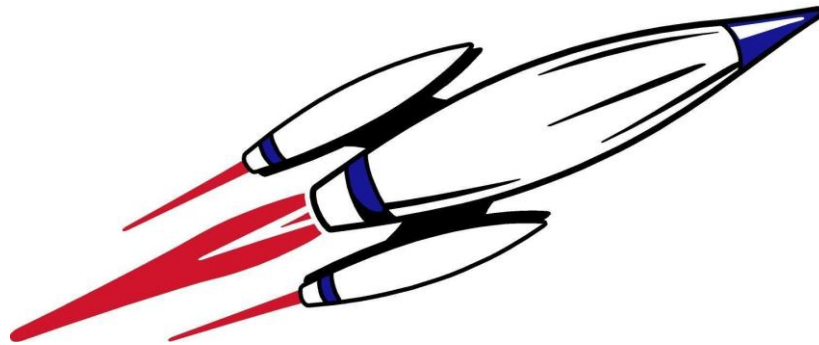

REMSEN-UNION MIDDLE/HIGH SCHOOL

HOME OF THE "ROCKETS"



PARENT/STUDENT HANDBOOK

2013-2014

WELCOME TO REMSEN-UNION!

Welcome to the 2013-14 school year at Remsen-Union Community MS/HS School. This handbook was compiled to enable you to be aware of the traditions and requirements that have made this an outstanding school and community.

The *Administration, Board of Education, Teachers, and Staff* share in the commitment to strive toward excellence in all our academic and extra-curricular activities to enable all students to reach their full potential.

The ultimate goal of education is to help all students achieve their maximum success by facilitating the growth of each individual student. Allowing students to become productive citizens for future generations must be a top priority. Working together we can reach this goal and achieve the maximum success possible for each individual.

We hope this handbook will provide the necessary information to enable you to understand the policies, procedures, and goals, which are necessary for orderly function of the school. With this thought in mind, we expect all students to be thoroughly familiar with the content of this handbook. If at any time you do not understand, need a clarification, or have a question about the procedures and policies of the school, please bring them to me. We also encourage you to bring new ideas and improvement suggestions to the office for consideration.

Best wishes on a successful 2013-14 school year!

Mr. Toby Young,
Remsen-Union MS/HS Principal
toby.young@rurockets.org
712-786-1101 (high school)

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OPENING STATEMENT

MISSION STATEMENT

The mission of the Remsen-Union Community School District is to prepare each student with the knowledge and skills to become a lifelong learner and a successful, productive citizen with the help of a community committed to progress.

GOALS OF A REMSEN-UNION GRADUATE

- Remsen-Union students will be literate and will possess the knowledge and skills necessary to communicate in a diverse and ever-changing society by developing comprehension and communications skills in writing, listening, reading, speaking, nonverbal and foreign language.
- Remsen-Union students will be prepared for responsible citizenship, life-long learning and productive employment through community involvement, knowledge of current events, obtaining and maintaining employment skills, personal finance, responsibility of oneself, and exposure to fine arts and diverse cultures.
- Remsen-Union students will be able to demonstrate proficiency in required and elective subjects by developing skills in problem solving, reasoning, knowledge application, high order thinking skills, accessing information, and incorporating technologies.

SCHOOL SONG, COLORS, AND MASCOT

School Song “On Wisconsin”

School Colors Royal Blue and White

School Mascot Rocket

MS/HS TEACHER, STAFF, and COACH CONTACT INFORMATION-

NAME	TEACHING ASSIGNMENT	E-MAIL CONTACT
Linda Ahlers	<i>Study Hall Monitor</i>	Lynda.ahlers@rurockets.org
Craig Anderson	<i>MS/HS Instrumental Music/ Flags</i>	craig.anderson@rurocketts.org
Jeremy Henry	<i>MS/HS Special Education</i>	Jeremy.henry@rurockets.org
Step Nothem	<i>MS/HS Paraprofessional</i>	stephanie.nothem@rurockets.org
Kylee Cooper	<i>Family & Consumer Sciences, HAVE Club</i>	Kylee.cooper@rurockets.org
Kim Frericks	<i>MS/HS Secretary</i>	kim.frericks@rurockets.org
Stacey Galles	<i>Teacher Librarian</i>	Stacey.galles@rurocktes.org
Tiffany Gannon	<i>MS/HS Science, MS Volleyball Coach</i>	tiffany.gannon@rurockets.org
Steve George	<i>MS/HS Art</i>	Steve.george@rurockets.org
Al Groetken	<i>MS Social Studies & English</i>	alan.groetken@rurocketts.org
Lynn Hamil	<i>HS Science</i>	lynn.hamil@rurockets.org
Vickie Hemmingson	<i>TAG</i>	vicki.hemmingson@rurockets@org
Katie Hoffman	<i>MS/HS Paraprofessional</i>	katie.hoffman@rurocketts.org
Dean Hilbrands	<i>High School Assistant Football Coach</i>	
Bea Houston	<i>College-level Spanish</i>	
Ken Howard	<i>Superintendent/ Elem. Principal</i>	ken.howard@rurockets@org
Kelly Keenan	<i>HS Math, Co-Head Volleyball Coach/Sr. Sponsor</i>	Kelly.keenan@rurockets.org
Lori Looyenga	<i>MS/HS Vocal Music</i>	Lorilooyenga@rurockets.org
June Mikkelson	<i>MS/HS Guidance Counselor</i>	june.mikkelson@rurockets.org
Tracy Miller	<i>School Nurse/ MS/HS Secretary</i>	traci.miller@rurockets.org
Steve Neuberger	<i>P.E., Activities Director, Head Boys BB</i>	steve.neuberger@rurockets.org
Samantha Kohls	<i>HS Spanish, Jr. Class Sponsor</i>	samantha.kohls@rurockets.org
Drew Nonnemacher	<i>Head Baseball Coach</i>	Drew.nonnemacher@rurockets.org
Levi Miller	<i>HS Acc't./Bus./Mark./ Ass't. BB/ Ass't FB</i>	Levi.miller@rurockets.org
Jessica Nystel	<i>HS English/ Yearbook/Video Editing / Speech</i>	Jessica.nystel@rurockets.org
Sarah Bottjen	<i>Dance, BB Cheerleading</i>	Sarah.bottjen@rurockets.org
Darcy Petzoldt	<i>MS/HS Math</i>	darcy.petzoldt@rurockets.org
Shawn Schroeder	<i>MS/HS Paraprofessional</i>	
Nikki Schubert	<i>HS Social Studies, HS Student Council,</i>	nikki.schubert@rurockets.org

Barb Staab	<i>MS English, Language Arts, Social Studies</i>	barb.staab@rurockets.org
Dan Anderson	<i>MS/HS Industrial Technology</i>	dan.anderson@rurockets.org
Rich Van Dam	<i>JV Boys Basketball Coach</i>	
Kelly Weiler	<i>MS Special Education, Co-Head Volleyball Coach/ NHS</i>	kelly.weiler@rurockets.org
Mike West	<i>MS/ HS Special Education, MS Coach</i>	mike.west@rurockets.org
Toby Young	<i>MS/HS Principal</i>	toby.young@rurockets.org
Colin Youde	<i>P.E./HS Health, Head Football Coach, Track Coach</i>	cyoude@remsen-union.k12.ia.us
Heather Youde	<i>MS Math & Science/HS Health, Head Softball Coach/ MS Volleyball</i>	hyoude@remsen-union.k12.ia.us

BOARD OF EDUCATION

NAME
Erica Pepper
Cheri Nitzschke
Theresa Van Dam
Travis Tentinger, Vice President
Shirley Schroeder, President

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title such as superintendent or principal, also means that the individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, and whether they are an event or an activity, or whether they are held on or off school grounds. The term "school day" is defined as 8:00 a.m. to 3:45 p.m.

JURISDICTIONAL & BEHAVIOR EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language, nor shall they display public acts of affection while in the school building or at a school activity.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

ANNUAL NOTIFICATION OF NON-DISCRIMINATION POLICY STATEMENT:

It is the policy of the Remsen-Union Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment

practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Middle/High school Principal, 511 Roosevelt, Remsen, IA., 712-786-1101

SCHOOL FEES

Textbook Fees	
<i>TK-5: \$40.00</i>	<i>6-12: \$45.00</i>
Lunch	
<i>4-5: \$44.00 (20-day)/\$2.20 daily</i>	<i>6-12: \$2.45 daily</i>
Breakfast	
<i>PK-12: \$30.00 (20-day)/\$1.50 daily</i>	
Instrument Rental/ Percussion Rental	
\$50.00 yearly – non-refundable	
Activity Tickets	
\$55.00 (student), \$85.00 (adult), \$225.00 (family)	

Students of the Remsen-Union Community School District may be assessed fees and/or charges for course materials, activities materials, textbook rental, certain transportation, driver education, and overdue and/or misused equipment, books, or real property.

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of certain fees/charges or a reduction of it. Parents must make annual formal application for waiver or reduction. A student will be granted full waiver of certain fees/charges if the household income meets the financial eligibility criteria for free meals under the Child Nutrition Program. A student will be granted a forty percent (40%) reduction of certain fees/charges if the household meets the financial eligibility criteria for reduced price lunches under the Child Nutrition Program.

A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

Confidentiality - The school district will treat the application and application process, as any other student record and student confidentiality and access provision will be followed.

Appeals - Denials of a waiver may be appealed to the Remsen-Union School Board. Waiver and/or reduction of fee/charges shall not apply to such items as:

1. Class projects where upon completion, the project becomes the property of the student;
1. Fines or charges imposed as a result of damage to school equipment, books, or real property;
1. Fines or charges for overdue media center materials;
1. Music instrument rental;
1. Optional student insurance.

Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear is also charged to the student.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the information on the emergency form changes during the school year.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, complaints shall go through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board operations only.

