL INFORMATION

North High School is open for student arrival at **7:00 AM**. Classes begin at **7:40 AM** and end at **2:41 PM**. After school, students who are not with a teacher, a coach, or a club sponsor must leave the building by **3:00 PM**.

MISSION OF NORTH HIGH SCHOOL

All Students will learn 21st Century Skills and develop strong character within a culture of excellence.

2016-2017

Bell Schedules

North High Classes M, T, Th, F

Block 1/5	7:40 – 9:01
Block 2/6	9:06 – 10:27
Skinny	10:32 – 11:12
Lunch	11:12 – 11:49
Block 3/7	11:54 – 1:15
Block 4/8	1:20 – 2:41

Wednesday

Block 1/5	7:40 - 8:41
Block 2/6	8:46 - 9:47
Skinny	9:52 – 10:24
Block 3/7	10:29 - 11:30
Block 4/8	11:35 - 12:36
Lunch	12:36 – 1:06

Central Classes M, T, Th, F

Block 1/5	7:55 – 9:20
Block 2/6	9:25 – 10:50
Lunch	10:50 – 11:20
Block 3/7	11:20 – 12:45
Block 4/8	12:50 – 2:15

Central Classes Wednesday

Block 1/5	7:55 – 9:00
Block 2/6	9:05 – 10:05
Block 3/7	10:10 – 11:10
Block 4/8	11:15 – 12:15
Lunch	12:20 – 12:50

Central Bus Times M, T, Th, F

Leaves NHS at 7:15	Arrives at CC at 7:30
Leaves NHS at 9:05	Arrives at CC at 9:20
Leaves NHS at 10:35	Arrives at CC at 10:50

Central Bus Times Wednesday

Leaves NHS at 7:15	Arrives at CC at 7:30
Leaves NHS at 8:50	Arrives at CC at 9:00
Leaves NHS at 9:55	Arrives at CC at 10:05

<i>Leaves CC at 11:05</i>	<i>Arrives at NHS 11:20</i>
<i>Leaves CC at 1:00</i>	<i>Arrives at NHS 1:15</i>
<i>Leaves CC at 2:20</i>	<i>Arrives at NHS 2:35</i>

<i>Leaves CC at 10:10</i>	<i>Arrives at NHS 10:25</i>
<i>Leaves CC at 11:15</i>	<i>Arrives at NHS 11:30</i>
<i>Leaves CC at 12:50</i>	<i>Arrives at NHS 1:00</i>

ACADEMICS

ACADEMIC LETTER

Students may earn a North High academic letter by meeting the following conditions:

1. Be enrolled for a full school year, which includes a fall semester followed by a spring semester.
2. Carry 4 full-time credit courses, excluding PE, during both semesters.
3. Earn a GPA of 3.5 or above each semester. Seniors will receive their letters on class day; underclassmen will receive academic letters during one of the honor assemblies.

DROPPING A COURSE

Students should not plan to drop a course once their schedules are established unless there are exceptional circumstances. In that case, approval must be secured from the counselor. When this process has been completed, the counselor makes the schedule change. Any class dropped after September 9, 2016 will be recorded as a failing grade for the semester. These drops will require administrative approval.

GRADES and REPORT CARDS

Two grade reports will be calculated each semester, one every nine weeks. The grade reports will be accessible through Infinite Campus. The first report indicates student progress and the second contains final grades and the amount of credit earned. The majority of 9th, 10th, and 11th grade courses will be implementing Standards Referenced Grading. These grades will be available at any time through the Infinite Campus Parent Portal. Please talk to classroom teachers, counselors, or administration if you have questions.

GRADUATION REQUIREMENTS

A total of 23 units of credit are required for graduation as described below.

Social Science	<i>3 units</i>
English	<i>4 units</i>
Mathematics	<i>3 units</i>
Science	<i>3 units</i>
Applied or Fine Arts	<i>1.5 units</i>
Physical Education	<i>1 unit</i>
Electives	<i>7.5 units</i>
CPR	<i>Completion</i>
21 st Century Skills	<i>Completion</i>
TOTAL	23 Units

NORTH HIGH SCHOOL ELIGIBILITY POLICY

Effective August 22, 2013

Rationale:

At North High School we strive to foster a culture of excellence and prepare our students to succeed in the 21st Century as learners and citizens. We provide activities and athletics for our students because we know that students who are

involved have a significantly higher rate of success in school. We believe that students across the nation are very much the same, but that the levels of expectations that are bestowed upon them vary greatly. At North, we set the bar high and expect and support our students in reaching those high expectations.

Policy:

According to the Iowa High School Athletic Association, the school must AT MINIMUM adhere to the No Pass No Play Policy. At any time, a local school may enforce a policy that is more stringent than that of the No Pass No Play Policy.

The North High Policy will require that students maintain a C average or higher in each of the classes that he/she is enrolled. Progress checks will be done at the 6 and 15 week mark of each semester (specific times are recorded below). If students receive a D or an F in any of their classes, he/she will have an individual academic intervention plan. Waiver checks will be done at the end of each quarter (9 weeks and end of the semester). In order to participate in any events, a student must have a waiver signed for any class that he/she has a D/F in. If a waiver is not signed, the student will sit out of games and performances until they raise their grade to a C or better. Students must still participate in practice and they will also be able to dress for the activity. They will not be able to participate in the event for any reason. There will be an appeals process for students and parents if they want to dispute their ineligibility (See below). This policy is enforced at all levels of play. (9th – Varsity)
Examples of events: theater play/performance, choir recital/performance, Academic Decathlon competition, Athletic/activity tournament game/match or regular game/match, cheerleading/dance, band or orchestra competition/performance, JROTC rifle or drill, etc.

Policy for Students with an IEP:

The policy for students with an IEP (Individualized Education Plan) will be the same as that of students without an IEP with one exception. If students receive a D or an F in a class, but make adequate progress towards an IEP goal that is closely related to the class they received the D or an F in, they will be eligible. A school administrator, with the help of the special education consultant, will determine if adequate progress is being made.

