



North High School

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

Home of the Polar Bears

**STUDENT HANDBOOK
2015-2016**

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IMPORTANT PHONE NUMBERS
North High Offices

Administration

Principal and Main Office 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
At-Risk Coordinator..... Jon Johnson – 242-7269
Counselor Loretta Martzahl – 242-7205
Counselor Julie Charikov – 242-8157
Building Manager..... Dave Shepherd – 242-7210
Attendance Clerk..... Lori Wolfe – 242-7201
School Resource Officer Officer Jason Sims – 242-7224
Nurse..... Terri Kruse – 242-7203
Registrar..... Stephanie Krois – 242-7208
Special Education Consultant..... Kairsten Fatland – 242-7230

GENERAL INFORMATION

North High School is open for student arrival at **7:00 AM**. Classes begin at **7:40 AM** and end at **2:35 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.

2015-2016

Bell Schedules

North High Classes M, T, Th, F

Block 1/5	7:40 – 9:00
Block 2/6	9:04 – 10:24
Skinny	10:28 – 11:08
Lunch	11:08 – 11:45
Block 3/7	11:49 – 1:11
Block 4/8	1:15 – 2:35

Wednesday

Block 1/5	7:40 - 8:40
Block 2/6	8:45 - 9:45
Skinny	9:50 – 10:20
Block 3/7	10:25 - 11:25
Block 4/8	11:30 - 12:30
Lunch	12:30 – 1:05

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 School Improvement Leader. When this process has been completed, the School Improvement Leader makes the schedule change. Any class dropped after the first fifteen days of the class 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 and 10th grade courses will be implementing phase two of Standards Referenced Grading. These grades will be available at anytime 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 an 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. Revised 8/13/15

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:	Waiver due in the office by:	Type of Check:
Monday, October 5 th (6 wks)	Thursday, October 8 th by 3pm	Progress
Friday, October 30 th (9 wks)	Wednesday, November 4 th by 3pm	Waiver
Monday, December 7 th (15 wks)	Thursday, December 10 th by 3pm	Progress
Friday, January 15 th (18 wks)	Thursday, January 21 st by 3pm	Waiver
Monday, February 29 th (6 wks)	Thursday, March 3 rd by 3 pm	Progress
Friday, April 1 st (9 wks)	Wednesday, April 6 th by 3 pm	Waiver
Friday, May 13 th (15 wks)	Wednesday, May 18 th by 3 pm	Progress
Tuesday, May 24 th (Seniors only) Friday, May 27 th (Fresh-Junior)	Friday, May 27 th by 3 pm Thursday, June 2 nd by 3 pm	Waiver

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. Females may not wear halter-tops, or tops that do not cover their back, or tops that show cleavage or stomach.
2. Female shorts, skirts, and dresses must be longer than thumb length when arms are down.
3. Female tops must meet the waistband of the bottom clothing they are wearing and have shoulder straps. Straps must be at least 3 fingers width wide.
4. Males may not wear shirts without sleeves.
5. Undergarments must be covered at all times.
6. Pants may not 'sag'.
7. Pajamas are not to be worn at school.
8. Shoes must be worn at all times.
9. Shoes with rollers on the bottom are not allowed.
10. House shoes or slippers are not to be worn at school.
11. Chains, bracelets with spikes, and sunglasses cannot be worn.
12. Clothing which contains offensive language, promotes alcohol, drugs, or tobacco are banned at North High School. Clothing that substantially interferes with the educational process is prohibited.
13. Only religious head covering will be allowed. No bandanas, sweatbands, hats, or any other head covers will be allowed.

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.

DISORDERLY CONDUCT

A person violates this policy when the person does any of the following:

1. Engages in fighting, horseplay, or violent behavior in the school or at school functions.
2. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to others.
3. Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.
4. Without authority, disturbs any lawful assembly or meeting.
5. Initiates or circulates a report or warning of fire, epidemic, or other catastrophe, reasonably knowing such a report to be false.
6. Knowingly uses the flag of the United States in such a manner as to show disrespect to our national symbol.
7. Obstructs school premises or access to school premise or school activity with the intent to prevent or hinder its lawful use by others.
8. Communicates to another, by telephone, e-mail, or other means, and uses obscene, lewd, or profane language, or threatens to inflict injury or physical harm to the person or property of any person.
9. Demonstrates overt displays of affection, such as inappropriate embracing, kissing, or physical fondling.

WEAPONS

Dangerous weapons, objects that could be potentially used as a weapon, or fake weapons are not allowed on school grounds or at school sponsored events. Any object which could be used to injure another person will be considered a dangerous weapon. Students who bring dangerous weapons, objects that could be potentially used as a weapon, or fake weapons to school will be suspended from school and school events, and ultimately could be expelled from Des Moines Public Schools. School administration will turn over all information to appropriate law enforcement agencies for investigation and possible filing of criminal charges.

