Sidney Jr/Sr High School

Student-Parent Handbook 2016- 2017

Sidney Jr.-Sr. High and Central Office

Principal: Bill Huntington

Email: bhuntington@sidney.k12.ia.us

Address: Sidney Jr. - Sr. High
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Sidney, Iowa 51652
Phone: (712) 374-2141
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Sidney Elementary

Principal Carolyn Maher

Email: cmaher@sidney.k12.ia.us

Address: Sidney Elementary School
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Box 609
Sidney, Iowa 51652
Phone: (712) 374-2647
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Bus Barn -- 712-374-6316
School Mascot: Cowboy/Cowgirl
Colors: Red and White
Conference: Corner Conference
Motto: "We hold tomorrow in our hands."

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Parent & Student Handbook
Sidney Community School

Sidney Community School Mission Statement:
The Sidney Community School District mission is to prepare responsible citizens who are life-long learners. Through a partnership with students, staff, parents, and community, we will create a nurturing, disciplined, and challenging learning environment.

Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Sidney Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status (for programs), socioeconomic status (for programs), sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age , religion, creed, national origin, sex, marital status (for programs), socioeconomic status (for programs), sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Gregg Cruickshank, Superintendent of Schools, who can be reached at 374-2141; or Mrs. Kellie Urton – Compliance Officer, who can be reached at 374-2141. Mrs. Kellie Urton has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Kelli Urton, Guidance Counselor at 641-374-2141.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the 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 are expected to treat teachers, other employees, students, visitors, guests, and others with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

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 individual’s designee unless otherwise stated. The term “school

grounds" includes the school district facilities, 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, whether they are an event or an activity, or whether they are held on or off school grounds.

ATTENDANCE and SCHOOL DAY POLICIES

Arrival and Dismissal

Secondary classes begin at 8:15 a.m. and dismiss at 3:22 p.m. Students are expected to leave the school grounds within 15 minutes of dismissal.

Secondary
To ensure the safety of the secondary students, every vehicle will enter at the west entrance of the school and deposit students at the north door. Those students who drive will park in the two lots east of the building and enter through the north door on the east side of the building. When leaving the building, vehicles will leave through the bottom (east) drive. Buses will load and unload at the north door. **Vehicles may leave until the buses are ready to leave. Once the buses are ready to leave all vehicles must yield until all of the buses have left the parking lot.** Parents picking up students should park in the north parking spaces behind the buses.

School Safety

Secondary
Secondary students have the option of either riding a bus or riding/driving a vehicle to the Knox Road site. As there is no sidewalk to the Jr/Sr High School, walking is not a permissible way to get to school. Town students should note in the newsletter the bus pick-up locations and times in order to ride the bus to the Jr/Sr High School building.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents will be notified over KMA radio - 960 AM and Omaha television stations. The missed day will have to be made up at a later date. If school is dismissed because of inclement winter weather after the school day has begun, parents are also notified on KMA radio. Notifications for inclement weather will also be sent out via JMC. **Extra-curricular activities or practices scheduled will be canceled for the day or evening of a day when school is canceled or dismissed early.**

Attendance and Absenteeism

Regular attendance is very important to the success of children in school. Therefore, we encourage students to develop consistent attendance patterns. While a student can make up work missed during or following an absence, a lost day can never be made up. Going to school is a full time, not part time, job. Many employers consider attendance of equal importance to scholarship. Parents and students carry the main responsibility for attendance. Students who meet this responsibility should be rewarded for their dedication.

Student illness or some other urgent necessity should be the only reasons for absence or tardiness. ***Students who wish to participate in school-sponsored activities must attend school at least one-half of the day of the activity unless permission to miss school has been given by the principal.***

Leaving School Early

Secondary
Students wanting to leave school early must present a slip to the office before 8:15 a.m. signed by the parent stating the reason why they are to be dismissed early and at what time the student is to be dismissed. The parent may call the office and notify the secretary as well. All excuses to leave early should be held to a minimum. In case of a family emergency, students may be excused by a telephone call from parents.