Progress Checks:

Teachers will complete progress checks and place comments in the comments field on the form to help inform the activities team of what would best benefit the student. If a student has a D or and F on the progress check, an intervention plan will be created to help the student. The Activities Department will be responsible for pulling the grades the day that they are posted and informing the coaches/students of their eligibility. Contact home will be made and a message will be left if no one answers. It will be documented on the teacher tab.

If a season starts after a progress check and the first game of that season falls before the next check, then any player that received a D or an F in a class must complete a progress check form (see appendix A) before competing in the first game or next activity. The student must be earning a C or above in order to participate unless a waiver has been filed and approved.

Example 1: Baseball starts practice on May 5th and the first game is May 26th. That means if a student earned a D or an F on the April 21st grade check, then the student will need to complete the grade check form before participating on May 26th.

Example 2: A theater performance occurs on October 17th, but rehearsals began on September 7th. If the student receives a D or an F on the October 7th grade check, then the student will need to complete the grade check form before participating on October 17th.

Waiver Checks:

If the students receive a D or an F at the 9 week or semester mark, the coach, student, or parent will need to file a waiver within three days of the grade posting if they want to dispute the grade. If a parent, coach/sponsor, or student wants to appeal the student’s ineligibility, then they must complete the waiver form within three days of the grade posting date.

The following chart outlines the grade check dates and the due dates of the waiver/progress check and final grade check:

Checks will be on:	Due in the office by:	Type of check
Monday, October 3 rd	Friday, October 7 th by 3pm	Progress
Monday, November 7 th	Friday, November 11 th by 3pm	Waiver
Monday, November 28 th	Friday, December 2 nd by 3pm	Progress
Monday, January 23 rd	Friday, January 27 th by 3pm	Waiver
Monday, February 13 th	Friday, February 17 th by 3pm	Progress
Tuesday, April 4 th	Friday, April 7 th by 3pm	Waiver
Monday , May 8 th	Friday, May 12 th by 3pm	Progress

The waiver and grade check forms can be found on the North High website (polarbears.dmschools.org) or in the main office. The forms need to be submitted to the Activities Secretary, Terri Buban, inside the main office on or prior to the waiver due dates. Members of the Activities Department will review the waiver and will make every effort to make a decision within 48 hours, notify the coach/sponsor of the decision, and the coach/sponsor will then notify the student and their family.

There will be three types of waivers provided for students:

- 1) Mid-season waiver
- 2) IEP waiver form
- 3) Final grade waiver (for the Jan and May grade checks)

Minimum requirements for a mid-season waiver to be granted:

(We will only consider the data/evidence from before the grade check)

- 1) Six or fewer unexcused absences from the class in question
- 2) Positive reports from teacher regarding effort put forth in the classroom (If a teacher marks no for effort, they must have documentation of a previously

made parent contact regarding this lack of effort, which is recorded in the teacher tab)

- 3) Records of the student attending work sessions before or after school with the teacher of the class they are struggling in or a different teacher within the same subject area. A student may choose any teacher within the content to assist them. The students must sign in with the teachers in their classrooms.

Requirements for the IEP waiver to be granted:

- 1) The student must be making adequate progress toward the goals provided on the IEP that directly relate to the class where they are receiving a D or an F.
- 2) Determination of adequate progress will be made by school administration and the special education consultant.

Minimum requirements for a final grade waiver to be granted:

- 1) All of the same requirements listed above for the mid-season waiver
- 2) Documentation that the student has demonstrated the previously mentioned behaviors (1-3 on the mid-season waiver) for the entire semester

***** Students who receive an "F" on the final grade for the semester are NOT eligible for a waiver due to the State of Iowa's No Pass No Play policy.***

Consequences for Violation of Mid-season Grade Check:

Athletics and Activities:

If a student receives a D or an F at any of the mid-season waiver dates, they are automatically ineligible for any games/matches or contests until they raise their grade to a C or above. It is the player's and coach's duty to verify with the teacher of that class as to when they are eligible to resume playing in the events (using the grade check form). If a student receives a waiver to play, then they must maintain the agreement put forth in the waiver until they achieve a C or better in that course. If a student receives a D or an F in a mid-season grade check and then during the two-day grace period for waivers they become eligible by raising their grade to a C or better, they will be removed from the ineligibility list.

Consequences for Final Grade Check:

Athletics:

If a student receives a D on a final grade at semester, they are eligible for a waiver. If the waiver is not completed, that student must sit out 15 days effective on the first day of competition. If they receive an F, then they will follow the IHSAA rules and sit out 30 days effective on the first day of competition. (No Pass No Play)

Activities:

If a student receives a D on a final grade at semester, they are eligible for a waiver. If the waiver is not completed, that student must sit out the next major competition. If a student receives an F on a final grade check, then they will miss the next major competition or event.

We may also use this policy for any dances or events that the school may provide after school hours. (Ex. Homecoming dance, Prom, post prom etc...)

RULES AND PROCEDURES

DRESS AND ACCESSORIES

The follow guidelines are meant to assist students and parents in determining appropriate attire for school. School administration reserves the right to ban any item or clothing article which may cause a disruption to the learning environment or personal safety. School administration reserves the right to send students home if they are in violation of the dress code.

1. Students may not wear halter-tops, or tops that do not cover their back, or tops that show cleavage.
2. Students may not wear shorts, skirts, or dresses that are shorter than thumb length when arms are down.
3. Tops must meet the waistband of the bottom clothing the student is wearing and have shoulder straps.
4. Undergarments must be covered at all times.
5. Pants may not 'sag'.
6. Shoes must be worn at all times.
7. House shoes or slippers may not be worn at school.
8. Chains, bracelets with spikes, and sunglasses cannot be worn.
9. Clothing which contains offensive language, hate speech or clothing that promotes alcohol, drugs or tobacco are banned at North High School.