An individual who has a complaint concerning instruction, discipline, or learning materials shall present their complaints to school personnel in the order as indicated:

1. Teacher
2. Principal or other supervisor in the line of responsibility
3. Superintendent of Schools
4. The Board of Directors

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board. The Board of Directors shall strongly encourage that this chain of appeal be followed. No appeal will be heard by the Board of Directors and no charges against the employees will be investigated or acted upon the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent of Schools.

REMSEN-UNION GRIEVANCE PROCEDURE

Any student or employee of the Remsen-Union Community School shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act*, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Level One - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant): Any employee or student with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with his/her teacher, counselor or building administrator.

Level Two - Title VI, Title IX and Section 504 Compliance Officer: If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from date of the event-giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence.

The grievant may request that a meeting concerning the complaint be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three – Superintendent: If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee will render a decision within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination. NOTE: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communication on matters of concern to the school and its students, short of having to engage in disruptive behavior in order to be noticed and to have grievance redressed.

Title VI, Title IX and Section 504 Compliance Officer

NAME	Superintendent or Middle / High School Principal
OFFICE ADDRESS	511 Roosevelt Avenue, Remsen, IA 51050
PHONE NUMBER	712-786-1101
OFFICE HOURS	7:30 a.m. – 4:00 p.m. (Monday-Friday)

MULTICULTURAL, NONSEXIST EDUCATION PROGRAM

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Homeless definitions and information posted in all school facilities and at the local post office.

Please contact Mr. Ken Howard, Remsen-Union Homeless Coordinator if one has questions of concerns at 712-786-1101 or khoward@remsen-union.k12.ia.us

**Remsen-Union
Community Schools**

**Middle / High School
Class Times
2013~2014**

Middle School Regular Schedule

Advisement	8:05-8:15
1st	8:18-9:04
2nd	9:07-9:53
3rd	9:56-10:42
4th	10:45-11:31
Lunch	11:35-12:00
5th	12:03-12:49
6th	12:52-1:38
7th	1:41-2:27
8th	2:30-3:16
Academic Retention (Gr. 6-8)	3:20-3:45

High School Regular Schedule

Advisement	8:05-8:15
1st	8:18-9:04
2nd	9:07-9:53
3rd	9:56-10:42
4th	10:45-11:31
5th	11:34-12:20
Lunch	12:24-12:49
6th	12:52-1:38
7th	1:41-2:27
8th	2:30-3:16
Acad. Ret./ Enhanc. (Gr. 9-12)	3:20-3:45

SPECIAL BELL SCHEDULE

**Two-Hour Early Dismissal
(1:16)**

Advisement	8:05-8:15
1st	8:15-8:46
2nd	8:49-9:20
3rd	9:23-9:54

Two-Hour Late Start (10:05)

Advisement	10:05-10:15
1st	10:15-10:46
2nd	10:49-11:20
3rd	11:23-11:54

4th	9:57-10:28	MS Lunch / HS 4th	11:57-12:28
5th	10:31-11:02	HS Lunch / MS 4th	12:31-1:02
6th	11:05-11:36	5th	1:05-1:36
MS Lunch / HS 7th	11:39-12:10	6th	1:39-2:09
HS Lunch / MS 7th	12:13-12:43	7th	2:12-2:42
8th	12:46-1:16	8th	2:45-3:16

2:30 Dismissal

Pep Rally Schedule

Advisement	8:05-8:15	1st-5th	Normal
1st	8:15-8:56	6th	12:52-1:32
2nd	8:59-9:40	7th	1:35-2:15
3rd	9:43-10:24	8th	2:18-2:58
4th	10:27-11:08	Pep Rally	3:00-3:16
5th	11:11-11:52	Dismiss Band/Cheer	2:55
MS Lunch	11:52-12:17	Escort Students to Gym	2:58
HS 6th	11:55-12:36	Morning Assembly Schedule	
HS Lunch	12:36-1:01	Advisement	8:05-8:15
MS 6th	12:20-1:01	1st	8:18-8:53
7th	1:04-1:45	2nd	8:56-9:30
8th	1:48-2:30	3rd	9:33-10:08

4th	10:11- 10:46
AM Assembly	10:50- 11:35
Escort Students	10:46
5th-8th	Normal

ATTENDANCE POLICY

Students will be charged with a half day/day of absence for absences that are a period or more in length. This follows federal guidelines for attendance reports. All absences from school will require an admit form that is issued by the office to get back into class and will be classified into one of the following categories: excused, unexcused, and truant.

Excused Absences: those that meet both school and parental approval. Some examples are illness, funerals, doctor/dental appointments, emergencies at home, educational field trips, and other absences when permission has been granted in advance.

Unexcused Absences: those that are without an accepted excuse by the school. Examples are missing the bus, senior pictures, clothing issues, skipping class, and other avoidable absences. Each time a student has an unexcused absence, the student must make up double the time. If a student is unexcused more than three times per semester, he/she may be subject to suspension.

Truancy: any absence, which is not approved by either the school or parents. Students who are truant will have to make up double the time missed and receive no credit for assignments in the classes missed for the first offense. In addition, students may be subject to further in or out of school suspensions when found to be truant.

General Attendance Policy (Remsen-Union Board of Education Policy – 501.11R1): Policy Statement - 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. The habit of good attendance established early is one that helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Absences

1. Parents are expected to notify the school prior to 9:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school included but not limited to the following:
 - a. Religious observances;
 - b. Extended illness, hospitalization or doctor's care;
 - c. Death in the family or family emergency; and
 - d. Court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class [*either in-school suspensions or out-of-school suspension*] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.
5. Schoolwork missed because of absences must be made up within two times the number of days absent, not to exceed 5 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
6. Truancy
 - a. A student is truant when the student is absent from school or an assigned class or classes without school and/or parental permission.
 - b. Work missed because of truancy must be made up the same as work for all other absences.
 - c. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral. The principal has the latitude to assign make-up time before or after school for truant students.

Excessive Absenteeism: Excessive absenteeism is defined as any absence beyond 10 days or individual class meetings per semester

1. When a student has been absent from school or a class 6 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the 3-day notification process. When a student has been absent from school/class 10 or more times during a semester, the teacher will inform the principal of the student's status. The principal will notify the student and parent of the excessive absences and initiate appropriate sanctions.

Application of Sanctions

1. Excessive absences will result in the following:
 - a. If a student is absent 10 days from any given class, the student may be dropped from that class. The student will receive no credit for the class.
 - b. If a student is absent 10 days in 4 or more individual classes, the student will be dropped from the regular school program and referred to the principal pursuant to the district's plan for at-risk students.
 - c. ** See stipulation below about possible remediation of these sanctions.

Appeals

1. First level of appeal
 - a. When notified that the student has missed 5 (days or class periods), the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
 - b. When notified that the student has exceeded 10 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the principal within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal.
 - c. Written appeals will be referred to the principal.
 - d. The student will remain in the class or in school pending completion of the appeals process.
 - e. The informal appeals hearing will be scheduled within 5 school days after the appeal is filed. The principal will consider the following in reaching a decision:

- i. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
 - ii. attendance history of the student;
 - iii. extenuating circumstances particular to the student;
 - iv. educational alternatives to removal from class or school; or
 - v. The total educational program for the individual student.
 - f. The decision of the principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.
- 2. Second Level of Appeal
 - a. Students and parents seeking a review of the principal decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the principal decision. The superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the superintendent shall affirm, reverse or modify the principal's decision.
- 3. Appeal to Board of Directors
 - a. Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

Any student, who misses more than ten (10) or more school days in any given class during any one semester, will have the opportunity to make-up academic time for each class missed before being dropped from the regular academic program. This arrangement will be made between the teacher, student, and principal. Example: Academic Time - Any class time during the regular school day. (Example: Upon being absent the tenth day you missed Algebra I, Biology, World History, Shop, and Spanish I, the student would be responsible for making up academic time for all five classes – 45 minutes x 5 = 225 minutes)

TARDINESS

Tardy: a tardy shall be designated as such and recorded as one when a student is not present when the bell rings to begin class. If a student is greater than five minutes late, the student is considered absent. A tardy is not given to a student when the student possesses a signed hall pass from another teacher.

For the purpose of maintaining consistency, at the end of each nine-week grading period, student's tardy records in a class return to zero.

<u>Tardy #</u>	<u>Consequence</u>
1 st	Verbal warning, teacher documentation
2 nd	Student/Teacher conference after class, teacher documentation, parent contact
3 rd	Detention assigned by teacher, to be served with the teacher, parent contact
4 th	Referral sent to building principal, principal assigns one administrative detention, parent contact
5 th	Referral sent to principal, principal assigns 1-day of in-school suspension. Building Principal/Teacher/Parent/Student meet

6 th	Referral sent to building principal, principal assigns 2 days of in-school suspension, parent contact
Subsequent tardies will result in further disciplinary action. All tardies past six should result in a referral to the building principal.	

COLLEGE VISITS

Juniors and Seniors are encouraged to visit college campuses on weekends and school holidays. However if that cannot be arranged, credit-level juniors may be excused up to one (1) day, per school year, to visit college campuses with the permission of the Guidance Counselor and with a note signed by the student's parents. Credit-level seniors may be excused up to two (2) days to visit college campuses.

Permission must be obtained from the principal's office before leaving the building for any reason. It is the expectation of the principal that students will not leave the school building without the principal's permission. Students are expected to bring materials to class beforehand so that any kind of interruption to the learning environment shall be avoided. Failure to meet this expectation will result in the student(s) being subject to the discipline consequences of truancy.

INCLEMENT WEATHER

When school is delayed or canceled because of inclement weather prior to the start of the school day, students and parents are notified over the Remsen-Union Information Line (786-3411), KLEM (Le Mars radio) and KTIV (Sioux City television) stations. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extra-curricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally re-scheduled or canceled. The principal, in collaboration with the athletic director and superintendent, may determine whether to hold extra-curricular practices or activities.