GANGS & GANG ATTIRE

For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who (1) have a name; (2) claim a territory; (3) have rivals/enemies; (4) interact together to the exclusion of others; and (5) exhibit anti-social behavior often associated with crime or a threat to the community. Gang behavior, which initiates, advocates, or promotes activities that threaten the safety or well being of persons or property on school grounds or which disrupts the educational environment, is strictly forbidden. Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, writing gang graffiti, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action. Iowa Code chapter 287 prohibits public school pupils from participating in secret societies; therefore, clothing and/or symbols, which represent such groups, are also expressly prohibited during school and school activities. While the primary responsibility for appearance rests with the students and their parents, the

administration reserves the right to determine what is acceptable and what is not at school or a school function. Students in violation of this policy will be subject to suspension from school [temporarily] and all school activities [potentially indefinitely] and could be placed in an alternative academic setting.

HALL PASSES

Students are not to be in the halls after the class bell rings without having a pink or green pass signed by the 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. Students are advised to bring a lock from home to secure their belongings during PE class. For locker information, see Mary Lou Hill in the Intervention Center.

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. Fund raising money should be turned into the bookkeeper or sponsor at the beginning of the day. 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 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 in writing. Reckless drivers will not be allowed to park in the school parking lot. Students are responsible for their own vehicles and their contents. The staff lot is on the north and southwest sides of the building. Students are not allowed to park in the staff parking lots. Any student caught parking outside the lines or in an unauthorized area may receive a citation from the SRO. 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 high school age or older. Individuals from other high schools must provide a picture ID to be allowed entry into a dance. Once a student leaves the dance, they will not be readmitted. Dances are over promptly at 10:00 PM. 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 anytime a student may be prohibited from attending due to academic or behavioral reasons.

RELEASE TIME

Release time is offered only to those 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 School Improvement Leader. **Students are not allowed to be on campus during release time.** They must maintain passing grades and be in good standing with the district attendance policy, per the following guidelines.

1. Permission form must be signed by the parent and returned to your SIL along with reason or employment verification.
2. Release time is granted for one semester only. Students need to reapply each semester.
3. Only 11th and 12th grade students may apply for release time.
4. Students must be off campus during release time. Failure to leave campus will result in a trespassing warning and if the student fails to leave a second time the SRO will be asked to intervene.

CELL PHONES AND ELECTRONICS

The cell phone and electronics policy was developed by Ms. Sherry Poole's Government students. Minor adjustments were made by the administrative team to comply with district policy and school law.

While the entire policy is outlined in detail below, the main points for students are:

- Cell phones/electronics may be used before/after school, during passing, and at lunch. No usage is allowed in the classroom unless for instructional purposes as assigned by the teacher.
- Students using their cell phone during class 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, so keep them on vibrate or use 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.

The full policy is as follows:

H.R. 3012

To establish the usage of cell phones and electronic devices within North High School.

IN THE 112th Congress
March 8, 2011

Sponsored by Congressional Members:
Block One Government Class

A BILL

To develop a cell phone and electronic device policy that is acceptable for the students and staff of North High School.

Be it enacted by the Members of the North High Government Class, Spring 2011 assembled,

1 SECTION 1. TITLE

2 This Act may be cited as the “North High Cell Phone/Electronic Device
Policy Act”

3 SECTION 2. PURPOSES

- 4 To replace the existing cell phone policy with a reasonable and
acceptable cell phone policy,
5 To enable the right for North High School students to use cell phones to
communicate without interfering with class,
6 To make instruction that guides North High Schools students using
technology, such as using phones for research directed by the guidelines
of the teacher,
7 To discover and encourage NHS students to become more responsible
and access information quickly,
8 To promote a positive school culture and classroom environment,
9 To be able to communicate with family for appointments, emergencies,
pick up times, etc.,
10 To generate the rules of usage for phones during the school day.

11 SECTION 3. ELIGIBILITY/TERMS AND BENEFITS OF SERVICE

- 12 At no time should cell phones or electronic devices disrupt the learning process. No phone calls or texts will be allowed in the classroom,
- 13 Cell phones and electronic devices may be used during passing times, lunch, before or after school, in class with teacher permission (for learning), and school sponsored events (EXCEPT auditorium),
- 14 No sound should be heard from the phone, therefore, the volume must be off or earphones/earbuds must be used,
- 15 Disruptions in class may result in phones/technology being confiscated by the teachers to be given back at the end of class unless the student does not turn over the phone at which time the phone will be given to an administrator and a referral will be sent
- 16 Students off task because of inappropriate use of a cellphone/electronic device will still be responsible for making up their work on their own time,
- 17 Students observed using a cellphone during any assessments (benchmark tests, tests, quizzes, quick writes, etc.) may receive a zero on the assessment and have their phone confiscated by the teacher,