ID BADGE POLICY

1. ID's must be worn around the neck on a lanyard at all times while at North High School.
2. There will be a \$1.00 charge for every temporary ID after the 10th temporary ID has been issued.
3. After every fourth temporary ID a REPLACEMENT ID will be made and the student will be charged \$5.00.
4. Parents will be contacted on the 1st replacement ID-\$5.00 charge.
5. Any ID fees must be paid before any new technology is handed out the next year.
6. 4th replacement ID [at the \$20.00 mark] the student will lose their iPad until all ID fees are paid. Parents will be contacted.

Student Discipline Code and Procedures (taken from the District Discipline Code which can be found on the DMPS website for further clarification).

Philosophy for Discipline

Discipline in the Des Moines Public Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The *District Discipline Code* is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The *District Discipline Code* is developed to help students understand their obligations to others in the school setting, and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to the safety interests of all students, staff and the community.

Student Misconduct

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as

representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III, IV are not inclusive. The student who commits an act of misconduct that may be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, dean of students, vice principal, or principal. Des Moines Public Schools administration reserves the right to make final decisions regarding disciplinary consequences.

General Discipline Guidelines for Assessing Penalties

The District may impose disciplinary consequences for conduct that interferes with the educational environment.

1. **Levels of Offense/Overview**

Acts of misconduct are categorized into the following four levels of offense:

Level I — Teacher Response:

Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II — Administrator Assisted:

Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III — Administrator Response:

Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level II misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV — District Response:

Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior which may require alternate educational placement or recommendation for expulsion for serious offenses. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

Anti-Bullying/Harassment Procedure

Nondiscrimination: No student in the Des Moines Independent Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

Harassment and Bullying Prohibited: Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District.

The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

Harassment and Bullying Defined: Any communication toward a student including electronic (such as e-mails or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate or benefit from the District services, activities, or privileges.

Examples of prohibited behavior may include but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- implied or explicit threats concerning grades, awards, property, or opportunities;
- requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment Defined: The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communications of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;

- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature
- repeated remarks to or about a person with sexual or demeaning implications.

(Note: Any sexual overtures made by a staff member to a student whether welcome or unwelcome, shall be grounds for discipline, including termination. See Administrative Procedures Manual Series 400, Code 407.)

Complaint Procedures: Any person alleging a violation of these procedures may file a complaint using the *Complaint Procedures* of Series 400, Code 407, which is also described in the Employee Handbook. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the District Investigations Specialist at 242-7841. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator. Series 400, Code 407 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written form and to turn over copies of evidence of discrimination, harassment, or bullying including, but not limited to letters, e-mails, tapes, signs, and pictures. The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

No Retaliation: No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates these procedures, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

Anti-Hazing Procedure

Hazing Prohibited: Certain forms of hazing are illegal and subject to criminal sanctions in the state of Iowa. All forms of hazing are prohibited by the District both on and off District property. Hazing is a practice that diminishes the integrity of individuals and their teams, activities, and organizations. Hazing has no place in our society, particularly in an educational environment. The District is committed to emphasizing that all teams, activities, and organizations be made safe, educational, and constructive. Therefore, in support of the District's commitment to the mental, emotional and physical well-being of every student, hazing in any form is prohibited, and its practices in any manner are condemned.

Hazing Defined: Hazing occurs when an action is taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.

Hazing includes, but is not limited to, any type of physical brutality such as whipping, beating, striking, branding, placing a harmful substance on or in the body; any physical activity such as sleep deprivation, exposure to the elements or confinement in a particular space; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm; wearing of public apparel that is conspicuous or intended to embarrass or humiliate by drawing undue attention; or any activity that induces, causes, or requires a student to perform a duty or task that involves the commission of a crime.

Hazing shall not include any activity or conduct that furthers the legitimate curricular or extracurricular goals in a manner that is appropriate and customary for similar school programs.

HALL PASSES

Students are not to be in the halls after the class bell rings without having a pink or green pass signed by a teacher. The hall pass will designate the student's destination. The receiving teacher will also sign it if the student needs to return to the classroom. Students are not allowed in the hallway during the first or last 20 minutes of class.

LOCKERS

Students may request a locker at registration. They are on a first come, first serve basis. Lockers are to be kept neat and orderly at all times. North conducts regular maintenance checks of student lockers. The school is not responsible for losses from your locker. Lockers are also provided during PE class. Please see Dena Randles in the Main Office if you would like a locker.

MONEY AND OTHER VALUABLES

It is strongly recommended that students do not bring large sums of money or valuables to school. Do not leave money or valuables in lockers. North High is not responsible for lost, stolen, or damaged valuables or money.

OPEN CAMPUS RULES

North High School has an open campus during lunch for students in grades 10, 11, and 12. All 9th graders are required to stay on campus during their lunch periods. Ninth graders who leave the North High campus anytime during the school day without permission of the North High administration will be referred to an interventionist and/or an administrator. We encourage all students to take advantage of the school lunch program and remain on campus for lunch.

PARKING LOT

The student parking is located southeast of the building. All drivers are required to follow the directional arrows and must park their vehicles between the painted lines. Students may not be in the lot or in their cars during school hours unless a staff member has given permission. Reckless drivers will not be allowed to park in the school parking lot. Students are responsible for their own vehicles and their contents. There is an area east of the building, near the

custodian's office for bicycles. Bikes should be securely padlocked for safety. North High is not responsible for stolen, lost, or damaged bicycles.

DANCES

Dances are held periodically throughout the school year. These activities are for North High students and no more than one guest of under the age of 21. Individuals from other high schools must provide a picture ID to be allowed entry into a dance, and if they attend another local high school a permission slip must be filled out and turned in PRIOR to the day of the dance. Once a student leaves the dance, they will not be readmitted. Students must leave the building and school grounds immediately after these activities. School rules regarding dress and behavior are enforced at dances. Dances are a privilege and at any time a student may be prohibited from attending due to academic or behavioral reasons.

RELEASE TIME

Release time is offered only to those juniors and seniors who have a special need and wish to use a portion of the school day for employment or family responsibilities. Otherwise, it is recommended that all students maintain a full academic schedule. Permission for release time starts with the counselor. Students are allowed in the designated areas or must be off campus during release time. They must maintain passing grades and be in good standing with the district attendance policy.