STUDENT HEALTH, WELL-BEING, and SAFETY

SCHOOL HOURS

Teachers are required to be in school and available to students from 7:45 until 3:45 unless other arrangements have been made. School offices are open from 7:00 – 4:00, Monday-Thursday, and 3:30 on Fridays. Students may be present on school grounds before 7:45 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal, unless they are under the supervision of a district employee.

HAWK-I, STUDENT INSURANCE, AND FILING CLAIMS

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office.

Student athletes must have health and accident insurance in order to participate in extra-curricular activities or athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

CLAIM PROCEDURES

1. Report your accident to the instructor in charge or to the school office immediately following it or as soon as possible.

1. File your claim form as soon as possible. There is a time limit.
1. Claim forms are available from the office.
1. Follow verbal and written directions closely. It is your responsibility to see that your claim is filed properly and on time.
1. All claims must be sent to the insurance company through the principal's office.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the principal's office.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport. The State Athletic Associations' rules require all athletes to have a valid physical exam before participating in any athletic practices. The exam is valid for one year from the date of issuance. Should you want this exam to be by your family physician, please secure the examination blank from the front office.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

STUDENT ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. All accidents should then be reported to the school nurse or the office. Any medicine that needs to be taken during the school day should be left with the nurse along with a note from the doctor or parent. If a student becomes ill they must report to the nurse or office secretaries if the nurse is not available. Students must not leave the building because of illness unless authorization, by the principal or his/her designee, is given. If it becomes necessary to leave school, the nurse or designee will contact the parents.

STUDENT ILLNESS/INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency card. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

ADMINISTRATION OF MEDICATIONS

Medications prescribed by a physician that must be taken by a student during school hours or activities must be checked in at the nurse's office. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container

with the following information on the container, in the instruction sheet or in the parental authorization: name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

HEALTH SCREENINGS

Throughout the year, the school district sponsors health screening for vision, hearing, height, and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade level included in the screenings is determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled may also be screened.

ASBESTOS INFORMATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concern in the school and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environment Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned in 1978.

A certified asbestos inspector has inspected the school district facilities as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of materials. A copy of the management plan is available for inspection in the superintendent's office.

SEXUAL ABUSE/HARASSMENT BY A SCHOOL EMPLOYEE

See Remsen-Union Board of Education Policy – 104

STUDENT ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Listed below are extra-curricular activities that are available to all high school students:

Football	Volleyball	Golf – Boys & Girls
Basketball – Boys & Girls	Track – Boys & Girls	Cheerleading
Softball	Baseball	Flags
School Play	Musical	Student Council
Newspaper Staff	Dance	SKILLS USA
Marching Band	Jazz Band	Yearbook Staff
National Honor Society	H.A.V.E. Club	Concert Band
Concert Choir	Vocal – Individ./ Large Group	Cross Country- Boys & Girls
Student Leadership Team	Speech – Individual & Group	

NATIONAL HONOR SOCIETY

Candidates eligible for election to NHS must maintain a 3.5 cumulative grade point average and the student must be a sophomore, junior, or senior at Remsen-Union High School. If a student meets the above-mentioned criteria, then he or she is eligible to apply for consideration by the NHS faculty council for membership. A majority vote of the five-member faculty council is required for admission into NHS. The voting procedure will occur during the third quarter. The application process will be centered on four criteria: service, leadership, character, and scholarship.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during the assembly and on their way back to the classroom after an assembly. Student behavior is to follow three areas 1) Be Respectful, 2) Be Responsible, and 3) Honor Personal Space. Additional guidelines are listed below. All students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Failure to observe such expectations can result in removal from assembly, creation of an apology letter to the presenter, inability to attend the next assembly, and/or additional consequences as established by the Remsen-Union Administration. Students who are not attending assemblies shall report to the principal's office during assemblies.

1. Be Respectful: Clap and laugh at appropriate times; Demonstrate appropriate posture during entire assembly; No inappropriate comments; No falling asleep.
2. Be Responsible: Enter or exit quietly and respectfully; Remain attentive, ready to participate;
3. Honor Personal Space: Sit upright, legs off of chairs in front of you; Keep all body parts to yourself.

FIELD TRIPS

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

school activities due to attendance on field trips or excursions are considered excused absences. Students will have all make-up work completed before the trip occurs whenever possible.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents.

All school policies and regulations apply to students while on school sponsored field trips. Field trips will be limited to one out-of-district field trip per school year.

STUDENT ORGANIZATIONS

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation will be suspended or canceled for violating coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

The same rules as for regular buses apply. Any student that is in an activity is expected to ride the school sponsored activity bus to and from the activity. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home. Only parents will be allowed to take their children. If it becomes necessary for someone other than a parent to pick up a student, you must make prior arrangements with the principal. School-sponsored student organizations are those, which are recognized by the school district and board. School-sponsored student organizations include:

H.A.V.E Club	Mrs. Cooper
Student Council	Mrs. Schubert
Yearbook Staff	Ms. Nystel & class
National Honor Society	Mrs. Kelly Weiler

ACTIVITY BUS

The school district may sponsor an activity bus to transport students to school activities. A fee will be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

STUDENT FUNDS AND FUNDRAISING

Students may raise funds for school activities upon approval of the principal at least four (4) weeks prior to the fund raising event or the start of the fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during class. Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising activities being denied.

USE OF SCHOOL FACILITIES

School district facilities are available during nonschool hours to school-sponsored and nonschool-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

SCHOOL DANCES

The principal must approve school-sponsored dances at least three weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules and regulations are asked to leave the dance and school grounds and will lose dance privileges.

1. All students who come to the dance are to stay inside.
2. If any student leaves they will stay outside.
1. Doors will be locked after the dance starts, at the principal or his/her designee's discretion.
1. The use of alcohol, drugs or any tobacco will not be tolerated. In addition, expectations for student dress and conduct are expected to be followed. Violations of this guideline will result in disciplinary action.
2. A sign-up will occur including names and phone contacts for Non-Remsen Students and must be completed one day prior to the dance date. Students not on the list will be unable to attend the dance.

Class-Sponsored Dances- On occasion classes may want to sponsor dances for fund-raisers.

1. At least 2 School personnel are required to chaperone the dance (preferably the Class Sponsors)
2. At least 2 Parent Chaperones are required to attend/chaperone the dance
3. All bills/proceeds need to be channeled through the individual class account.

STUDENT COUNCIL

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the student council are student representatives who have direct access to the administration. Student council members are expected to follow their student council constitution and are subject to such regulations.

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Activity tickets may be purchased for adults and families as well, at even greater cost savings. These passes must be presented at each activity to gain admittance.

STUDENT RECORDS

Student records are collected and maintained to facilitate the instruction, guidance and educational progress of the student and for legitimate research. Permanent records, cumulative records, and tentative records are kept for each student. Parents have the right as set forth in the Family Education Rights and Privacy Act of 1974, to examine permanent, cumulative and tentative records. This right is passed to the student who reaches age 18 or who is attending a post secondary school. A parent or the student who is 18 for each transcript of records must sign a record request form. These forms are available in the office.

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.
NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH,
MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY
RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OR
MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES
AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR
INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND
LIKENESS AND OTHER SIMILAR INFORMATION
5. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the offices that administer FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

STUDENT RIGHTS and RESPONSIBILITIES

DIRECTORY INFORMATION POLICY

The Remsen-Union Community Schools releases student directory information without parental permission unless parent(s) notify the school district in writing, not to release it. If you wish to not have information released, please send a written request to the Remsen-Union Schools, ATTENTION: Principal.

SEARCH AND SEIZURE REGULATION

1. Searches, in general (Remsen-Union Board of Education Policy 502.11R1)
 - a. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations afflicting school order.
 - b. Reasonable suspicion may be formed by considering factors such as the following:
 - i. Eyewitness observations by employees;
 - ii. Information received from reliable sources;
 - iii. Suspicious behavior by the student; or,
 - iv. The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.
2. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
 - a. The age of the student;
 - b. The sex of the student;
 - c. The nature of the infraction; and
 - d. The emergency requiring the search without delay.
3. Types of Searches
 - a. Personal Searches
 - i. A student's person and/or personal effects (e.g., purse, backpack, cell phones, etc.) may be searched when a school official has reasonable suspicion to

- believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order,
- ii. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - Pat-Down Search: If a pat-down search or a search of a student's garments (Such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.
 - b. Locker and Desk Inspections
 - i. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
 - ii. The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.
 - c. Automobile Searches
 - d. Cell phone or electronic device searches may occur with reasonable suspicion. The individual must be aware the content on that device is his/her responsibility. Any inappropriate material such as sexting or pornographic material will be viewed and handled according to the district zero tolerance policy.
2. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.
 3. The use of the Plymouth County Canine Unit can/will periodically be used throughout the school year.

STUDENT LOCKERS AND DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. Masking tape will be the only form used on any part of the locker. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason,

lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

Students will be asked to properly close their lockers. Bags do fit in lockers, but only when students take the time to empty the contents onto the shelving and then putting the bag either on a hook or in the lower portion of the locker.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

INTERNET APPROPRIATE USAGE

Students will be able to access the Internet through their teachers. Individual electronic mail address will not be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher, be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for a violation of board policy or regulations. As a user of the Internet, students may be allowed to access other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communications.
- Student access for electronic mail will be through (the supervising teacher's account or their own account). Students should adhere to the following guidelines:
 - Others may be able to read or access the mail; so private messages should not be sent.
 - Delete unwanted message immediately.
 - Use of objectionable language is prohibited.
 - Always sign messages.
 - Always acknowledge receipt of a document or a file.