18 SECTION 4. ADMINISTRATION

- 19 The administration and staff will oversee the implementation of the policy and steps of punishment for violations of said policy. The school will not be held liable for any phones or devices stolen or lost. Devices may be subject to a search in accordance with district policy,
- 20 Punishment ranging from confiscation to suspension for violations of this policy will be determined by the severity of the violation,
- 21 If rules are not followed, the following penalties will be imposed:
 - a. 1st offense: Warning by instructor
 - b. 2nd offense: You are now impeding instructional time: Phone/electronic device is given to instructor until end of block.
 - c. Refusal to surrender the phone/electronic device will result in a referral to the office and possible removal from class for the remainder of the period.
 - d. Any inappropriate pictures, text, cyber-bullying will result in the confiscation of the phone and consequences in accordance with district policy.
 - e. Per administrative discretion, a parent meeting may be required to obtain the device if a student is referred to the office.

SKATEBOARDS AND ROLLER BLADES

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.

SCHOOL SUPPLIES

Students are expected to furnish their own school supplies such as paper, pencils, and notebooks. The school furnishes textbooks and required materials for lab courses. If the student wishes to use materials in their projects (for example, walnut rather than pine for a wood project), the student will need to pay for those materials.

TEXTBOOKS

Textbooks are 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 policy. 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 the school grounds. All others will be asked to leave. Visitors are not to accompany students to classes during the school day.

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 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 in the main office. The counselors will work with students on educational and personal issues. 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. (Mrs. Charikov will support students whose last names begin with A-K and Ms. Martzahl will support students whose last names begin L-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 written 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, Stephanie Krois, 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

The Des Moines Public Schools provide 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 will be subject to disciplinary action and may be excluded from riding the bus. The Discipline Policy of the 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 yellow bus transportation.

STUDENT ACTIVITY TICKET

An activity ticket may be purchased for \$55. 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:

Established 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		Trapshooting	
Basketball		Pom Squad		Volleyball	
Bowling		Show Choir		Wrestling	
Cheerleading		Soccer		Other:	
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 DISCIPLINE CODE & PROCEDURES

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. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternate education placement, or expulsion may include but are not limited to:
 - a. Seriousness of offense
 - b. Student's age and intent or lack of intent at the time the student engaged in the conduct
 - c. Student's disciplinary history
 - d. Student's attitude
 - e. Potential effect of the misconduct on the school environment
 - f. State law requirements for certain disciplinary consequences
 - g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of the punishment

- h. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, DMPS transportation, the school, or any school-related activity and may include persistent misbehavior of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level III or Level IV constitutes a finding that the student has engaged in serious misbehavior.

Definitions

1. AEP (Alternate Educational Placement): Students are placed in an educational setting determined by the District for a period not to exceed two academic semesters. However, if it is determined that the student is a threat to the safety of other students or a threat to District employees and it is determined that placement is in the best interest of the student, then the student's placement may be for a longer duration. In that situation, there is no limitation on the length of placement of a student in an AEP. Students are placed on a behavior improvement contract during their period of alternate educational placement. Serious violations of the discipline policy by students during the period of placement may result in a recommendation for expulsion. AEP placements are monitored by the Learning Services Department.
2. Expulsion: The Board of Directors for the District may, by a majority vote, expel a student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interest of the school. When a student is expelled he or she is not eligible to receive educational services from the District. The period of expulsion will not exceed two academic semesters.
3. Persistent: More than one instance of similar type misconduct.
4. Possession: Actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by the Discipline Policy if the substance or object is (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or backpack; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.
5. Serious Offenses: Substantial disruption or material interference with the orderly process in the classroom or school building.

General Procedures for Resolving School Problems

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the executive director and/or regional superintendent. Parents, guardians, and students who wish to appeal the Alternate Educational Placement or who wish to appeal an expulsion should refer to the section of the *Code* relating to procedures for appropriate guidance. Rights and Responsibilities in Discipline

Parents/Guardians

Have a responsibility to:

1. Assist school staff by sharing ideas for improving your child's learning and preventing or resolving student discipline problems.
2. Provide supervision for the child's health, physical and emotional well-being, and ensure prompt and regular attendance.
3. Provide the school with documentation for absences or tardiness.
4. Help enforce student compliance with school rules and expectations.
5. Attend parent conferences.
6. Provide appropriate supervision of students before and after school.
7. Review and discuss this document with students, as well as other similar materials such as school handbooks.

Have a right to:

1. Receive regular official reports of the child's academic progress and attendance.
2. Make recommendations and give ideas for educational planning.
3. Participate in conferences with teachers and/or the administration.
4. Receive explanations from teachers for child's grades.
5. Read all school records pertaining to their child, within appropriate guidelines.
6. Obtain further clarification, upon request, on any rights referred to in this handbook.
7. Whenever possible, receive information in a language they can understand.