CELL PHONES AND ELECTRONICS

- Cell phones/electronics may be used before/after school, during passing, and at lunch. Usage is allowed in the classroom for instructional purposes as assigned by the teacher.
- Students using their cell phone during class for purposes other than class activities and instruction will give the phone to the teacher for the remainder of the class period. A student who does not give their phone to their teacher will be referred to the office.
- Per administrative discretion, a parent meeting may be required to obtain the device if a student is referred to the office.
- No sound should be heard from the phone/device. They must be kept on silent or used with earbuds as allowed by the teacher.
- Any student using their device during an assessment may receive a zero until the assessment is completed outside of class time. Phones may be confiscated immediately during an assessment.

SKATEBOARDS

Skateboards may not be used while on school property due to the risk of student injury and damage to property. Parents may be asked to retrieve all confiscated items.

TEXTBOOKS

Textbooks may be issued to students at the start of the school year or semester. If a book is lost or damaged, a replacement fee is charged. In some classes, certain books or materials may have to be purchased in addition to a regular textbook.

SUSPENSIONS

Out-of-School Suspension

Out-of-school suspension may be assigned for serious violations of the discipline code. Students who have been suspended Out-of-School may not participate in school activities or be on school property throughout the duration of the suspension. Students who are suspended must make-up all class work upon returning to class. Before a student may return to class, a conference with parents or guardians must take place. Out-of-school suspensions do not count against the attendance policy.

SAFETY and SECURITY

VISITORS

Visitors are required to show identification and sign in at the main office. People with official school business are allowed on school grounds. All others will be asked to leave. Visitors are not to accompany students to classes during the school day.

Security Cameras in Schools and Buses

It is the policy of the Des Moines Public Schools to create and maintain a safe school and work environment. Security cameras (closed circuit television systems – CCTV) are installed within school buildings and buses as well as the exterior of buildings. Security cameras monitor school property, assisting administrators in detecting and deterring unacceptable behavior or activities and otherwise enforcing district rules. Camera systems also provide a historical record to facilitate investigations.

All actions or conversations are subject to being recorded. Employees, students and others found to have tampered with or disabled cameras or systems shall be subject to discipline including termination of employment and possible legal action and restitution. Security cameras are used to accomplish three important goals in the Des Moines Public Schools:

- To enhance the safety of students and staff
- To protect school property against theft or vandalism
- To assist in the identification of intruders and persons endangering the health, well-being or safety of school community members

EMERGENCY PROCEDURES

In order to maintain a safe, orderly environment, it is essential that we all are aware of procedures to follow in emergency situations. There are three situations for which we prepare students and staff: (1) evacuation of the building due to unsafe conditions such as a fire; (2) moving to a sheltered area within the building in the event of tornado; and (3) securing the building due to the presence of an intruder or unsafe conditions outside of the classroom or building. Students are expected to be quiet and orderly during any emergency procedure. Publications, which outline emergency drills for fire and tornado, are posted in each classroom and around the building.

FIRE

Fire alarms are signaled by a continuous buzz and flashing lights from the alarm system. Follow the directions posted in the room for leaving the building. Leave the building immediately even if you think it is a false alarm. There should be no talking so that instructions may be given and understood by all. While outside the building, go to the sidewalks, but do not cross the street. On

the east side, go to the baseball field area. An outside bell will ring as a signal to return to the building.

TORNADO

Weather and civil defense warnings are signaled by an announcement over the PA system. Keep calm and do not talk so you can listen for emergency directions by intercom or other means. Follow directions to designated safe areas in the building and listen for further instructions.

SERVICES AND PROGRAMS

COUNSELING SERVICES

The counseling center is located outside the commons. The counselors will work with students for academic planning, personal issues, and college and career readiness. Information concerning college entrance tests, financial aid, scholarships, military service, and post-graduation options may also be obtained from the counselors. Students needing to see a counselor should make an appointment. The counselors will then issue a pass for the student to leave class for the appointment. Students should not go to the counseling office during class time without a pass.

Charikov	A-E
Griggs	F-K
Negrete-Reinders	L-Q
Martzahl	R-Z

EMPLOYMENT/WORK PERMITS

Information regarding work permits is available in the main office. Students under 16 years of age must have a work permit.

FOOD SERVICES

Breakfast and lunch are served through the North High cafeteria. North High currently falls under the Community Eligibility Provision, and all students are served breakfast and lunch for free each day. Breakfast is served from 7:10-8:00 a.m.

INTERNET

Students who wish to use North High computers or Internet services must comply with the rules for respectful care of the equipment and facilities. Parents who do not wish for their student to use the Internet at school must make a request to the administration. Students who violate the acceptable use policy may lose Internet privileges.

NURSE

The nurse works with students and families to secure solutions to their health concerns. Permanent health records are maintained in the nurse's office. First-aid is administered by the nurse. A pass to the nurse may be obtained from a teacher. All medicines are to be given to the nurse in their original container and with the doctor's instructions. The nurse will supervise the taking of all medications during school hours.

REGISTRAR

The school registrar will mail copies of the student transcript for college admission or scholarship applications. Students should give at least 5 days

advance notice when requesting a transcript. The first five transcripts are free of charge, with a cost of \$3 for each additional transcript past five.

SELECTED SERVICE

Males who reach the age of 18 are required to register with the draft. They may register at the post office or on-line at selectiveservice.com.

SCHOOL BUS TRANSPORTATION

Des Moines Public Schools provides safe transportation for eligible students. Students must be orderly and courteous on the bus so the driver can give full attention to safe driving. Students must follow all posted rules. Those who do not follow these rules will be subject to disciplinary action and may be excluded from riding the bus. The Discipline Policy of Des Moines Public Schools applies to students while on school-owned and operated buses or on chartered buses. Students who live more than three miles from school and are not open enrolled are allowed free transportation.

STUDENT ACTIVITY TICKET

An activity ticket may be purchased for \$65. The ticket entitles the student to attend all conference athletic events, except tournaments, for the entire year. The cost of all activities, if purchased separately, would greatly exceed \$100, so the activity ticket represents a considerable savings for the student.