In addition, the following guidelines have been set forth from the school district to require responsible actions:

- Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
- It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
- The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
- To reduce unnecessary system traffic, users may use real-time conference features such as talk/chant/Internet relay chat only as approved by the supervision teacher.
- Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- Restricted Material: students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; or presents a clear and present likelihood that, either because of its content or the orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- Unauthorized Costs: if a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such service will be responsible for those costs.

Students who violate Board of Education policy and the expectations set forth in the Remsen-Union Student Handbook will be subject to disciplinary action. Additional References and Guidelines: Remsen-Union Board of Education Policy: Code No. 605.6, 605.6E1(2), 605.6E2, 605.6R1(3).

Such infractions shall carry the following consequences:

- 1st offense-** loss of internet access for up to **three weeks** at the discretion of the supervising teacher/ principal
- 2nd offense-** loss of internet access for up to **nine weeks** at the discretion of the supervising teacher/ principal
- 3rd offense-** the student has forfeited all Internet privileges for the **remainder of the school year.**

STANDARD OF DRESS

Students are expected to come to school looking neat, clean and dressed in a manner considered in good taste. According to Iowa Code, the school is to determine when a student's dress causes a distraction from the normal school operation or presents a health hazard. Dress should be comfortable and appropriate for the learning situation rather than distracting or disruptive to others in the education process.

Clothing that advertises tobacco, alcohol, or drug products are inappropriate. Clothing that contains messages, sexual innuendos, or pictures that are determined inappropriate by staff or administration will not be allowed. Examples would include clothing items that contain messages that are vulgar, offensive, obscene, libelous, or that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability or that are otherwise contrary to the school's education mission.

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing examples and do not cover all situations. Students shall not wear single tank tops, halter-tops, garments with spaghetti straps or strapless garments. Sleeveless garments must extend to the top of the shoulder and fit closely under the arms. Garments that are "see through," cut low, or expose one's midriff are not acceptable. All shorts and skirts must extend past the fingertips of the individual. In addition, garments that have excessive holes and/or any holes that expose skin above the fingertip region will be asked to be changed. Students shall wear shoes at

all times. However, roller shoes will not be allowed at any time. Undergarments/straps must not be visible.

Students must not wear hats in the district buildings before, during, or immediately following the school day except for a medical or religious purpose.

To assist in promoting school safety students will not be permitted to wear coats in the building, nor carry a backpack, handbag, purse, or other items that maybe used to conceal unlawful items. Bags should only be used when moving between their locker and their assigned physical education class. It will be at the principal's discretion to interpret what is allowable under this provision of the standard of dress.

Students found in violation of these policies will be asked to change to proper apparel and/or parents will be contacted. If the student is unable to correct the issue, that individual will be sent home to change and the unexcused absence policy will be enforced. Continual violations may result in the school disciplinary policies invoked.

CARE OF PERSONAL PROPERTY

Students are encouraged to bring only a minimum amount of money while attending school or attending school activities. Valuables are not to be left in unlocked lockers, dressing rooms, classrooms, etc. They should be checked in the Principal's office, P.E. and Coaches office, with the student manager, or with a teacher.

This is a student's responsibility. Students are encouraged to use combination locks on lockers in the locker rooms. They may also be used on lockers in the halls. Locks may be checked out or if personal locks are used a key or the combination must be given to the office prior to their use.

CARE OF SCHOOL PROPERTY

Careful attention to the protection of school property is essential. This is your building. You are also responsible for all books, lockers, desks, and any other property that is assigned to you. Loss of or damage to school property will result in a fine or further disciplinary action.

STUDENT DRIVING AND SCHOOL PARKING LOT

Students are expected to enter and leave the school grounds in a slow and controlled manner. We have small children and other students on the school grounds and students driving faster than necessary can cause injury to pedestrians or other vehicles. Please observe all signs. Violations to prudent driving practice and/or parking in undesignated locations will result in a loss of parking privileges and/or further discipline action. The maximum speed limit anywhere on school property including the parking lot is **5 mph**.

The principal designates the parking area for students' cars. There should be no driving by students without the permission of the principal during the school day. Students are not to be in the parking lot or in any cars during the school day without the permission of the principal/secretary. All students are expected to park in the eastern, lower-level parking lot, with the first sixteen or eight on each side reserved for the senior class. Students who car pool to Le Mars classes or attend an Internship where he/she leaves and returns during the regular school day may use one spot in the first row closest to Highway 3. The Rocket Student of the Week may park in the first northwest spot of the staff section of parking. Parking permits must be obtained from the building principal to park in the senior, Le Mars / Internship, or Rocket spots. Failure to follow this expectation will result in a Level I consequence, Student Council Fine (TBD), and/or loss of parking privileges.

Only City of Remsen and State DOT authorized vehicles are allowed to be parked on Remsen-Union Community Schools property. All matters of illegal parking will result in disciplinary action, Student Council Fine (TBD), and/or police notification.

SCHOOL HALLWAYS

The practice of courtesy in the halls will result in orderly passing to and from classes and at dismissals. Running, pushing, shouting, whistling and loafing are examples of poor conduct and crude manners. Walk rapidly keeping to the right. Talk in a subdued voice. Teachers will supervise the halls before school, between classes, and after school.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those are used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

ACADEMIC DISHONESTY – CHEATING AND/OR PLAGIARISM

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, helping someone else cheat, plagiarism, theft of academic materials weaken the integrity of the academic process, copying from other sources, or similar cheating is not tolerated. A student accused of cheating, plagiarism, or theft of academic materials will be subject to an investigation by the principal and/or the classroom teacher. After an investigation, if a student is found to have been guilty of cheating and/or plagiarism, may be subject to the following consequences:

- Cheating or plagiarism: Copying someone else's work, allowing someone to copy your work, supplying work to others, plagiarism –
 1. First Offense: Loss of all credit on the assignment, project, paper, test or portion that applies. The teacher will notify the principal of the offense along with a Level I Consequence and a Renaissance Infraction.
 2. Second Offense (with same teacher): Suspension and/or removal from the class with lost of credit for the class along with a Level II Consequence and a Renaissance Infraction.
- Theft of Academic Materials: Theft of a test or answer key from a classroom or teacher workroom or use of a stolen document.
 1. First Offense: Suspension from school and/or removal from the class with loss of credit for the class.
 2. Second Offense: Suspension from school with consideration given to the recommendation for long-term suspension or expulsion.

Students who are found to be involved in cheating, plagiarism, or theft of academic materials may be suspended for up to ten (10) days and may be found to be in violation of the school's Good Conduct Rule.

The following excerpt clarifies plagiarism in the school setting from www.plaigarism.org

Types of Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black and white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step towards effective prevention. Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

Sources Not Cited

1. **"The Ghost Writer"**
The writer turns in another's work, word-for-word, as his or her own.
2. **"The Photocopy"**
The writer copies significant portions of text straight from a single source, without alteration.
3. **"The Potluck Paper"**
The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.

4. **"The Poor Disguise"**
Although the writer has retained the essential content of the source, he or she has altered the paper's appearance slightly by changing key words and phrases.
5. **"The Labor of Laziness"**
The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.
6. **"The Self-Stealer"**
The writer "borrows" generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

Sources Cited (But Still Plagiarized)

1. **"The Forgotten Footnote"**
The writer mentions an author's name for a source, but neglects to include specific information on the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.
2. **"The Misinformer"**
The writer provides inaccurate information regarding the sources, making it impossible to find them.
3. **"The Too-Perfect Paraphrase"**
The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.
4. **"The Resourceful Citer"**
The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.
5. **"The Perfect Crime"**
Well, we all know it doesn't exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his or her own analysis of the cited material.

DUAL-ENROLLMENT SERVICES

Home School or students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent at 786-1101.

USE OF ELECTRONICS & PERSONAL COMMUNICATION DEVICES

The Remsen-Union School District (District Board Policy – 502.13) prohibits student use of communication devices such as iPods, MP3 players, gaming systems, pagers, cellular phones, two-way radios or walkie-talkies, palm pilots or PDA's, laptop computers, e-mail, and other social networking tools for purposes not directly related to establish educational programming or administered by the educational personnel. This prohibition applies during the school day as defined from 8:00 a.m. to 3:45 p.m., while participating in school activities, whether those activities are in Remsen or elsewhere. Any participation using electronic devices during class times must receive prior administration approval and be noted in the administration offices. Classroom teachers may require students to display electronic devices during a class period. If a student has any questions regarding the use of an electronic device, including, but not limited to whether the use of that device is prohibited by this policy, the student should contact the Superintendent or designee before using such a device.

Students who violate this policy will be subject to disciplinary action. The prohibition of these devices is necessary to prevent unnecessary disruption of the educational process.

Consequences for violation(s) of this policy:

1. **First violation:** Teacher/Administrator confiscates the device for the remainder of the school day. The student is directed to meet with the school official at the end of the school day to retrieve device and discuss consequences of actions. Student is assigned a Level One consequence, to be determined by the school official.

2. **Second violation:** The school official confiscates the electronic device. The student is referred to the principal. The principal will contact the student's parents via phone or through the mail. In addition, the student will be assigned an administrative detention(s). The device will be returned to the student upon completion of administrative detention(s).
3. **Third and subsequent violations:** The school official confiscates the electronic device. The student is referred to the principal. The student will be assigned a Level Two consequence for their actions. The principal will contact the student's parents via phone or through the mail. The device will be returned to the student upon completion of the Level Two consequence.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal prior to posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distribution of materials. Remsen-Union Board of Education Policy 903.5 and accompanying materials applies to this category of posting information.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall annually report to the board on the progress of reducing bullying and harassment.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the Remsen-Union Superintendent, the designated investigator. The alternate investigator is a Remsen-Union Principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within two days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within two days of the principal's response;

If unsatisfied with the superintendent's response, students may request to speak to the board within five days of the superintendent's response. The board determines whether it will address the complaint.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the superintendent. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

- Obscene;
- Libelous
- Slanderous; or
- Encourages students to:
- Commit unlawful acts;
- Violate school district policies, rules or regulations;
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- Disrupt or interfere with the education program;
- Interrupt the maintenance of a disciplined atmosphere; or
- Infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official school publication should follow the complaint procedure outlined in this handbook.