Students excused more than 50% of the morning or 50% of the afternoon, whether excused or unexcused, will still be counted absent on the daily roll toward perfect attendance.

Secondary Attendance Policies

In order to receive the maximum benefit from the instructional program, Sidney Community Jr/Sr High Schoolstudents are expected to attend school on a regular basis and to be on time. Irregular attendance or tardiness both hinders the student's own studies and interferes with the progress of those students who are regular and prompt in their attendance.

Students who are absent from class for any reason are responsible for any work they may miss. Students should make every attempt to communicate with their teacher to recover as much credit as possible. Work that is not made up may easily result in lower grades and possible missed credits.

Absences
There are two types of absences: excused and unexcused. When a pupil is absent from school, the parent or guardian must notify the school of the absence and the nature of the absence. Students need to report to the office with a note when they return or the parent may call the office to notify the secretary.

Students will be encouraged to make non-school related appointments after regular school hours. For those occasions when students must be gone for appointments, the office must be notified of the nature of the absence. Students need to sign in and out at the office for an appointment.

If parents know their child is going to be gone from school for an extended period, they need to notify the school of the length and nature of the absence. Students are required to get homework/assignments from their teachers prior to the absence.

Truancy. Code 501.10
Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but are not limited to, (tardiness, shopping, hunting, concerts, preparation, or participation in parties and other celebrations, and employment). Truancy will not be tolerated by the board. The county attorney will be notified in the case of excessive absenses.

Notification of Absences
Parents are asked to notify the school of their student’s absence by calling the school at 374-2141 each day the student is absent. The absence will permanently remain unexcused if notification from the parent (by phone or

written note) has not been received within one day of the student's return. The school will attempt to contact parents at home or at work if the student's absence has not been verified.

Excused Absences

To excuse an absence, a parent must notify the attendance center (the main office at the Jr/Sr High School) within one day of the return to school. The following are examples of excused absences:

1. Personal illness
2. Serious illness or death in the family
3. Funerals
4. Court appearances
5. Medical and dental appointments unable to be scheduled at other times
6. Alternative educational experiences such as college visits and competitions
7. Attendance at a religious service or to receive religious instruction
8. Other compelling situations and circumstances approved in advance by the administration

*School activities are always excused absences.

Unexcused Absences

Absences for reasons other than those listed above and absences not excused within the allotted time remain unexcused. Unexcused absences may be subject to further disciplinary action as deemed appropriate by the Principal. **The teacher has the authority to issue a zero for work due the day of an unexcused absence.**

Excessive Absenteeism

Attendance will be recorded by period. Students will be marked absent if they are absent for more than ½ of a class period. More than 10 absences per semester from any class, for any reason except school-sponsored activities, **may constitute loss of credit for the subject involved**.

Notification letters will be sent to the parents/guardians when a child has accrued 5, 8, and 10 absences during the semester. An attendance committee comprised of Guidance Counselor and administrators may review cases involving students who are absent from a class for more than 8 periods per semester. The committee can make a recommendation to the school board for loss of credit.

- **5 Absences:**
  - Notification letter sent home to the Parent/Guardian.
  - Meeting with Guidance Counselor and/or Principal.
- **8 Absences:**
  - Notification letter sent home to Parent/Guardian.
  - Meeting with School Counselor and Principal/Superintendent. Parents are encouraged to attend.
- **10 Absences:**
  - Notification letter sent home along with a phone call to the Parent/Guardian.
  - School Counselor, Principal/Superindent meets to consider possible referral to the Truancy Officer. The committee will keep the Board of Directors (School Board) informed of students with excessive absences.