SUCCESS PROGRAM

The SUCCESS program provides employment, health, and social services to students and their families who qualify. These services include the opportunity for students to engage case managers in dialogue, receive tutoring assistance, and/or receive or schedule services from providers in the areas of health, substance abuse, employment, mental health, human services, and counseling.

HEALTHY KIDS ACT

The Healthy Kids Act was signed into law by Iowa Governor Culver on May 13, 2008.

Specifically the Healthy Kids Act:

- Establishes nutritional content standards for food and beverages sold or provided on school grounds during the school day. (Effective July 1, 2010.)
- Requires school districts to ensure every student in grades K-5 has 30 minutes per day of physical activity and every student in grades 6-12 has 120 minutes per week of physical activity. (Effective July 1, 2009.)
- Requires every student to complete a course that leads to certification in CPR by the end of Grade 12. (Effective for the class of 2011-12.) This is typically completed during the student's Physical Education course
- Requires Iowa's Area Education Agencies (AEAS), or a consortium of two or more AEAs, to contract with a licensed dietitian. (Effective July 1, 2009.)

This information will be a "work in progress" as we continue to provide information regarding the Healthy Kids Act. Watch for updates as we share the progress in our district.

Healthy Kids Act/Physical Activity Requirements:

As the Iowa Legislature enacted “The Healthy Kids Act,” (requiring all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school), the law also requires that we monitor how students fulfill this requirement.

Parent(s)/Guardian(s) are to fill out the form provided during registration (see below for the form example) to account for the extra physical activity each student will be doing to fulfill this requirement.

Name of Student: _____ Grade: _____

If you have any questions, contact Carlye Satterwhite PE curriculum Coordinator at 242-7594 or your building administrator.

School activities that the student will be involved in during the current school year:

Activity	Semesters	Activity	Semesters	Activity	Semesters
Baseball		Marching Band		Wrestling	
Basketball		Volleyball		Other	
Bowling		Show Choir			
Cheerleading		Soccer			
Cross Country		Softball			
Drill Team		Swimming			
Football		Tennis			
Golf		Track and Field			

Non-school activities (may include non-school sport teams, gymnastics, dance, individualized exercise program, etc.) that the student will be involved in during the 2015-16 school year, including description of the activities estimated time student participates per week: (E.g. I attend private dance lessons 2x/week for a total of 100 minutes, plus I walk two miles every day for another 150 minutes each week.

Activity	Times	Hours	Total	Semesters
	Per Week	Per Time	Per Week	

Signature of Student _____ Date Signed _____

Signature of Parent/Guardian _____ Date Signed: _____

Signature of Designee ___ Tim Schott _____ Date Signed: _____

DISTRICT POLICIES

Student Attendance

Rules and Procedures for Board Policy 502: Student Attendance

Excused Absences

Excused absences are defined as:

- Medical appointment (notes are encouraged)
- Medical injury
- Illness excused by parent/guardian
- Illness excused by health care provider
- Non-medical events (Examples: a religious holiday; court; death or illness in immediate family; other as approved by school administrator, such as college visits, weather related incidents)
- In-school suspension
- Out-of-school suspension

Unexcused Absences

Unexcused absences are defined as all other absences. Examples include skipping school, babysitting, family vacations.

Tardies/Early leave

Students will be marked absent until they arrive to school. When a student has arrived at school but is late to class, (moving between classes) the student will be considered tardy. Teachers should mark students absent until the student arrives to class. Once the student arrives, teachers will change their attendance to tardy. Schools will determine their response to tardies and excessive tardies.

Excessive Absences

Excessive absences are defined five or more absences (excused or unexcused) in a semester at the High School level. Building-based teams will review student attendance data and provide appropriate intervention as needed.

Parents/Guardians will be formally notified of excessive absences (including excused and unexcused) within each semester in the following manner:

Protocol for Notification of Excessive Absences (excused and unexcused)	
3 days	Messenger and/or teacher phone call
5 days	Phone call
10 days or more	Attendance team referral

If a student has 10 or more absences accumulated throughout the school year, the following may occur:

- Administrative meeting resulting in an attendance agreement
- Excusal by a Health Care provider
- Mediation through Polk County Attorney's Office
- Filing for Truancy charges in court with Polk County Attorney's Office

If a student is unexcused for 10 consecutive full days, enrollment will be dropped.

SCHOOLS/STAFF SHOULD MAKE EVERY ATTEMPT TO LOCATE A STUDENT THAT IS NOT ATTENDING SCHOOL AND THEIR LOCATION SHOULD BE CONFIRMED.

SEARCH POLICY CODE 519

Title: Search by School Staff Relating to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces

The superintendent shall implement search procedures by school staff relating to students, protected student areas, lockers, desks and other facilities or spaces that are consistent with Iowa Code Chapter 808A.

The Superintendent has adopted the following administrative procedures addressing searches by school staff:

I. Searches of a student or protected student area.

A. A school official may search an individual student and a protected student area if:

1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law, or a school rule or regulation, or any other reasonable expectation of student conduct, and;
2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

B. All searches of students or protected student areas must be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:

1. The nature of the violation for which the search is being instituted;
2. The age and gender of the student who may be searched; and
3. The objectives to be accomplished by the search.

C. If a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

II. Inspections of lockers, school desks and other provided spaces.

A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students. Periodic inspections of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted by a drug/contraband sniffing animal

B. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student

- area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing a student to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.
- C. Students are permitted to park on school premises as a matter of privilege, not a right and parking provided as a courtesy to students. The interior of a student's automobile on the school premises may be searched without a search warrant if there is reasonable suspicion that a student has violated or is violating the law, or has illegal, unauthorized, or contraband items contained inside.
 - D. Each year when school begins, all district schools shall provide written notice to all students and the students' parents, guardians, or legal custodians informing them that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students without prior notice. An inspection under this policy shall either occur in the presence of the student whose locker is being inspected or in the presence of at least one other person.