GENERAL STUDENT BEHAVIOR GUIDELINES

All teachers have been requested to be on the alert for any student behavior, which is in violation of school regulations. Students should behave in a manner that will be a credit to our school. Students in found to be engaged in inappropriate behavior, will face disciplinary action. Students are to refrain from doing the following:

- Smoking in the building or on school grounds.
- Fighting on or near school property.
- Flagrant disrespect of teachers.
- Wearing hats in the building.
- Eating or drinking outside the cafeteria.
- Loitering in the areas of heavy traffic.
- Possession or use of cigarettes or tobacco on school property.
- Rowdy behavior or running in the building.
- Dropping waste paper, candy wrappers, etc. in the building.
- Hand holding and other displays of affection.
- Possession or use of alcoholic beverages or drugs on school property.
- Sitting in cars in the parking lot during the school day.
- Possession or use of anything that might be considered a weapon.
- Using inappropriate language during school hours or at school activities.

WEAPONS POLICY

In accordance with the Code of Iowa and the Remsen-Union School Board policy (502.9), any student found in possession of a firearm or other dangerous weapon may be expelled from our school system for a period of no less than one year. Possession includes having a weapon or dangerous objects or look-a-likes on school property. Confiscation of weapons or dangerous objects shall be reported to law enforcement officers and the student will be subject to disciplinary action including suspension or expulsion. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

FORMS OF DISCIPLINARY ACTION

LEVEL ONE: To be administered by the classroom teacher. Level One offenses are those activities, which are classroom specific and not included in other areas of this code. The faculty member will refer no student for administrative action in this category unless there has been parent contact.

Examples of Level One offenses:

- Speaking without permission
- Making defamatory remarks
- Misconduct on the school bus
- Cell Phone or other unauthorized electronic device being used in school
- Unprepared for class
- Cheating
- Swearing
- Violations of classroom rules
- Being removed from classroom
- Parking violations
- Other specific activities, not included above, that violate the standards set forth at Remsen-Union.

Examples of Level One consequences:

- Verbal reprimand
- Teacher assigned detention(s)
- Administrative assigned detention(s)
- Parent contact

- Parent conference
- Additional interventions

Teacher Detentions will be handled in the following manner:

1. Teacher detentions are to be assigned by the teacher and held with the teacher or designated replacement. All teacher detentions will occur from before school or after school.
2. Students should be given **24 hours** to arrange for completion of detention in order to arrange for necessary transportation.
3. Once the teacher and student mutually agree as to when the detention will be served the student is expected to be there.
4. A record, using the detention slips, of all students placed on detention indicating the date and reason for the detention must be placed in the appropriate principal's mailbox.
5. If the student fails to show up for detention, the teacher should visit with the student to determine why the student failed to report. At this time the teacher may set another detention time or double the detention. If the agreed upon timeframe to serve the detention is not adhered to, the student will be referred to the principal for further action.

Administrative Detention will be handled in the following manner:

Teacher may refer student to administration for repeated Level One violations or misconduct as collaboratively determined by the teacher and principal. Students have 24 hours to arrange to serve detention and it will be served with the principal. All Administrative Detentions will occur from either before or after school.

All students will be allowed one day for making work or transportation arrangements. However, the student should have fulfilled the obligation by the end of the second evening after receiving notice to report. Failure to make up administrative detention time will result in the student being subject to a Level Two or Three consequence.

LEVEL TWO & THREE: To be administered by a building administrator or representative. Suspensions from school or classes will fall into two categories and timeframes (In or Out of school):

1. A period of three days or less.
2. A suspension for more than three days, but not to exceed 10 days.

Rules for In-School Suspension: Student will be isolated during the suspension period within the school. Once a student is remanded to In-School Suspension, he/she will be given a list of expectations during their time in the In-School Suspension room. Failure to follow those expectations will result in additional sanctions. The student that is in In-School Suspension is allowed to participate in extra-curricular practices, but is not allowed to compete in a sanctioned contest or game.

Rules for Out-of-School Suspension: A student is expected to remain at their home during the hours they normally would be in school. A student that is suspended out-of-school is not allowed to participate in extra-curricular practices or contests. At the end of the suspension a student may be requested to return accompanied by their parent(s) to meet with the principal.

Additional Information on Suspensions: No student being suspended from school will be released without reasonable effort to notify the parents or guardian and an informal hearing held with the student. The suspension of special education students will be in accordance with the rules and regulation of special education. In addition to suspension, disciplinary consequences may also include requiring the student to pay restitution for damage to school property, to complete counseling by a trained health care professional or to perform community service, school service or other activities designed to help the student understand and compensate for the consequences of his or her actions. Financial obligations incurred under these situations are the responsibility of the student or family.

Level Two offenses that may result up to a maximum of three (3) school days of suspension (in-school or out of school):

- Truancy
- Destruction, damage, or unauthorized manipulation of hardware, software, or any aspect or component of a school's electronic information system, including violation of the District's Internet Appropriate Use
- Repeated or serious misconduct on the school bus
- Repeated violations of the school district's policy on personal communication devices (laptop computers, cell phones, PDA's, etc.)
- Repeated disruptive conduct inside or outside the classroom
- Repeated offenses of profuse/ obscene language
- Repeated offenses of cheating
- Possession of pornographic literature or materials
- Possession or use of tobacco products on school property
- Unsportsmanlike conduct involving opposing school teams, their representatives, or officials. Including conduct that violates the district's expectations for conduct at athletic and activity contests – "Conduct Counts".
- Repeated Level I actions
- Other offenses that are deemed of this level by the Remsen-Union Community School District Board Policy and/or by the Principal

Level Three offenses that may result up to a maximum of ten (10) school days of suspension for the following reasons. In cases of serious misconduct under Level Three, violations may lead to recommendation for expulsion.

- Excessive Truancy
- Blatant and obvious disregard for a Level I consequence
- Theft
- Fighting/Assault
- Vandalism
- Repeated disruptive conduct inside or outside the classroom
- Repeated use of profane or obscene language
- Possession of pornographic literature or materials
- Conduct/Language that harass or otherwise discriminates against others based on race, creed, national origin, disability, gender, marital status, religion, age, citizenship, economic status, sexual orientation, or other personal attributes. This offense would include student-to-student bullying. (*The prohibition against sexual harassment includes harassment between people of the same or different gender*)
- Profane, obscene, or abusive language toward staff
- Fighting/Assault against a staff member
- Inciting others to violence or disobedience
- Using, possessing, selling, or being under the influence of any drug, alcohol, or any substance presented as an actual illegal or legal drug, narcotic, inhalant, or controlled substance other than a drug used as a prescription or possession of drug paraphernalia. This would include look-a-like drugs used with improper intent.
- Inappropriate sexual conduct, including but not limited to:
 - Indecent exposure of self or deliberately removing clothing of others
 - Deliberate feeling, touching of another students intimate parts or the clothing covering the intimate parts
 - Display of affection which includes affectionate actions generally considered to be private
- Repeated unsportsmanlike conduct involving opposing school teams, their representatives, or officials. Including conduct that violates the district's expectations for conduct at athletic and activity contests – "Conduct Counts".
- Repeated destruction, damage, or unauthorized manipulation of hardware, software, or any aspect or component of a school's electronic information system, including violation of the District's Internet Appropriate Use

- Other offenses that are deemed of this level by the Remsen-Union Community School District Board Policy and/or by the Principal

PROCEDURES FOR SUSPENSIONS

The principal investigates the incident. The principal will conduct a thorough investigation. The student receives oral and written notice of the charges and the reason for exclusion. The student is told of the evidence on which a decision will be based. The student will be given an opportunity to explain, rebut or deny. The principal will make every attempt to contact the parents of the student being suspended within 24 hours. This contact may be made orally or through written communication. If necessary, the principal will hold a conference with the parents before the child returns.

EXPULSION OF A STUDENT

Only the board may, by a majority vote, expel a student from school for a single offense or multiple offenses for the violation of school rules and regulations, or when the presence of the student is detrimental to the best interests of the school.

The expulsion of a student may be for a 12-month period required and will be done after a thorough investigation of alternatives with due process afforded all principals directly concerned.

Federal law requires a student expulsion whenever a firearm is in the possession of a student during school hours or extra-curricular events. The superintendent shall have the authority to recommend the expulsion requirement be modified on a case-by-case basis.

EXPULSION PROCEDURE

A written statement of the alleged misconduct given as grounds for the proposed board expulsion will be given to the student's parent(s) or legal guardian(s) at least five calendar days before the hearing. Such statement will include the names of those school officials and teachers having knowledge of the facts. The written statement will be accompanied by a copy of the board policy and rules pertaining to procedures for board expulsion of students. The student will not ordinarily be removed from school prior to a hearing except under those unusual circumstances set forth below.

A written notice of the date, time, and place of the hearing will be given to the student's parent(s) or legal guardian(s) and the student, if age 18 or over, at least five calendar days before the hearing. This provision may be waived by written agreement of the parties. Notice will be given by personal delivery or by certified mail.

If the parent(s) or legal guardian(s) of a student (or the student, if age 18 or over) cannot be present at the hearing because of extenuating circumstances, and requests a postponement, the board will postpone the hearing until the parent(s) or legal guardian(s) (or the student if age 18 or over) are notified and available to be present. Such a request for postponement must be made at least 48 hours prior to the scheduled hearing time.