Students

Have a responsibility to:

1. Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class.
2. Do homework.
3. Strive for academic growth.
4. Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests, and school neighbors.
5. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with the rights of others.
6. Follow discipline guidelines adopted by the school and the District.
7. Read and understand the *District Discipline Code and Procedures*.
8. Report violations of school rules.
9. Report any incidents of verbal or physical threats, bullying, or abuse.

Have a right to:

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of the *District Discipline Code and Procedures*.
3. Receive fair discipline without discrimination.
4. Access their own records within appropriate guidelines.
5. Receive information in a language they can understand.

Schools

Have a responsibility to:

1. Educate all students.
2. Treat all students with respect.
3. Provide a safe and orderly environment for learning.
4. Administer appropriate discipline procedures when student behavior prohibits learning or causes an unsafe and/or disorderly environment.
5. Provide due process to students and families in the administration of the discipline procedures.
6. Invite and welcome community members into the school.

Have a right to:

1. Take the necessary steps to ensure a safe, orderly, and supportive environment.
2. Assign students to particular school programs and activities.
3. Engage parents in problem solving throughout the three stages (preventive, supportive instruction, corrective action) of student discipline.

Levels of Offense/Overview

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

Level I — Violation of Classroom Rules:

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

Level II — Administrative Intervention:

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

Level III — Suspension and/or Optional Recommendation for Alternate Educational Placement (AEP)

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

Level IV — Required Alternate Educational Placement or Recommendation for Expulsion for Serious Offenses

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. 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 Complaint Officer/Title IX Coordinator at 242-7781. 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.

Corrective Action: The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures, which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of these procedures.

Notification: Notice of these procedures shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for students, staff and volunteers, on the District's Web site, and shall be published in any manner as deemed appropriate.

Training: The District shall educate staff, parents, and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of these procedures and education programs and shall make reports as required.

Other Agencies: Students, parents, and employees may also contact the Iowa Civil Rights Commission, the Des Moines Human Rights Commission, the Region VII Office for Civil Rights within the United States Department of Education in Kansas City, Missouri, or the United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin, for assistance.
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.

Complaint Procedures: Any person alleging a violation of this *Procedure* 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 hazing shall file a written complaint or shall report the conduct to a principal or to the District Complaint Officer/Title IX Coordinator at 242-7781. 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.

The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator(s) 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 hazing.

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 hazing complaint, assisted or participated in an investigation, 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.

Corrective Action: The District will take action to halt any hazing and will take other appropriate measures which may include for students disciplinary actions including but not limited to suspension from school, removal or suspension from participation in athletic events or extra curricular activities, or referral to an appropriate law enforcement agency. Should a staff member participate in, or condone, or fail to take reasonable measures to halt hazing activity of which he or she is aware, or about which he or she should have known; disciplinary measures will be taken up to and including termination.

Notification: Notice of this procedure shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for student, parents, and staff, on the District's Web site, and shall be published in any such manner as deemed appropriate.

Levels of Student Misconduct and Intervention Options

Level I

Violation of Classroom or Transportation Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include but Are Not Limited to:

1. **Violations of rules** or procedures established by the teacher
2. **Refusal to participate** in classroom activities
3. **Unexcused tardiness** to class

4. **Failure to be prepared** by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
5. **Cheating, plagiarism**, or copying the work of other students
6. **General misbehavior**, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
7. **Disruptive or noncompliant behavior** on a school bus or at a school bus stop
8. **Failure to protect or use of other student's passwords** regarding computer accounts
9. **Any other act that disrupts** the classroom or interrupts the operation of the class

Intervention Options/Responses:

- Verbal correction
- Teacher-student conference
- Parent contact: confirm actual contact has been made with parent either via phone call or in writing
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions
- Restriction of school-bus privileges by the bus operator

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and intervention options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.
5. A Level I appeal may be made to the building administrator. The decision of the building administrator is final regarding Level I appeals.

Level II

Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in Level II or higher misconduct will complete a discipline/referral form for the principal or other appropriate administrator. The principal or appropriate administrator will forward report to the parent or guardian.