III. Prohibited Searches.

- A. School officials shall not conduct a search, which involves:
 1. A strip search;
 2. A body cavity search;
 3. The use of a drug/contraband sniffing animal to search a student's body; or
 4. The search of a student by a school official not of the same sex as the student.

IV. Definitions.

- A. "Protected student area" includes, but is not limited to:
 1. A student's body.
 2. Clothing worn or carried by a student.
 3. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.
- B. "School official" means licensed school employees, including but not limited to principals, vice principals, deans of students, teachers, counselors and social workers, and also means unlicensed school employees employed for security or supervision purposes such as campus monitors.

EXTRA CURRICULAR CODE OF CONDUCT

Purpose

Students in the Des Moines Public School District who are involved in extracurricular and co-curricular activities represent themselves and their school whether they are away from or at school. They must understand that they are expected to conduct themselves in a way that serves as an example to others that will favorably reflect on their school. Extracurricular and co-curricular activities are completely voluntary and are a privilege conditioned upon meeting both eligibility criteria and by demonstrating lawful and respectful conduct. Students are held to high expectations with regard to training rules established by individual activity coaches and the *Code of Conduct*. All athletics and extracurricular and co-curricular activities are covered by the *Code of Conduct*. This *Code of Conduct* does not prohibit a coach or sponsor from establishing his or her own rules for the respective sport or activity with which the student is to follow.

Violations

Violations identified for inclusion in the *Code of Conduct* are identified below. All other violations will be covered by the school district discipline code, which may still include a suspension period. One reminder, the mere

presence at an activity involving illegal activity constitutes a violation of the code, unless the student immediately leaves. A student will be deemed to have immediately left if he or she exited the location immediately upon becoming aware that an illegal activity was occurring on the premises. Mere presence means that the activity is occurring in the same room as where the student is located. However, if the illegal activity is occurring in another room of the same premises where the student is located and the student is aware of the illegal activity and fails to leave, he or she will be deemed to be in violation of the *Code of Conduct*.

1. Possession/Consumption of alcohol, drugs or any controlled substances, or tobacco*
2. Intoxication/Under the influence of alcohol, drugs or any controlled substance
3. Delivery and/or sale of controlled substance
4. Mere presence at a location involving illegal activity
5. Assault
6. Robbery
7. Gang activity
8. Arson
9. Theft
10. Weapons
11. Sexual harassment
12. Hazing
13. Committing any act that would be a violation of the law and grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated of the act(s).

*The following situations are exempted from the Code of Conduct: (1) activities related to religious events (i.e., drinking wine at communion); (2) activities identified in Iowa Code Section 123.47; and (3) consuming alcohol in a foreign country, territory, or area where such an activity is legal. However, if a student is traveling abroad through a school-sponsored trip or foreign exchange program, or is accompanied by school personnel as a chaperone(s) who is acting in his or her capacity as a DMPS employee, the provisions of the Code of Conduct are applicable and will be enforced.

When in Effect

The *Code of Conduct* will be in effect during the entire calendar year including the regular school year as well as all vacation periods, weekends, and evenings. The *Code of Conduct* is in effect 365 days a year, 24 hours a day, seven days a week. The *Code of Conduct* is in effect at all times even if a student travels out of the city, state, or country.

Reporters

Valid reporters of violations:

1. All reports and evidence from a reliable source will be investigated by the school administration. Reliable information may include but is not limited to witness statements, police reports, photographs, or information from social networking Web sites such as Twitter and Facebook. Anonymous reports will not be considered.
2. Each school administration will determine the reliability of a reporting source and any evidence presented.

Penalty Details

If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student normally participates. The student may generally be allowed to practice during the period of ineligibility, but shall not be allowed to compete in any interscholastic competition. Violations under the *Code of Conduct* are cumulative and shall run the duration of the student's high school career. In other words, if a student is in violation of the *Code of Conduct* as a 9th-grader and is found to be in violation during his or her 10th-grade year, the violation in the 10th grade will be deemed a second offense.

1. First Offense: Depending on the violation, the student will undergo an alcohol, substance abuse, or mental health assessment by an evaluation agency approved by DMPS. Assessment arrangements and fees are to be made by the student and/or parent. It shall be the student's responsibility to provide the Activities Director with written verification that the required assessment has been completed. If the assessment cannot be completed for reasons beyond the student's control prior to the completion of the penalty, the student will be allowed to return to participation. However, if the student fails to provide evidence that he or she completed the assessment; the student may be deemed ineligible until evidence that the assessment has been completed is provided to the Activities Director. The student shall be suspended from participating in 1/3 of the extracurricular or co-curricular activity season (including post season competition). A student who self-reports* may receive a reduced penalty of being suspended for the greater of either 10% of the season or one event as opposed to 1/3 of the season.
2. Second Offense: Depending on the violation, the student will undergo an alcohol, substance abuse, or mental health assessment by an evaluation agency approved by DMPS. Assessment arrangements and fees are to be made by the student and/or parent. It shall be the student's responsibility to provide the Activities Director with written verification that the required assessment has been completed. If the assessment cannot be completed for reasons beyond the student's control prior to the completion of the penalty, the student will be allowed return to participation. However, if the student fails to provide evidence that he or she completed the assessment; the student may be deemed ineligible until evidence that the assessment has been completed is provided to the Activities Director. The student shall be suspended from participating in 2/3 of the extracurricular or co-curricular activity season (including post season competition). A student who self-reports* may receive a reduced penalty of being suspended for the greater of 15% of the season or half of the events as opposed to 2/3 of the season.
3. Third Offense. Depending on the violation, the student will undergo an alcohol, substance abuse, or mental health assessment by an evaluation agency approved by DMPS. Assessment arrangements and fees are to be made by the student and/or parent. It shall be the student's responsibility to provide the Activities Director with written verification that the required assessment has been completed. The student shall be suspended from participating in any extracurricular or co-curricular activity season (including post season competition) for a period of one full calendar year from the date of the violation. A student, who self-reports* may receive a reduced penalty of being suspended for six months as opposed to one full calendar year.
4. Fourth Offense. The student shall be suspended from competition for the remainder of his/her high school career.