*****Parents will be notified if the attendance committee recommends referral to the Truancy Officer for class/school attendance. Within 5 school days of notification, the parents may request a hearing with the attendance committee to discuss the recommendation. The parents may also request the opportunity to discuss the recommendation with the Board of Directors. *****

Extenuating circumstances, such as extended illnesses, will be examined on a case-by-case basis. The administration, attendance committee, and the Board of Directors reserve the right to ask for a physician's justification for prolonged or extended absence.

If a student should lose credit for excessive absences, required classes must be retaken for credit. A student need not retake an elective class, but the failing grade will be calculated in to the student's grade point average.

Make-Up Work

Students who are absent have the opportunity to make up class work missed for full credit if turned in by the extension deadline. The student has the responsibility to initiate procedures to complete assignments missed in each class during the absence. Students should be aware that some classroom activities and group projects might not lend themselves to make up work. The alternative may be related make up work being assigned.

A student has one day plus the number of missed days to turn in assigned make-up work. Example: 2 days absence = 3 days to complete make-up work. Teachers have the option of extending the deadline based on individual circumstances. Students may receive zero credit for make-up work handed in past the deadline.

***If the student is present when work is assigned, and absent when it is due, the work should be turned in immediately on his/her return.**

Students placed on in-school suspension or out-of-school suspension, short term or long term, will be given their regular daily assignments, etc., by their teachers and will receive academic credit if their class work is made up by the time the student reports back to classes. It is the responsibility of the student to see that the completed assignments are turned in to his or her teachers and to make arrangements to take test/quizzes or finish projects.

Tardies

Each student will be allowed two unexcused tardies per quarter. **The third and subsequent tardies will result in a lunch detention per tardy to be served within 48 hours of the detention. If the student chooses not to serve the lunch detention, this will result in further disciplinary action at the discretion of the Principal.**

Check-In and Sign-Out Procedures

Students arriving late to school or leaving before the end of their scheduled day must report to the main office. Students cannot leave during the school day without permission (including lunch time). Students must verify appointments at the time they sign out from the main office. Failure to follow this procedure will result in disciplinary action.

Students who wish to go to their cars during the day must also check in with the main office prior to leaving the building. Studnet must enter and exit the building through the north doors.

Attendance and Activity Participation

All students participating in activities must be in school at least four (4) periods (half of the student's schedule) on the day of an activity or event, or Friday if it is a Saturday activity or event in order to participate. This applies to practice as well. The reason for leaving must have a valid excuse (doctor appointment, school activity, etc.). If the reason for leaving is a doctor's appointment, a signed doctor's note must return to the school in order for that student to be able to participate in the activity that evening. Also, students that leave ill will not be allowed to participate in the activity that evening. Students that are known to have skipped any given class throughout the school day will be ineligible for activity participation that evening. **The building principal will approve exceptions.** Failure to comply will cause the student to be ineligible to compete.

Students who are in In-School Suspension (ISS) may practice, but cannot participate in competition, and may not attend school activities unless they are required by the activity coach/sponsor until their suspension is over. Students that are in Out of School Suspension (OSS), may not practice, participate, or attend school events or be on school premises until their suspension is over. In-School Suspensions are considered served at 3:30 p.m. on the last day of the assigned suspension. Out-Of-School Suspensions are considered served at 7:25 a.m. on the morning of their

return.

Student Work Policy

Students **will not be excused** for work during the school day. Exceptions may be made in the case of an emergency. A student must have his/her parent call the school to explain the situation prior to leaving school. No regular employment outside the school during school hours will be accepted. Students without permission from the administration prior to leaving the school to work in an emergency situation will not be excused and will be required to make up this time.

College Visits

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors/seniors may be excused up to 2 days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parent. Only a total of 2 days may be taken during the junior and senior years for college visits.

Compulsory Attendance

Students who are under sixteen years of age by September 15 are required to attend school on a regular basis. Violations of the compulsory attendance law by students may be reported to the Fremont County attorney.