If the student has reached the age of 18 at the time the alleged acts took place, he/she is then authorized to make decisions, sign documents and obtain representation on his own behalf and may elect to be represented by his/her parent(s) or guardian(s). However, notice will also be given to the parent(s) as outlined above unless the student shows that he/she is no longer dependent upon or residing with his/her parents and does not want them notified.

If the student, his/her parent(s) or guardian(s), or representative do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing will proceed without them. In such an event, the expulsion record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested.

Permission will be granted prior to the hearing for the student or his/her representative to examine documents to be used as evidence and to make copies of same on school premises upon request of reasonable copying costs to the school district. Permission will be granted for the student or his/her representative to discuss the matter with administrators, teachers and other witnesses.

The superintendent or designee will present evidence on behalf of his/her recommendation. An attorney hired by the board may not at the same time present evidence at the hearing and then advise the board during its deliberations.

Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, will be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts. The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, he/she will not be punished for refusal to testify, nor will such refusal in any way be construed as an indication of guilt.

The board's decision will be based solely upon evidence introduced at the hearing. Within a reasonable time after the hearing the board will mail or have delivered to the parent(s) or to the student and their counsel a written statement of the board's decision.

Upon request of either the school administration or the student or his/her representative, a verbatim record of the hearing will be made by mechanized means or court reporter. Such record will be kept by the district for a minimum of one year and will be made available to the student or his/her representative upon request. The cost of any transcript requested will be borne by the party requesting it. The cost of the court reporter will be borne equally by the parties.

Nothing contained in the above paragraphs will prevent the immediate board from ordering a student's temporary expulsion for up to ten days when the student's continued presence on the school grounds would endanger his/her safety or well-being, the well-being of other members of the school community or substantially interfere with the proper functioning of the school. In the instance of an immediate board expulsion, a hearing will be held within ten calendar days to determine future action of the board, respecting expulsion of a large period of time. Such a hearing will be conducted in the spirit of due process.

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging (1) that a school rule is unfair (2) that an unfair procedure has been used in arriving at a punishment or (3) that school rule or regulation discriminates between students.

STUDENT SCHOLASTIC ACHIEVEMENT

GRADE REPORTS

Students and Parents may access student grades anytime during the school year by logging on to JMC through the Remsen-Union website. Notices are mailed out to the parents at Mid-Quarter (mid-term) when the quality of students' work is at the failing point or when the work is below the level of expectation.

Students receive progress reports in the form of report cards at the end of each quarter and semester. Parents and/or students who have concerns about their grades are encouraged to talk to their teachers to determine how they can improve performance. Students who receive an incomplete in a class must complete the class within two weeks of the start of the next quarter. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete will result in loss of credit.

Report cards will be available to parents at conferences at the end of the first quarter. Report cards for the second, third and fourth quarters will be mailed home.

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

EXTRA ACADEMIC ASSISTANCE

Any pupil who requires additional time at school under the direction of a teacher to adequately master his work may arrange such sessions with teachers. All teachers will be available for help from 7:45 - 8:05 a.m. and 3:25 - 3:45 pm each day, plus check the periods they have planning time during the day. In addition, tutoring services are available through a program with the National Honor Society.

The Remsen-Union Community Schools have a process whereby students can be given additional academic or behavioral assistance through the local Area Education Association. This process (RTI – Response to Intervention) can be initiated through a student’s classroom teacher and/or the district’s administration. Any person inquiring about these services should communicate their questions to their son/daughter’s teacher.

STANDARDIZED TESTING

Students are given standardized tests annually. These test are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless the principal excuses them. The following tests are administered:

TEST	APPROXIMATE TIME	GRADE LEVEL
<i>Iowa Assessments</i>	November	6 th , 7 th , 8 th
<i>Iowa Assessments</i>	November	9 th , 10 th , 11 th
<i>Armed Services Vocational Test Battery – (ASVAB)</i>	November	11 th
<i>PSAT – (optional)</i>	October	11 th , 12 th
<i>ACT – (suggested)</i>	Varies	9 th , 10 th , 11 th , 12 th
<i>Measure of Academic Progress – (MAP)</i>	September and March	8 th
<i>College Placement Test</i>	February	11 th

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development areas in some classes. Parents may view the material upon request and remove their student for that segment of the course dealing in the human growth and development issues. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

OPEN ENROLLMENT

Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income

families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

TRANSFER OR OPEN ENROLLED STUDENTS AND ELIGIBILITY

As of July 1, 2005, when a high school student transfers into an Iowa high school without a contemporaneous family move or other exception allowed by law, that student is still ineligible to compete for the new high school in interscholastic athletics, but the ineligibility is limited to varsity level sports. During the 90 school days of ineligibility, the student may participate and compete at any non-varsity level-junior varsity, freshman, and/or sophomore teams. This is true of open enrollment transfers also. Determination of whether a student is immediately eligible has not changed.

The other change brought about by this bill is to change the open enrollment law's provision about eligibility for athletics. Currently, 282.18(13) states, "A pupil who participates in open enrollment for purposes of attending a grade in grades ten through twelve..." Come July 1, this is changed to "grades nine through twelve." Also, students who transfer via open enrollment also may participate and compete any non-varsity level – junior varsity, freshman, and/or sophomore teams during the 90 school days of ineligibility.

WITHDRAWAL FROM SCHOOL

Any student, who plans to transfer to another school or drop school for other reasons, should bring a written request from a parent indicating the reason for dropping school. The student intending to transfer or drop out of school must first have a conference with the principal. This meeting should be completed at least two days in advance of the last day in order that satisfactory arrangements may be completed. Transcripts of credits or grade cards will be withheld until all obligations are taken care of.

CLASS LOADS

Students must enroll for a minimum of six classes plus physical education each semester. One of the six can be band and vocal. To deviate from this set number (6) would require special permission from the high school principal.

ADDING/DROPPING A COURSE

Changes to a student's course schedule can be made during the first three days of each semester. A change can be made during the first three days of either semester. Students that drop a course after the allotted time will receive a failing grade, unless the counselor and principal make a personal exception.

FAILING GRADES

A student that receives a failing grade at the end of a semester will receive no credit for the course. If during the four years in high school a student has failed a subject and must repeat it, it is the responsibility of the student to register for the course again. The course or courses will be taken as soon as they can be worked into your schedule in order that you meet the full requirements for graduation.

GRADING SYSTEM

The following grading schedule was adopted by the Remsen-Union School Board on June 19, 1995 and shall be considered as a directive from the Board to be used by teachers for the school year 1994-95 and beyond.

Percent	Grade	GPA 11 Point System	
95-100	A	4.0	11
91-94	A-	3.7	10
87-90	B+	3.3	9
84-86	B	3.0	8
81-83	B-	2.7	7
77-80	C+	2.3	6
74-76	C	2.0	5

71-73	C-	1.7	4
67-70	D+	1.3	3
64-66	D	1.0	2
60-63	D-	.7	1
Below 60	F	0.0	0

- All grades are to be converted to letter grades before averaging.
- Semester tests will be between 10-20% of a student's semester grade. That expectation is communicated individually by each teacher.

HONOR ROLL & ACADEMIC HONORS

- *Honor Roll:*
 - To qualify for the "A" Honor Roll, a student must have an A- or better in all subjects.
 - To qualify for the "A" Average Honor roll, a student must have at least an A- average with the exception of one B.
 - To qualify for the "B" Honor Roll, a student must have a B- or better in all subjects.
 - To qualify for the "B" Average Honor Roll, a student must have at least a B- average with the exception of one C.
- *Graduation Awards:*
 - Students are eligible for class Valedictorian/Salutatorian if they attended R-U the last 4 semesters of their high school career (junior and senior year).
 - Valedictorian – student that is ranked #1 in his/her senior class according to GPA at the end of 8 high school semesters.
 - Salutatorian – student that is ranked #2 in his/her senior class according to GPA at the end of 8 high school semesters.
 - Graduation with Honors Distinction – cumulative GPA of 3.5 or above for the 8 semesters of high school.

STUDY HALL

The intent of study hall is to provide a time for QUIET study; it is not to be used as a time for students to socialize. Please use the study hall as a way for you to help students individually and in groups. Study Hall Expectations and consequences for the actions will be provided to each student at the beginning of the school year. Students that violate the expectations of the study hall and/or of the school district will be subject to disciplinary action. An honors study hall will be assigned at the beginning of the year in the media center for all National Honor Society Students (year-long) and Qualifying Seniors (2nd Semester).

STUDENT ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

** ACADEMICS **

The Board of Directors of the Remsen-Union Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal will keep records of violations of the Good Conduct Rule and records of students that are subject to academic ineligibility.

The principal will make the determination when an ineligibility period will begin, depending on the release of grades from the central office. That timeframe will range typically between one and three days, depending on the reporting period.