* Self reports means that the student reports his/her involvement in an activity prohibited under the *Code of Conduct* to the school administration or coach/sponsor within 24 hours of when the activity occurred. If the student is unable to report and the parent reports the violation, the student may receive the reduced penalty.

Consistency

Any penalty will travel with a student transferring within the District. It is the responsibility of each school to deal with all violations at the school. Non-enforcement issues will be handled by a committee of district athletic directors. Any violations will also transfer with a student moving into the Des Moines Public School District.

Determination and Appeal Process

The student who is charged with violating the *Code of Conduct* will be notified of the alleged violation and the information that supports the allegation. The student will be given an opportunity to respond. There does not need to be a delay between the time that notice of the allegation is given to the student and the student's opportunity to respond. The Activities Director shall review all evidence and circumstances relevant to the allegation and shall make a decision regarding the alleged violation of the *Code of Conduct*. In the event the Activities Director determines the student has violated the *Code of Conduct*, the Activities Director will determine the period of ineligibility pursuant to the Penalty Details as set forth in the preceding section.

In the event a student/parent seeks to appeal the decision of the Activities Director, the following appeal process shall apply:

- The appeal must be in writing within five (5) school days.
- The appeal must be made by the parent, guardian, or student.
- The appeal must be made to the principal or designee.
- The student will be allowed to practice during the appeal. The student will not be allowed to participate in any contests or performances during the appeal.
- The administrative decision on the appeal will be made within five (5) school days following receipt.

The Activities Appeal Committee will consist of:

Activities Director
Principal or designee
Two coaches/sponsors (not involved with student's activity)
One teacher

A student charged with or who admits to an involvement in a criminal act not covered elsewhere in the Code may have his/her case brought up for review by the Activities Appeal Committee.

The decision of the appeal committee is final.

EDUCATIONAL EQUITY AND RIGHT TO COMPLAIN

Des Moines Public Schools prohibits discrimination based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability in educational and employment programs and activities. In addition, the district prohibits acts of intolerance or any form of harassment toward employees or students. For information regarding procedures for discrimination complaints, contact the Equity Coordinator for Des Moines Public Schools, 2323 Grand Ave., Des Moines, Iowa 50309, (515) 242-7781.

COMPLAINT PROCEDURE

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint. Briefly, the complaint procedure includes the following steps:

1. Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact that person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
2. If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 30 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
3. Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.
4. Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District's policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.
5. The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

In the event the investigator finds:

- A. No violation of District policy, the findings will be shared by the investigator with the Complainant and the Respondent.

- B. A violation of the District's policies or no violation of the District's policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:
- 1.) By the investigator with the Complainant and the Respondent;
and
 - 2.) By the investigator and Respondent's principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resources Management. The Human Resources representative will inform the Respondent of any decision regarding disciplinary action
 - 3.) If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee's file or the student's file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.
 - 4.) The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.

The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten days of receipt of the final investigative report, either side files a written appeal to the superintendent setting out the reason(s) why they believe the decision should not stand.

In the event of an appeal, the Superintendent/designee shall review the written record and may meet with the appealing party. The Superintendent/designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, provide the decision in writing to the appealing party.

Except in the event of a termination of a certified employee, the Superintendent's/designee's decision shall be final.

A parent or guardian who disagrees with the school district's decision regarding a student's identification, evaluation, or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Susan Hope, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-8275 to make the arrangements.

The District encourages individuals to use the internal complaint procedure. However the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

DISTRICT NETWORK AGREEMENT

These procedures are applicable to all student use of Network and Internet systems while using school district property at any location or during school activities at any location.

All use of educational technology must be in support of education and research and be consistent with the mission of the district. In addition, educational technology may only be used in a manner consistent with federal and state law, license agreements and district policy.

Access Network and Internet access is a privilege, which requires a high level of personal responsibility and may be denied due to inappropriate use.

Inappropriate use shall include but not be limited to:

1. Using the district system for commercial and/or personal purposes.
2. Using the system to transmit inaccurate information.
3. Using the system to send, receive or view objectionable material.
4. Damaging the security system.
5. Using another individual's system account.
6. Forging or attempting to forge electronic mail messages.
7. Attempting to read, delete, copy or modify electronic mail of other system users.
8. Misusing electronic mail retention guidelines.
9. Exceeding resource quotas or disk usage quotas.
10. Failing to conduct virus checks on downloaded material.
11. Vandalizing the system.
12. Violating the copyright laws.
13. Failing to follow network etiquette procedures.
14. Submitting false or misleading information to obtain or retain access to the system.
15. Accessing the system in any manner inconsistent with the mission of the school district.
16. Interfering with official school district communications

The network administrators may withdraw access at any time as required. The administration, faculty and staff of the district may request the network administrator to deny, revoke or suspend specific system user access.

Students under the age of 18 must have the written approval of a parent or guardian. A signed Individual System User Release Form must be on file with the district. Student privileges will be granted only for one academic year. Access privileges will be indicated on the student's ID card. A signature on the Individual System User Release Form indicates that the person signing the permission form has read and understood any supplemental information, which may be provided with the permission form.

SECURITY USAGE AND GUIDELINES

Appropriate language will be used in electronic mail and other electronic communications.

System users will be respectful of others' opinions.

System users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other system users, or misrepresent other system users, or attempt to gain unauthorized access to the system.

Communications may not be encrypted so as to avoid security review.

Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.

Students will never make appointments to meet people in person that they have contacted on the system without district and parent permission.

Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

A system user guide will be published and available for student distribution.

All Internet account holders are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach.

The district unconditionally reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity.

COPYRIGHT

One of the most important issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing. System users may download material for their own use in accordance with applicable copyright laws, district policy and administrative regulations. The Fair Use doctrine allows an individual to reproduce portions of copyrighted work for non-commercial purposes, in some instances. Reproduction beyond fair use requires the permission of the copyright holder or authorized person. The permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy, and administrative regulations. Violations of copyright law could lead to civil liability with excessive penalties.