Level II Acts of Misconduct May Include but are not Limited to:

1. **Repeated Level I violations**
2. **Leaving without permission** including classroom or school grounds
3. **Unexcused absences** including cutting class
4. **Possession of matches or other flammable materials**
5. **Smoking/Tobacco** — using, or possessing tobacco or tobacco products

6. **Forgery** — changing school records or documents or signing a parent’s name on school documents
7. **Selling or soliciting unauthorized merchandise** on school campus without the authorization of the building principal
8. **Profanity**, vulgar language, or obscene gestures
9. **Inappropriate display of affection**
10. **Posting or distributing unauthorized materials** on school grounds
11. **Failure to abide by rules and regulations** at extracurricular activities or at co-curricular activities such as field trips
12. **Loitering** in unauthorized areas
13. **Use or operation of electronic communication systems** (i.e., cell phones, or any other type of electronic communication system) or iPods, Mp3 players, personal radios or personal music devices on school campuses or at functions during school hours with the final determination of the limits made at the individual campus level
14. **Cafeteria disturbance**
15. **Refusal to comply with a school’s mandatory dress code policy**
16. **Minor physical contact**
17. **Disruptive behavior** on a school bus or at a school bus stop
18. **Violation of the District’s Acceptable Use policy**
19. **Sending or forwarding inappropriate e-mail**, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes that results in a disruption to the educational environment
20. **Other acts interfering with the orderly educational process** in the classroom or the school

Intervention Options/Responses:

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Removal of school transportation privileges
- “Behavior” or “conduct” contracts
- Suspension of transportation privileges
- Suspension for up to three school days per occurrence
- Revocation of within-District open enrollment status if available
- Any other appropriate disciplinary actions determined by the administration

Procedures:

1. Referral to administrator by way of written report not to exceed one page in length
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Written or oral notification of action is sent to parent. Notification is sent to the teacher indicating action taken.
4. Discipline Referral Form is retained by the administrator.
5. Level II behavior violations and intervention options/responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.
7. A Level II appeal may be made to the building principal. The decision of the building principal is final regarding Level II appeals.

**Level III
Suspension and/or Optional Recommendation for Alternate Educational
Placement (AEP)**

Level III acts include misconduct for which an administrator may suspend the student, place the student into in-school suspension, or, if the administrator finds the Level III misconduct to be serious or persistent as defined in this *Discipline Code*, refer the student to a district level alternate educational placement (AEP). The principal or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct.

Level III Acts of Misconduct May Include but Are Not Limited to:

1. **Chronic or repeated Level I and/or Level II offenses**
2. **Fighting**, which is defined as two or more students mutually engaging in offensive physical contact
3. **Assault** which is defined as an act intended to result in physical contact that will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act. An assault that results in bodily injury is considered a more serious Level III offense and may result in a more severe consequence up to a recommendation for expulsion.
4. **Gambling**
5. **Stealing/theft** of property in an amount under \$500
6. **Truancy** including but not limited to repeated instances of cutting class
7. **Weapons/Ammunition possession** including but not limited to:
 - a. knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut
 - b. fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
 - c. live ammunition or bullets
 - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
 - e. replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
8. **Persistent disruptive behavior** on a school bus
9. **Interfering with school authorities**, failing to comply with reasonable requests of school personnel, defiance of the authority of school personnel, and/or display of disrespect toward school personnel or campus visitors
10. **Disruptive demonstration** that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
11. **Behavior contract violations**
12. **Harassment/Indecent exposure/unsolicited sexual proposal.** Harassment includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct or causing unwanted sexual advances, causing physical damage to the property of another student, subjecting another student to physical

confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health such that it has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile or offensive educational environment.

13. **Participation in an illegal organization** or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. Participation includes indirect participation such as recruiting and indirect guidance or leadership of the activities, wearing dress or attire or possession of paraphernalia of such illegal organizations.
14. **Intimidation, extortion or bullying**, which includes any communication toward a student including electronic (such as e-mails, texting, 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.
15. **Hazing**, which includes any action 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.
16. **Vandalism** resulting in the destruction or defacing of any district property such as graffiti. This includes but is not limited to rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or Trojans; or tampering with programs or data without authority.
17. **Continued violation of the District's Acceptable Use Policy.**
18. **Possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School.**
19. **Possessing alcohol or a controlled substance or drug paraphernalia**
20. **Under the influence of alcohol or a controlled substance**
21. **Distribution of alcohol**
22. **Possession of inhalant.** Engaging in conduct that contains the elements of an offense relating to an amusable or volatile chemical or possession of inhalant paraphernalia.
23. **Burglary** of a DMPS facility or committing burglary on DMPS property.
24. **False report against a staff member** knowingly made and that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
25. **False alarm or report, or terroristic threat.** Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means,

or causing impairment or interruption of public communications, public transportation, the public water, gas, or power supply, or other public service.