PLEASE SIGN AND RETURN TO THE JR/SR HIGH SCHOOL PRINCIPAL'S OFFICE

Early Release Procedures

1. Only Sophomores, Juniors, and Seniors are eligible for early release.

2. To be eligible a Senior must be signed up for seven classes or six classes and a TA. If a Senior has a study hall, prior to his/her last period of the day and he/she is taking an online class he/she will report to study hall to work on the online class.

3. A Sophomore, Junior or Senior can take the release, during 8th hour if they have a zero hour class and an eighth hour study hall.

4. Students may not leave early from the class preceding the release, nor arrive late for the class following the release (if not during 8th hour). This behavior will constitute loss of the release privilege for a minimum of 10 school days. The student will be assigned to study hall until privileges are reinstated.

5. If a student is on the failing/concerned list, they will lose their privileges until they are off the list. The student will be assigned to study hall until privileges are reinstated.

6. If a student is referred to the office for behavior/disciplinary reasons, privileges will be taken away for a minimum of 10 school days. The principal reserves the right to permanently take away privileges for behavior detrimental to fellow students, staff, or the school district.

7. Complaints from Sidney residents and/or businesses concerning the behavior of a student, including driving habits, will lead to a loss of privileges for a period of time of up to 20 school days up to permanent loss of privileges, as determined by the principal.

8. Parent/guardian permission is required! If parents/guardians do not wish their

child to participate, the child will be assigned to study hall.

9. The procedures will be reviewed by the Board of Directors on an ongoing basis and may be revoked at any time by the Board of Directors.

This form is for the parent/guardian to sign, giving their child permission to leave during a designated release time. If your child has 8th hour study hall, they will take the release time 8th hour.

I/we give permission for _____ to leave school during _____period each day. I/we have been provided with a copy of the guidelines and procedures.

_____parent/guardian signature _____date

_____student signature _____date

BUS POLICIES

Bus Assignment

Students must ride to and from school on the bus assigned for their transportation unless written permission from the parent is presented and approved by the office for a change. Changes in drop-off/ pick-up sites must be on the driver's regular route.

Transportation of Students

The school will furnish transportation for activities. All participants (musicians, athletes, cheerleaders, etc.) will be required to ride both ways via school transportation. **The only exceptions will be written requests made by the student's parents and cleared by the administration**. For convenience of the parents, they may bring their student home in their cars with the sponsor's permission. Students riding buses must also abide by regulations. Expulsion from said activity will be the penalty for disobeying this rule.

Notice of Video Cameras on Buses

The Sidney Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses, and to promote and maintain safe environment. Students and parents are hereby notified that the content of the videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined by the administration.

Regulations for Students Riding Buses Code No. 711.2, 711.2R1

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa State Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students.
Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such times as the child boards the school bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. School bus transportation is a privilege that can be taken away any time a student's conduct is considered severe enough to jeopardize the safety of the other passengers. The right of safe transportation will not be taken from an entire bus load of students because a few of them disobey the rules.

Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension within the guidelines of the district's Student Suspension Policy, Code No. 503.1R1.
Continued violation of bus rules will be considered sufficient cause to refuse to transport the student(s) involved and may lead to suspension from school, depending upon the seriousness of the matter.
The bus driver shall have complete control of the bus and the student he/she is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the building principal who shall discipline the student in accordance with procedures developed by the superintendent and approved by the Board.

School Bus Regulations

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
13. Students shall assist in looking after the safety and comfort of younger students.
14. Students shall not throw objects about the vehicle nor out through the windows.
15. Students shall keep feet of the seats.
16. Roughhousing in the vehicle is prohibited.
17. Students shall refrain from crowding or pushing.
18. Helium balloons are prohibited on the bus.
19. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
20. The Good Conduct Rule is in effect.

NOTE: FAILURE TO FOLLOW THESE REGULATIONS MAY RESULT IN SUSPENSION FROM THE SCHOOL BUS.

The following procedures will be used to enforce the previously listed bus rules.