Scholarship rule - The Remsen-Union Community School District has adopted the following local academic eligibility policy for students in grades 9-12. This policy is in effect during a student's

participation in high school athletics (defined below) and activities (defined below). To be eligible for participation in an activity, students in grades 9-12 participating must:

- Be enrolled or dual-enrolled in school;
- Not have failing or incomplete grades in **any** academic classes at any of the reporting periods (midterm and quarter grades). If students are deemed ineligible at midterm reporting dates, they will remain ineligible until teachers inform the principal that the grades are passing. If students meet these criteria at the end of any quarter, they will be ineligible for two weeks.
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

In addition to the aforementioned local Remsen-Union Academic Eligibility policy, the Remsen-Union Community School District follows the following guidelines: The Iowa High School Athletic Association (IHSAA), Iowa Girls High School Athletic Union (IGHSAU), Iowa High School Music Association (IHSMA), and the Iowa High School Speech Association (IHSSA) have mandated that all school districts in the State of Iowa adopt the following academic eligibility policy (to be administered to students in grades 9-12) beginning July 1, 2006. The following printed scholarship rules 36.15(2), both for athletics and for extra-curricular activities other than athletics, are printed below. The Remsen-Union Community School district follows these policies in their entirety and further reference information on these policies can be found on the websites of the following organizations: Iowa High School Athletic Association (IHSAA), Iowa Girls High School Athletic Union (IGHSAU), Iowa High School Music Association (IHSMA), and the Iowa High School Speech Association (IHSSA)

Students that become academically ineligible will become eligible again at the conclusion of the school day that is the last day of ineligibility. (Example: A student is sitting out the 30 school days as a result of a failing grade. His/her 30th day is Friday. The student can participate on Friday night. The student's ineligibility concludes at the end of a school day)

Local Stipulation: Academic suspensions that are a result of students failing coursework in two different semesters will be handled consecutively. For example, a student, who only plays football, receives one F the first semester and is declared academically ineligible. He also receives an F the second semester. This student would serve a 40-day suspension when football begins the following fall. Academic suspensions that are a result of a student failing more than one class in a semester would receive the equivalent suspension of a student that failed one class in a semester – concurrent suspension.

36.15(2): Scholarship rule – for REMSEN-UNION ATHLETICS, including all IGHSAU and IHSAA sponsored events:

1. All contestants must be enrolled and in good standing at Remsen-Union Community School District.
2. All contestants must be under 20 years of age.
3. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester. This coursework does include PSEO and Dual-Enrolled courses. A passing grade would be defined as a grade of "A", "B", "C", or "D". The grade of "F" or "I" constitutes non-passing, and would deem a student ineligible.
 - Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.
 - If at the end of any semester, a contestant earns a failing or incomplete grade in any course for which academic credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions.
 - This ineligibility period will be 30 consecutive calendar days. This period of ineligibility will begin on the first day of interscholastic competition where students wear designated school uniforms or a sanctioned state event occurs. If a season ends before the 30 days expire, the remaining days will be taken from the next season, beginning on the date of the first day in which interscholastic competition is allowed.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

- A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- Local stipulation: 8th grade students who fail coursework during the second semester of their 8th grade school year and that wish to participate in softball or baseball between their 8th and 9th grade academic years will be considered academically ineligible for a period of time consistent with the aforementioned regulations set for baseball and softball.
- No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
- A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
- The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

36.15(2): Scholarship rule – IHSMA & IHSSA and for ALL OTHER EXTRACURRICULAR ACTIVITIES, other than athletics. EXTRACURRICULAR ACTIVITIES are as *instrumental and vocal music performances (excluding Remsen-Union concerts in which the following groups are performing – concert band, marching band, concert choir), drama productions, speech contests, HAVE Club, National Honor Society, all other co-curricular activities, all honorary and elected offices (e.g., Homecoming, Prom, Graduation, other King/Queen/court positions, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, or any other activity where the student represents the school (district) outside the classroom.*

1. All contestants must be enrolled and in good standing at Remsen-Union Community School District.
 2. All contestants must be under 20 years of age.
 3. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester. A passing grade would be defined as a grade of "A", "B", "C", or "D". The grade of "F" or "I" constitutes non-passing, and would deem a student ineligible.
- Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.
 - If at the end of a semester, a participant (this would include 8th grade students' second semester grades) receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event, contest, or trip for the first 30 consecutive school days of the next semester.
 - A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

Scholarship rule - The Remsen-Union Community School District has adopted the following academic eligibility policy for students in grades 7-8. This policy is in effect during a student's participation in junior high athletics and activities. To be eligible for participation in an activity, students in grades 7-8 participating must:

- Be enrolled or dual-enrolled in school;

- Not have failing or incomplete grades in **any** academic classes at any of the reporting periods (midterm and quarter grades). If students are deemed ineligible at midterm reporting dates, they will remain ineligible until teachers inform the principal that the grades are passing. If students meet these criteria at the end of any quarter, they will be ineligible until teachers inform the principal that the grades are passing, or two weeks, whichever is longer.
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

**** GOOD CONDUCT RULE ****

To retain eligibility for participation in Remsen-Union Community School (grades 7-12) extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times, throughout the calendar year, whether school is in session or not. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. The building principal will make determination of the eligibility of a student. The following activities are covered by the board's policy and the rules governing Good Conduct Rule eligibility: Athletics, instrumental and vocal music performances, drama productions, speech contests, DECA Competitions, HAVE Club, National Honor Society, all other co-curricular activities, all honorary and elected offices (e.g., Homecoming, Prom, other King/Queen/court positions, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, or any other activity where the student represents the school (district) outside the classroom.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco product, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchased of otherwise lawful drugs;
- Engaging in any act that would be 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 for the act(s);
- Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge by our school (district) of the fact of the student's violation in the previous district. When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

Offense Chart Occurring Within the **Middle School Career (7-8)/ High School Career (9-12)**

1st Offense	Up to 30 calendar days of ineligibility beginning on first day of competition
2nd Offense	Up to 60 calendar days of ineligibility beginning on first day of competition
3rd or More Offense	Up to 12 months of ineligibility beginning on first day of competition

This period of ineligibility will begin on the first day of interscholastic competition or noted activities when students wear designated school uniforms or a sanctioned state event occurs. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate. A student will attend the event and be a part

of the team wearing street clothes and jersey top. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

Reduction in Penalty

1. Evaluation and Treatment: A student who has a second violation including but not limited to the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility or appropriate facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by 20 days. This reduction is not available for first or third violations.
2. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by 15 days for a first violation, 20 days for a second violation, or 3 months for a third violation within the student's junior high/ high school career.
3. The reductions available in Items 1. & 2. of this section may not be combined.
4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty.

Academic Consequences

Students that are deemed ineligible either by academic or Good Conduct Policies will not be withheld from extracurricular events that are graded. Further academic consequences cannot occur due to the ineligibility status of a student.

Unless the Good Conduct Rule violation occurs during the school day or while attending/participating in a school activity, the Remsen-Union student will not be assigned suspension or detention during the school day.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filling a written appeal with the board secretary at least 48 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parents (or the student, if the student is 18 request an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Senior Year Plus (SYP)- College Courses

All students taking courses through SYP (Senior Year Plus) are subject to the guidelines found in the SYP handbook. The complete SYP Handbook can be found:

http://iowa.gov/educate/index.php?option=com_content&view=article&id=1856&Itemid=2596

Online access for College Course Listings:

www.iowacconline.org

For a student to participate in the post-secondary program, the following guidelines shall be used:

- Eligible students are to be high school juniors, seniors, or identified ninth and tenth grade TAG students (Remsen-Union Board of Education Policy 505.11). Any student, who wishes to enroll in a SYP course under this act, must complete and submit an application form to enroll in courses for the ensuing school year. Students, who take SYP courses during the summer months, shall be responsible for the course costs.
- Students may enroll in any participating institution of higher learning under the control of the State Board of Regents, a community college, or an accredited private institution as defined in Section 261.9, Subsection 1 of the Iowa Code.
- Students will be granted one (1) Remsen-Union credit for every three (3) hour college course taken.
- The grade(s) earned in the course(s) will be recorded on the student's high school transcript and be included in computing a grade point average. If a student withdraws from a post-secondary course, a W will be recorded on the high school transcript. Students receiving a grade of "F" or "W" from post-secondary course after the drop/add date will be expected to reimburse the Remsen-Union Community School District.
- The District will make the course tuition payment directly to the post-secondary institution. The tuition payment for each separate course shall equal the lesser of (a) the actual fees directly related (e.g., books, materials) to the course taken by the eligible student, or (2) two-hundred and fifty-dollars (\$250.00). Students may be required to purchase equipment/ textbooks that becomes the property of the student. The District will only pay for SYP courses approved by the District.
- Parents/guardians are required to furnish transportation to and from the eligible post-secondary institution.
- Students will be required to use the e-mail system provided by the post secondary institution (e.g. www.witcc.edu).
- Any materials necessary to the class must be obtained outside of school time.
- Visits necessary for the class must have prior approval by the principal or school counselor.
- The school counselor is available to assist students regarding the academic, social, and emotional needs related to participation in post-secondary courses (e.g., decision making course options, goals clarification, benefits and risks of participating in a post-secondary program, scheduling).
- Students will not schedule post-secondary course(s) that conflict or interfere with their schedule(s) at Remsen-Union. Each student's primary responsibility is with Remsen-Union. Students are required to be at all District testing(s) and semester exams. Exceptions would be for semester finals at the post-secondary institution or on days when the schedule is altered at Remsen-Union. Each student, when the exception applies, shall make arrangements with the classroom teacher at Remsen-Union and provide an absence note from his/her parents to the office prior to the absence.
- A student may not enroll in a SYP course when a course, which has similar subject matter or purposes and objective, is available at Remsen-Union. The Principal and/or designee will assist students in making a determination as to whether or not a SYP course conflicts with local offerings. The Principal and/or designee will make the decision on any question(s) arising (a) over the eligibility of a student to register for a course not on the list or (b) from the inability of a student during his/her senior year to schedule in a class which is full or not offered when they can take the course.
- Students and parents shall annually be notified of the opportunity to take courses at post-secondary educational institutions. Forms and procedures are available in the Guidance office.

DUAL CREDIT COURSES and LEMARS COMMUNITY COURSES – 28E

- **Example:** WIT Composition I (offered at R-U) is a dual-credit course. Students receive high school credit, along with college credit.
- **Example:** Welding I or Horticulture (offered at LeMars) are examples of 28E Courses offered through an agreement between LeMars Community and Remsen-Union.