System users may upload public domain programs to the system. System users may also download public domain programs for their own use or noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

LIABILITY

Access by the district to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

The district does not warrant that the functions and services performed by or the information or software contained in the educational technology resources will meet the system user's requirements or that the system will be uninterrupted or error-free, or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied including, without limitation, those of

merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

Student permission forms shall include a provision that the student and his/her parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.



DISCIPLINE

Appropriate discipline for student violations will be determined by the building principal or the principal's designee. Violations of the acceptable use guidelines, any district policy or procedure, or any federal or state law, rule or regulation may result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the student discipline policy. Violations, which may be criminal, will be referred to appropriate law enforcement officials.

ANNUAL NOTICE

NOTICE: CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

STATE LAW FORBIDS SCHOOL EMPLOYEES FROM USING CORPORAL PUNISHMENT AGAINST ANY STUDENT. CERTAIN ACTIONS BY SCHOOL EMPLOYEES ARE NOT CONSIDERED CORPORAL PUNISHMENT. ADDITIONALLY, SCHOOL EMPLOYEES MAY USE "REASONABLE AND NECESSARY FORCE, NOT DESIGNED OR INTENDED TO CAUSE PAIN" TO DO CERTAIN THINGS, SUCH AS PREVENT HARM TO PERSONS OR PROPERTY.

STATE LAW ALSO PLACES LIMITS SCHOOL EMPLOYEES' ABILITIES TO RESTRAIN OR CONFINE AND DETAIN ANY STUDENT. THE LAW LIMITS WHY, HOW, WHERE, AND FOR HOW LONG A SCHOOL EMPLOYEE MAY RESTRAIN OR CONFINE AND DETAIN A CHILD. IF A CHILD IS RESTRAINED OR CONFINED AND DETAINED, THE SCHOOL MUST MAINTAIN DOCUMENTATION AND MUST PROVIDE CERTAIN TYPES OF NOTICE TO THE CHILD'S PARENT.

**IF YOU HAVE ANY QUESTIONS ABOUT THIS STATE LAW, PLEASE CONTACT YOUR SCHOOL. THE COMPLETE TEXT OF THE LAW AND ADDITIONAL INFORMATION IS AVAILABLE ON THE IOWA DEPARTMENT OF EDUCATION'S WEB SITE:
WWW.IOWA.GOV/EDUCAT**

North High School Loan Agreement

Student/Borrower: _____

Grade: _____

One Apple iPad is being lent to Borrower and is in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of North High School in Des Moines, IA and is lent to the student for educational purposes only for the Academic School year. Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this iPad and may result in a fifty-dollar breakage fee. Lost or stolen iPads will result in a four hundred dollar fee. The equipment will be returned to the school when requested by North High School or if the student withdraws from North prior to the end of the school year.

Student and Parents/Guardian's acknowledge their responsibility to protect and safeguard the School Property and to return the iPad in good condition.

Fees:

- **Fee for broken iPad: 1st time 50 dollar fee, 2nd time will be 50 dollars and 3rd time will be cost of the repair. No Community Service is available for fees owed for broken, lost or stolen iPads.**
- **Fee for lost or stolen iPad: 400 dollars. No Community Service Available. (Payment plans available)**
- **40 dollar fee for broken/missing case**
- **10 dollar fee for broken or missing lightning to USB cable**
- **20 dollar fee for charger brick**

I agree to follow the North High School Responsibilities and Rules at all times while using the school issued iPad.

I have read and agree to abide by the Des Moines Public School Acceptable Use Policy for use of the Internet with the school-issued iPad.

(First Name) (Last Name)

(Student Signature) (Date)

(Parent Signature) (Date)

**North High School
iPad Agreement**

This Agreement represents an outline of the iPad Policies and Procedures. By signing this Agreement, students and parents/guardians agree to the following Policies and Procedures.

<u>Parent Responsibilities</u>	<u>Student Responsibilities</u>
<p>Your student has been issued iPad to improve and personalize his/her education. It is essential that the DMPS Acceptable Use Policy be followed to ensure safe, efficient and ethical operation of the school's computer. In order for your child to use the iPad in class and to take it home, you must be willing to accept the following terms and responsibilities.</p> <ul style="list-style-type: none"> • I will read the Acceptable Use Policy and discuss it with my child. • I will supervise my child's use of the iPad at home. • I will make sure my child charges the iPad nightly and begins the school day with a fully charged battery • I will discuss the appropriate use of the Internet and supervise my child's use of the Internet. <input type="checkbox"/> I will not attempt to repair the iPad. • I will report any problems or damage to the North technology coordinator. (Mr. Lucht) • I will not load or delete any software from the iPad without permission from the school. • I will report any loss/theft of iPad to the main office within 24 hours. • I agree to make sure that the iPad is returned to the school when requested and upon my student's withdrawal from North High School. • I understand this iPad is school property and that the administration has final say in the issuance of the iPads 	<p>Your iPad should be used for EDUCATIONAL PURPOSES ONLY. In order to use the iPad in class and take it home you must be willing to accept the following terms and responsibilities:</p> <ul style="list-style-type: none"> • I will read the Acceptable Use Policy and discuss is with my parent/guardian's. • I will adhere to the policy and procedures set forth in the Computer Manual and Podcasts. • I will recharge the iPad nightly and begin the school day with a fully charged battery. • I will bring the iPad to school every day and keep it in the protective case at all times. • I will use appropriate language in all communications. • I will abide by copyright laws. • I will never share personal information over the Internet. • I will not remove programs or apps on the iPad. • I will not sync the iPad with my computer. • I will not use the iPad to record (audio or visual) others without their permission or for any illegal or inappropriate behavior. • I will treat the iPad with care by not dropping it, leaving it outdoors or using it with food or drink nearby. • I agree that email or any other computer communication should be used only in an appropriate, legitimate, and educational manner. • I will return the iPad when requested and upon my withdrawal from North High School. • I will not change my password. (Will result in a wipe of your iPad, which means you lose EVERYTHING.) • I will keep the iPad in my case at all times. (If found outside of case you will have the iPad confiscated for a minimum of 2 weeks)