FIRST OFFENSE: Bus driver will visit with the student individually. The incident will be reported to the building

principal on the reporting form. Depending on the offense, the bus driver or principal may contact the parent and/or suspend the student from riding the bus.

SECOND OFFENSE: Bus driver will report the incident, on the form provided, to the building principal. The principal will meet with the student and report the incident by phone or letter to the parent and may suspend the student from riding the bus. The parent will be advised that a third offense will result in the student being suspended from the bus for a minimum of one day.

THIRD OFFENSE: When a student is reported for a third offense, the principal will suspend the student from the bus for a minimum of one day. The principal may suspend the student from the bus for a longer period of time if he/she determines the offense to warrant a longer suspension. The principal will have a conference with the parent and student.

FOURTH OFFENSE: When a student is reported, on the form provided by the driver, the student will be suspended from the bus for a minimum of one week. The student may be suspended for a longer period of time if the administration determines the offense to deserve a longer suspension. Before the student will be eligible to return to the bus, a parental conference will be held with the principal and/or the superintendent. For a more serious offense, it may be determined that the parent and student will meet with the Board of Directors before being admitted on the bus.

GRADES/CREDITS/GRADUATION REQUIREMENTS

Upper Elementary/Jr. High Grading Scale (Grades 6-8)

A	100-92	Excellent	A	100-94
			A-	93-92
B	91-83	Above Average	B+	91-90
			B	89-85
			B-	84-83
C	82-74	Average	C+	82-81
			C	80-76
			C-	75-74
D	73-65	Below Average	D+	73-72
			D	71-67
			D-	66-65
F	64-Below	Failing	F	

High School Grading (Grades 9-12) Breakdown

A	100-94	Excellent	A	100-96
			A-	95-94
B	93-88	Above Average	B+	93-92
			B	91-90
			B-	89-88
C	87-78	Average	C+	87-85
			C	84-81
			C-	80-78

D	77-70	Below Average	D+	77-75
			D	74-72
			D-	71-70
F	69 - Below	Failing		

Secondary Honor Roll

Gold, Silver, and Bronze Honor Rolls will be published at the end of each quarter.

Gold Honor Roll
*3.76 GPA or above

Silver Honor Roll
*3.34 to 3.75 GPA

Bronze Honor Roll
*3.00 to 3.33 GPA

Students cannot qualify for Honor Roll if they have a D or F in any subject.)

Grade Reports. Code No. 505.1

PreK-12 Report Cards
Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Secondary
Students who receive an incomplete in a class must complete the class within 3 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete grade may result in a failing grade and loss of credit.

PreK-12 Conferences and Grade Notifications
Parent/Teacher Conferences are held twice during the school year -- during the first and third quarter. **Mid-term reports will be sent to parents/guardians each quarter. Weekly reports will be sent home to all parents whose children have a D or F in a class.** Unsatisfactory reports may also request a conference with the parent, student, teacher, and guidance counselor. Students receiving 2 or more unsatisfactory mid-term reports will be issued passes from study hall for classroom work only.

Student Course Load

All students are required to take seven subjects in an eight - period school day.

Eligibility

Eligibility for Students 7-8

Sidney Secondary Faculty believes one of its primary missions is to provide a sound academic education for its students. To emphasize the importance of academics in Sidney, the following criteria will determine eligibility for students 7-8:

Eligibility is determined weekly -- from Monday morning to Monday morning. Cumulative, failing grades will be

turned in to the front office by Wednesday 3:30 each week or the end of the school week. Students with one or more D's or one F are placed on the Concerned List but are still eligible for participation. Students who have two or more Fs are ineligible for 1 week of participation.

Activities include all sports and extra curricular activities. This includes, but is not limited to, games, scrimmages, out-of-district contests, class trips, dances, Iowa Model Session, Prom, and like activities. If a student's grade is contingent to the activity, eligibility is not an issue. Examples would include, but are not limited to, photography or biology field work, home concerts, community service projects, or like activities. The Eligibility policy will be in place at the end of the third week of each new semester and will continue weekly until the end of the school year.