Students in their junior or senior year - or underclassman with administrative approval - will be allowed to enroll in dual credit courses at Remsen-Union and/or attend dual credit classes and/or 28E courses at LeMars High School. The classes eligible for this program are listed in this Guide to Registration. High school credit is given, but in some cases additional credit may be given through articulation with Western Iowa Tech if the student continues at Western Iowa Tech (in that program). The student must have six classes on their schedule, allow for driving time and take the required junior or senior classes. Tuition and books are paid by Remsen-Union School District. Transportation is the responsibility of the student. Students cannot take classes at WIT or at LeMars that are comparable to classes offered at Remsen-Union High School.

Students who fail the course or fail to receive credit in the course paid for by the district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students 18 or over or the parents/guardians for students under the age of 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the sudden incapacity, death in the family or a move to another school district. Students interested in participating in this program should contact the counselor.

EARLY GRADUATION

EARLY GRADUATION – Board of Education Policy 505.8

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. In the event a student wishes to graduate at semester, the student must ask permission of the principal (by the end of a student's junior year), be recommended by the principal to the Remsen-Union Board of Education, and receive the approval of the Board of Education. Students may graduate prior to his/her time if they meet the minimum graduation requirements stated in board policy and are proficient on their Junior year ITED scores. A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises and all school activities.

GRADUATION

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Graduation of Special Education Students: This district shall issue to special education students the same certificate or diploma as granted to other students meeting the requisite necessary for completion of their individualized educational program (IEP). The school district shall establish the criteria for determining the completion of a course of study for the handicapped child. Upon the successful completion of the prescribed course of study as defined by the IEP, the handicapped student will enjoy the same ceremonial activities as any other student in the school.

GRADUATION REQUIREMENTS - Remsen-Union Board of Education – Policy 505.7

Each student must earn a minimum of 48 requirements to graduate from high school. A credit is defined as the successful completion of one semester of work. Beginning with the class of 2008 and beyond, the following units will be required for graduation:

4 years of English: 8 credits, which can include the following:

- English 9 – 2 credits
- English 10 – 2 credits
- English 11 – 2 credits
- English 12 – 2 credits
- * All WIT 28E classes may require an enrollment minimum of 6 students to occur.
- WIT Composition I – 1 credit
- WIT Composition II – 1 credit
- WIT Literature – 1 credit *

3 years of Science: 6 credits, which can include the following:

- General Science – 2 credits
- Biology – 2 credits
- Advanced Biology – 2 credits
- Environmental Science – 2 credits
- Integrated Physics – 2 credits
- Chemistry – 2 credits
- Physics – 2 credits

3 years of Math: 6 credits, which can include the following:

- Algebra I – 2 credits
- Geometry – 2 credits
- Algebra II – 2 credits
- Business Math – 1 credit
- Consumer Math- 1 credit
- Advanced Math – 2 credits
- Calculus – 2 credits
- High School math courses taken during middle school will give students high school credit and count in the student's grade point average, but will not fulfill the high school graduation requirement. Students must take 6 credits during high school.

3 years of Social Sciences: 6 credits – must include World History, American History, and American Government.

- Civics – 1 credit *Recommended pre-requisite to required classes*
- World History – 2 credits ** REQUIRED **
- American History – 2 credits ** REQUIRED **
- American Government – 1 credit ** REQUIRED **
- People and History I – 1 credit
- People and History II – 1 credit
- Advanced American Government – 1 credit
- Current Issues – 1 credit
- State and Local Government – 1 credit

Other Remsen-Union Graduation Requirements (Board Policy 505.7):

- Microsoft Office – 1 credit
- Workplace Readiness – 1 credit
- Total Health – 2 credits
- Physical Education – 4 credits (.5 credit per semester)
- Personal Finance - Combination of one or more of the following courses: Personal Finance, Accounting I, Workplace Readiness, Consumer Math and Business Math; and Financial Literacy Module

MISCELLANEOUS

ANNOUNCEMENTS

Announcements will be emailed to all faculty members with access to e-mail. Hard copies will be posted adjacent to the main office on the message board and the guidance counselor office window. They will also be available on the Remsen-Union website. Announcements will be read over the intercom during Advisement Period (8:05- 8:15). Please turn in all announcements to the front office by 3:30 pm the day before you would like them read. Parents may view the daily announcements on the RU website at: www.remsen-union.k12.ia.us

TELEPHONE

A telephone for local and any long distance calls has been placed in the office. The students may use the phone before school, at noon, and/or after school, not during study hall or a class period. Phone calls will only be allowed for emergency purposes.

VISITORS/GUESTS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register in the office. Parents are always welcome. Students wishing to bring a guest to school must obtain prior approval from the office and secure a pass. Visitors are expected to leave promptly when their business is completed.

LEGAL STATUS OF A STUDENT

If a student's legal status, such as a student's name or the student's custodial arrangement, should change during the school year; the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

CAFETERIA – BREAKFAST AND LUNCH

The school cafeteria is maintained as a vital part of the health program of the school. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets.
1. Returning all trays and utensils to the dishwashing area.
1. Leaving the table and floor around your place in a clean condition for others.
2. No food or drink may be taken from the cafeteria.

All meals are to be paid for in advance. Students will utilize their student ID number for paying for their breakfast and/or lunch.

Students found in violation of the expectations will be assigned administrative detention(s).

CONDUCT ON DISTRICT OWNED VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while

on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.

Students that violate behavior expectations on a school bus may be subject to disciplinary action, which may include suspension, expulsion, and/or referral to law enforcement.

GUIDANCE SERVICES

As an integral part of the total educational program, guidance services are concerned with the study, understanding and adjustment of every student attending Remsen-Union. The services are designed to assist students in developing their individual potentials and to assist school personnel, parents and the community in providing opportunities and goals. Each student will be assigned an advisor who will be responsible for:

1. Educational and occupational planning
1. Pupil appraisal
1. College placement
1. Parent and staff conferences
1. Referrals
1. Follow-up and local research

1. Student registration and scheduling

The primary purpose of education is to help each individual become increasingly self-directive and capable of creative and purposeful living. We accept the fact that each student is an individual with individual goals. It is the task of advisors, the principal and the guidance counselor to help each student fulfill his/her own potential for growth.

MEDIA CENTER

Students are to leave their passes with the media specialist as they enter the media center. The media specialist will sign the passes when the students are ready to leave.

Students are encouraged to ask for help from the media specialist. The media specialist will work with all teachers on instruction of the automated card catalog, the Reader's Guide and the vertical file. If you need assistance in working with any computer system or computer materials, ask the media specialist.

Reserve books may be used in the media center or checked out to the classroom teacher. Encyclopedias may be checked out overnight. Other books may be checked out for two weeks. No articles may be taken from the media center until stamped at There will be a five cent fine for each day the material is overdue.

Fines will also be charged for lost or damaged materials. The amount of the fine will be determined by the extent of the damage and the age and replacement cost of the material.

Students are welcome to read magazines and newspapers while in the media center but are requested to exercise reasonable care in their use. Current issues of magazines may not be checked out. Back issues of magazines will be shelved and can be used in the media center or checked out for two weeks. No defacing of materials will be tolerated.

Students are subject to disciplinary action when violating the expectations of the district and/or the media center.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

GENERAL RULES – EXTRA-CURRICULAR ACTIVITIES

To all Participants and Parents: The athletic program is one, which affords every girl/boy in the Remsen-Union MS/HS the opportunity to learn the game and to develop skills for the sport. The programs offered at Remsen-Union are designed for equal opportunity, but not for equal playing time.

1. Students are responsible for their valuables and should lock them in a locker. Locks are offered for a small refundable fee in the front office. Students may also bring their own locks.

1. No practices on Sunday, unless you have special permission from the principal.
1. No practices or activities after 6:00 p.m. on Wednesday without permission from the principal (Family Night).
1. Transportation - Students participating in school-sponsored activities must ride to and from in the transportation provided by the school. If a parent wishes to take a student home from an activity, that parent must request permission from the instructor in charge; this must be done in writing. It is strongly urged that students stay with the school provided activity and are allowed to ride with others only in extenuating circumstances.
2. The only alternative to riding home on the school-sponsored transportation would be the case that a student would ride home with their parent(s). A written request must be given to the sponsor/coach.
3. Any equipment lost (this includes theft), damaged, or destroyed through student negligence will be paid for by the athlete at the replacement cost to be determined by the Athletic Director. School-issued uniforms, warm-ups, practice gear, or equipment is intended for official practice and games and is not intended to be worn for personal use in public.
4. See Appendix A for further rules for conduct at Remsen-Union Activities.
5. Hazing of student-athletes is strictly prohibited. As a member school of the IHSAA and IGHSAA, the Remsen-Union Community School District adopts the Code of Iowa policy prohibiting hazing. This policy can be referenced at Appendix B.

CONDUCT COUNTS

In this EDUCATIONAL INSTITUTION these behaviors are NOT acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
Penalty - EJECTION
- Throwing articles onto the contest area.
Penalty- EJECTION
- Entering the contest area in protest or celebration. Penalty - EJECTION
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.
Penalty - EJECTION
- Spectator interference with the event. Penalty - EJECTION
- Jumping up and down on the bleachers.
Penalty Warning/EJECTION

- Use of artificial noisemakers, signs or banners. Penalty - Warning/EJECTION
- Chants or cheers directed at opponents. Penalty - Warning/EJECTION

Appendix B -

IOWA HIGH SCHOOL ATHLETIC ASSICATION HAZING POLICY

The Iowa High School Athletic Association believes *all* individuals should be treated with respect and dignity. Students should be able to participate in IHSAA-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Each member school is responsible for taking such action and enacting such policies as may be necessary to address incidents of hazing and to ensure such conduct is prohibited. Policies enacted by schools should be in accordance with sections of the Iowa Code that address hazing.

HAZING Iowa Code Section 708010

A person commits an act of hazing when the person intentionally or recklessly engages in any acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.

For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.

A person who commits an act of hazing is guilty of a simple misdemeanor.

A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.