26. **Making a “hit list,”** in which a student makes a list of people to be harmed by means of a firearm, a knife, or any other object to be used with the intent to cause bodily harm.
27. **Retaliation against any school employee** such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person’s performance of his or her official duties, unless the student engages in conduct punishable as a felony in retaliation against a person, in which case the student may be expelled under Level IV.
28. **Felony conduct.** There are two instances of felony conduct for which a student must be referred to an AEP. The placement made in accordance with this section shall be for any period considered necessary on the basis of the circumstances and facts known; however, the student shall still receive a review of the placement after the time designated by the behavior improvement contract. The circumstances include:
 - a. Engaging in any conduct punishable as a felony while on campus, at a school-related function or activity.
 - b. While enrolled in DMPS and regardless of the location of the offense, receiving deferred judgment or a finding by a court or jury of delinquent conduct, or the reasonable belief of the principal that the student has committed one of the following felony crimes: murder; manslaughter; voluntary manslaughter; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child; any degree of sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; terrorist threat; or tampering with a consumer product, regardless of where the offense occurs.
29. **Assisting (directly or indirectly) with the promotion of any prohibited behavior** under this *Discipline Code*.
30. **Other acts of serious misconduct** that disrupt the school environment in the classroom and/or school.

The terms of a placement in an Alternate Educational Placement (AEP) under this required placement section, as well as under Level III, prohibit the student from attending or participating in any school activities.

Intervention Options/Responses:

- Required administrator/student/parent conference
- Restitution or restoration, as applicable, for vandalism to property
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Placement of the student into in-school suspension
- Revocation of within-District open enrollment status if available
- Suspension for up to five school days per occurrence
- Removal of transportation services for up to one year
- Restriction or removal of computer-use privileges for up to one year
- Referral for placement in Alternate Education Placement (AEP) (suspension not to exceed 10 school days)
- Referral for counseling services regarding substance abuse assessment

- Any other appropriate disciplinary actions determined by the administration

Procedures:

1. Referral to administrator by way of discipline card, with report sent to the parent.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Repeated violations shall result in a more severe response and/or referral to Level IV.
4. Administrator determines whether the student engaged in Level III misconduct that is serious in nature that warrants a referral for an AEP. If administrator determines that the student engaged in a serious offense then administrator contacts regional superintendent or executive director to start AEP referral process. When the student is recommended for an AEP, the parent shall be given a letter stating the reasons for the placement. In determining the length of the placement, the administrator shall consider such factors as seriousness of the offense, student's age, frequency of misconduct, student's attitude, potential effect of the misconduct on the school environment, state law requirements for certain disciplinary consequences, and whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment.
5. Administrative representatives from sending and receiving schools meet with parent or guardian to review AEP and student behavior improvement contract.
6. Within five days of AEP placement meeting, the parent/guardian must request a meeting to appeal decision, in writing, with the appropriate regional superintendent/ executive director or the decision shall be final.
7. A Level III appeal may be made to the regional superintendent. Placement appeal hearing will be conducted by Learning Services Department. Parent/Guardian and sending school administration will present information on placement decision. Each party will have 10 minutes to present information. The length of the presentation may be increased by the regional administration. Parent/Guardian will receive decision of regional administration within three business days of appeals hearing. The decision of the regional superintendent is final regarding Level III appeals.
8. The Learning Services Department will conduct ongoing progress monitoring by way of grade reporting, parent/student conferences, grade-book reviews, reviews of graduation plans, progress on behavior improvement plan, and input from the parent.

Special Education students may not be placed in an alternate educational placement unless the IEP Committee determines that it is educationally appropriate and that the student has engaged in conduct for which referral to an alternate educational placement is authorized.

The Learning Services Department shall make reasonable efforts to invite the parent or guardian to the end of program review. If, after reasonable efforts to include the parent or guardian in the meeting have been made, he or she is unable to attend, the review meeting may proceed in their absence. After assessing the student's progress, those in attendance may decide that the student (1) remain in the AEP; (2) be removed from the AEP and placed in a non-disciplinary alternate educational program to more appropriately address

the student's needs; or (3) may return to the sending campus or the campus to which the student is presently zoned. Within three business days from the date of the determination, the committee's decision will be provided in writing to the parent or guardian. In the case of students with disabilities, an IEP Committee will make this determination.

Level IV

Required Alternate Education Placement or Recommendation for Expulsion for Serious Offenses

Level IV acts of misconduct include serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school or that most seriously disrupt the orderly educational process in the classroom and/or the school. Students may be expelled for any violation listed under this section. Expulsion may occur if the Level IV act of misbehavior occurs on school property or at a school-sponsored or school related activity on or off of school property.

Students receiving Special Education services that commit a Level IV offense shall be recommended for alternate educational placement pursuant to the procedures set forth in the preceding section.