Students who are ineligible will attend practices and will attend and dress for events, but will not participate.

Eligibility for Students 9-12

Sidney Secondary Faculty believes one of its primary missions is to provide a sound academic education for its students. To emphasize the importance of academics in Sidney, the following criteria will determine eligibility for students 9-12:

Eligibility is determined weekly -- from Monday morning to Monday morning. Cumulative, failing grades will be turned in to the front office by Wednesday 3:30 each week or the end of the school week. Students with one F are placed on the Concerned List but are still eligible for participation, unless that F is occurring for a second consecutive week in the same subject area. If the F meets that criteria, the student is ineligible. Students who have two or more Fs are ineligible for 1 week of participation.

Activities include all sports and extra curricular activities. This includes, but is not limited to, games, scrimmages, out-of-district contests, class trips, dances, Iowa Model Session, Prom, and like activities. If a student's grade is contingent to the activity, eligibility is not an issue. Examples would include, but are not limited to, photography or biology field work, home concerts, community service projects, or like activities.

The Eligibility policy will be in place at the end of the third week of each new semester and will continue weekly until the end of the school year.

Students who are ineligible will attend all practices and will attend and dress for events, but will not participate.

State of Iowa Athletic Eligibility Rule 36.15(2)

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework *taken from a postsecondary institution and* for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) 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 grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and

competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. 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.

e. 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.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. 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.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Eligibility Guidelines for High School Speech and Music

The guidelines for the Speech and Music Association are similar to the Athletic Associations except for the following language:

At the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or IHSSA or any event that is non-graded (event does not affect GPA) for 30 calendar days from the first day grades are issued.

Academic Integrity Policy

Cheating

Cheating may be defined as intending to deceive and act dishonestly. Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are as guilty of cheating as the student who receives the material.

Plagiarism

Plagiarism may be defined as using and representing the words or ideas of another, in whole or in part, as one's own. Any use of outside sources without proper acknowledgement will be seen as an intent to deceive by plagiarism. It will be presumed that students who allow their work to be plagiarized also do so with the intent to deceive. Plagiarism applies to words or ideas taken without proper acknowledgement from any source—from published material, from any Internet site, from any material written by another person, from any electronic medium, or from any other source that is not the student's own creation.

Consequences of Cheating and/or Plagiarism:

The teacher will investigate the matter with the student(s) involved. The teacher will then communicate the outcome of the investigation to the building principal. If it is determined that cheating and/or plagiarism has occurred, the following consequences will apply and/or referral will be made to the Committee on Academic Integrity. If the use of school technology is involved, the Technology Acceptable Use Policy may also be enforced. If two or more parties are involved, the consequences will apply equally to all parties. No distinction will be made between those who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty and those students who access or receive the material and/or aid.

First Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- No credit will be given for the work (the student(s) receives a zero).
- The National Honor Society advisor will be notified.

Second Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- No credit will be given for the work (the student(s) receive a zero), and the student(s) will serve one day of in-school suspension.

Third Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- The student(s) will receive an F or the actual percent the student(s) has earned for the quarter, whichever percent is lower.

Committee on Academic Integrity

The teacher, in consultation with the building administrator, may refer the incident to the Academic Integrity Committee by completing a written request for a hearing. All copies of information and written work pertinent to the charge will be provided to the committee. Reasons for such a referral may include:

- Denial by the student(s) of the charge of cheating and/or plagiarism.
- Several students are involved in the infraction and the scope of the investigation is beyond the capacity of the teacher to investigate.
- Other criteria warrant a broader investigation of the charge.

Upon receiving a referral, the Academic Integrity Committee will

- Hold a hearing and investigate the charges of cheating/plagiarism.