Level IV Acts of Misconduct Include the Following Acts That May Result in Required Alternate Education Placement or Recommendation for Expulsion:

1. **Threat with a weapon.** This involves the display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school-sponsored event, or while away from school grounds if such conduct directly affects students or staff.
2. **Firearm/Dangerous weapon.** A dangerous weapon includes any instrument designed primarily to use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for that it was designed. This also includes any instrument of any sort whatsoever which is actually used in such a manner as to indicate that the person using it intends to inflict death or serious injury upon another, and which is capable of inflicting death upon a human being. Dangerous weapons include, but are not limited to, any dangerous weapon as described in Iowa Code Section 702.7 (2007), pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five (5) inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
3. **Distribution of a controlled substance.** The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
4. **Possession with intent to distribute.** Possession of a specified amount of a controlled substance as identified in Iowa Code Chapter 124. The District shall rely on the School Resource Officers or other investigating police officer to advise if the amount of a controlled substance in the student's possession meets the "intent to distribute" standard.
5. **Arson.** Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will

probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.

6. **Assault of Staff Member resulting in bodily injury.** Engaging in an assault as defined under Level III.
7. **Sexual Assault.** Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats of violence or if the act is done while the other is under the influence of a drug inducing sleep or the person is in a state of unconsciousness, the act is done against the will of the other.
8. **Habitual Disruptive Behavior.** Continued serious and persistent violations of Level III offenses.

Expulsion Procedures:

1. Referral to administrator by way of discipline card, with report sent to the parent
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident.
3. The administrator determines misconduct.
4. Administrator determines whether the student engaged in Level IV misconduct that is serious in nature that warrants a recommendation for expulsion. If administrator determines that the student engaged in violation of a Level IV offense, then administrator contacts regional superintendent and/or executive director and Learning Services Department to start the expulsion referral process. When the student is recommended for expulsion, the student and his or her parent/guardian shall be given the packet of information that contains the supporting documentation as to why the administration is recommending the student be expelled.
5. A panel comprised of at least four members of the Board of Directors shall make the determination whether or not to expel a student from school.
6. The panel of Board of Directors shall meet to conduct a hearing regarding the recommendation for expulsion and the hearing shall occur within ten (10) school days after the student's suspension from school. If it is not possible to schedule a hearing within ten (10) school days, alternate educational plans will be made.
7. The student and his or her parent/guardian will be notified of the time and place of the hearing.
8. The Board of Directors is provided with the same packet of information regarding the documentation supporting the administration's recommendation for expulsion as the student and his or her parent/guardian.
9. When a student is recommended for expulsion, a social worker from the school will be assigned to assist the student and his or her family throughout the expulsion process and will also be present at the expulsion hearing.
10. At the hearing, an administrator will present the information to the Board that supports the administration's recommendation for expulsion
11. The student's family or representative will have a chance to provide information that rebuts the information provided by the administration or to present new information that either demonstrates the student did not engage in the conduct for which he or she is accused, or any mitigating information. Student witnesses are not

- allowed to be present at the hearing on behalf of either the student or the district.
12. After the panel of the Board of Directors receives information on behalf of the district administration and on behalf of the student, the panel will meet in an executive closed session to discuss the evidence. The panel will then reconvene in open session to act on the recommendation of expulsion.
 13. The student and his or her family will be notified of the decision in a timely manner.
 14. If the Board acts to deny the expulsion, the student will be placed in a school by district administration.
 15. If the Board acts to expel the student, the student will be excluded from the District's educational services and from District property for a specified period of time. There will also be conditions of reinstatement which must be met by the student.
 16. At the conclusion of the expulsion period, the Learning Services Department will meet with the student and his or her family to ensure the conditions of reinstatement have been met and for the administration to determine appropriate school placement.
 17. Iowa law provides for the appeal of a school board determination to expel a student to the Iowa State Department of Education. The phone number is (515) 281-8661.

ATTENDANCE FOR HIGH SCHOOL STUDENTS
Series 500, Code 503, Abridged
(Revised May 16, 2006)

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

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

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

Subject to the provisions of this policy and any corresponding administrative procedures, students shall not be absent more than two days due to an unexcused absence in any school year. Excessive absences are defined as more than two unexcused absences in one school year or chronic excused absences. Excessive absences in a class may result in a review by the school's Building Attendance Team and may result in a supportive intervention or disciplinary action under this policy.

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

A. Attendance

In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299).

B. Absence

Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported within 24 hours of the date of absence.

If requested, students who are absent from school shall submit in writing the specific reasons for their absence. Such notice shall include the specific days or times they were absent, verification by a health care provider (when appropriate), and a signature of a parent/guardian. If a student is 18 years of age or older or is otherwise emancipated and not living with a parent or guardian, the student may present evidence of an excused absence without parent verification.

C. Excused Absence

Students are encouraged to attend school daily. However, students may not be subject to disciplinary action for failure to attend school if lack of attendance is beyond the control of the student.

A student may be excused by a parent for a valid reason. Other reasons for which a student's absence from school will be excused are:

1. Illness;
2. medically documented chronic or extended illness, hospitalization, or doctor's care, or nurse's approval;
3. medical or dental care;
4. death or serious illness in the immediate family or household;
5. suspension from school;
6. religious holidays requiring absence from school;
7. court appearances or other legal proceedings beyond the control of the family;
8. classes missed because of attendance at a school-sponsored trip or activity;
9. visits to college
 - 11th grade-two days per semester
 - 12th grade-three days per semester

Schoolwork missed because of absence must be made up. Students will be given two days for each day missed to make up work. Make up time may not exceed six school days following the student's return. The time allowed for makeup work may be extended at the discretion of the classroom teacher. Full credit will be given for schoolwork made up because of absences.

D. Unexcused Absence

An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. An unexcused absence is a student's absence from school or class without a valid reason. Students may have five unexcused absences per semester.

The sixth unexcused absence will be considered excessive and an intervention will occur. However, buildings shall establish and implement a notification and support plan regarding unexcused absences beginning with the student's second unexcused absence.

E. Excessive Absences

1. Excessive absence is any unexcused absence beyond the district limit of five unexcused absences per semester.
2. Once a sixth unexcused absence has occurred, the student's case will be reviewed for consideration of a supportive intervention.
3. Absences will be recorded as part of a student's attendance record. The following interventions may be taken in dealing with high school students who have excessive absences:
 - a. A student may be referred to, the SUCCESS case manager, nurse, a social worker, a counselor, and/or a teacher advocate for assistance;
 - b. The student may be referred to the school's support team for a targeted intervention;
 - c. The student may be allowed to make up absences through an agreement whereby the student agrees to perform specified school assignments outside the student's regular school day;
 - d. The student's schedule may be modified and an adult mentor assigned;
 - e. The student may be assigned to an in-building alternative educational program to receive additional academic support;
 - f. Prior to the student's reassignment, parent(s)/guardian(s) shall be notified in writing of their right to appeal. Class work missed because of excessive absences can be made up and will be treated the same as make-up work for all other absences.⁵ If a student has seven or more unexcused absences in a class, and only if appropriate intervention strategies have been implemented and have not been successful, the student will be dropped from that class and shall not receive credit for the class.⁶ The principal or designee may refer the student to the Polk County Attorney Mediation Center.

F. Tardiness

Excessive tardies shall be dealt with pursuant to the district's Discipline Code and Procedures.

G. Appeals

Sanctions are subject to appeal upon request of the student or parent/guardian.

1. Building Appeals Committee
 - a. Students or parents/guardians seeking to review a decision regarding truancy, absence, tardiness, or make-up work under this policy must file a written or oral request for appeal with the attendance office within four school days of receipt of notification of the violation or decision. The appeal request may include the reasons why the appeal is requested and any information that the parent/guardian or student wishes to be considered in the appeal.

- b. If the student or parent/guardian files an appeal, the student will remain in the class pending the completion of the appeal process.
 - c. The appeals may be heard by one or more of the following: a vice principal, certificated attendance personnel or a counselor. (Additional resource personnel may be requested by any party: school nurse, teacher, social worker, psychologist, etc.)
 - d. Parents/guardians shall be informed of their right to address the appeal committee before any sanction is administered.
 - e. The appeals committee will consider whether the student's conduct or absence should be excused under this policy. The committee will consider:
 - i. attendance history of the student;
 - ii. extenuating or other circumstances as documented in the student's records or in the written request for an appeal;
 - iii. educational alternatives to removal from class or school; and
 - iv. the total educational program for each individual student.
 - f. The appeals hearing will be held within five school days after the appeal is filed. Committee response to the appeal will be issued the following school day.
2. **Appeal to the Principal/Designee**
 Students or parent(s)/guardian(s) may request review of the building appeals committee's decision regarding sanctions rendered under this absence rule may do so by filing a written or oral request for review with the principal within five days after the committee's decision. The principal will determine an agreeable time, place, and date for the review and notify the student and parent/guardian. At the conclusion of the review, the principal shall affirm, reverse, or modify the committee's decision.
3. **Appeal to the Superintendent/Designee**
 Students or parent(s)/guardian(s) may request a review of a building principal's written decision under this policy by filing a written request for review with the superintendent within five days of the principal's decision. The superintendent or designee, in conjunction with the parent/guardian, will attempt to determine an agreeable time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the superintendent or the superintendent's designee shall affirm, reverse, or modify the principal's decision.
4. **Appeal to the Board of Directors**
 Students or parent(s)/guardian(s) may appeal the superintendent's decision by filing a written request for review with the secretary of the Board of Directors within five days of the superintendent's decision. The secretary will set the time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the board may affirm, reverse, or modify the superintendent's decision.

5. **Appeal to the State Board of Education**

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

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
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 MySpace 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 Schools.

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

The 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 non-commercially 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/EDUCATE.

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**
- **20 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. • 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)