- In order to assure a student's due process rights, the counselor and parents/guardians of the student will be informed prior to the hearing.
- The student will have an opportunity to appear and may be accompanied by a counselor and/or parent/guardian.
- The committee will interview other staff or students related to the inquiry.
- The disciplinary consequences and outcome of the hearing will be outlined in writing to the student, counselor, and parents/guardians.
- In all cases where a student has been found to have cheated/plagiarized, a formal letter will be placed in the student's file describing the action and confirming the consequence(s) given out by the school.
- The due process rights of students will always be ensured.

The Academic Integrity Committee will make the final decision concerning consequences which may have greater severity than those listed above.

Standing Committee on Academic Integrity

The Committee on Academic Integrity will be a standing committee. It will be formed in the spring of every year to begin its service in the fall of the next school year. Members shall serve for one year. The committee will consist of five members: one administrator and four classroom teachers (each from a different academic area). Decisions of the committee may be appealed within three (3) school days and may be made only on the basis of new evidence.

Junior High Advancement

Academic subjects build upon each other. Success can only be achieved by understanding one step before going on to the next. Jr. High is an essential part of the educational progression to commencement; therefore, seventh and eighth grade students will have to retake English, Science, Math or Social Studies failed both semesters of the previous year. Final decisions concerning junior high advancement will be made through consultation with the parent, instructor, guidance counselor and principal.

For example: Student A failed both semesters of Math 7. That student would take Math 7 during the 8th grade year. Then, Math 8 would be taken as a 9th grade student. A student would be allowed to take both levels at the same time if he/she is able.

Service Learning

Secondary
Service learning is a form of experiential learning where students apply academic knowledge and critical thinking skills to address genuine community needs.

Service learning is on a volunteer basis. When students decide on a project they would like to participate in, they need to see the building principal in order to finalize plans. Documentation is very important. Volunteer work done for school clubs and organizations will be dealt with one at a time.

Any senior who completes 40 hours of service learning in a one-year period will be presented with a certificate and will receive a colored Service Learning cord. The cord will be worn at graduation, and participants will be recognized at the graduation ceremony. A letter of recognition will be added to the student's cumulative file which can accompany the file to the post-secondary institutions, job applications, and recommendation letters. See the building principal for Service Learning forms and more ideas for service learning projects.

Post-Secondary Enrollment Options

Students in grades nine through twelve may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to $250.00 of the cost of a course taken by ninth and tenth grade talented and gifted students and eleventh and twelfth grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are available for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 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 reasons beyond their control, including, but not limited to, the student's incapacity, death in the family, or a move to another district. Students interested in participating in this program should contact Kelli Urton, H.S. Guidance Counselor.

College Early Start (Senior Year Plus)

Iowa Western Community College (IWCC) offers a "Senior Year Plus" Program at the Shenandoah Campus. 9-12 grade students are allowed to take college classes for high school and college credit. The requirements for eligibility are: students must meet the criteria of the institution including test scores and course prerequisites. In order to participate in the program, students must have demonstrated proficiency in reading, math, and science as evidenced by achievement scores on ITBS or ITED assessment. Students must also take a minimum of two classes at IWCC and four classes at Sidney High School. Students are on a probationary period during the first semester. Students must also provide their own transportation and purchase their own textbooks.

Graduation Requirements. Code No. 505.5

Students must successfully complete the courses and time required by the Board of Directors and Iowa Department of Education in order to graduate. Students must successfully complete each grade level, one through twelve, and complete all the required courses of study prior to graduation as determined by the Iowa Department of Education and Sidney Community School Board of Directors.

Only those students who have completed the required classes, credits and time for graduation will participate in graduation exercises and be recognized as Sidney School graduates. Students will have the right to petition the school board in person to have days absent waived due to extenuating circumstances. Those students who do not meet graduation requirements will be encouraged to complete their education at Sidney or at an appropriate secondary site in order to receive a high school diploma.

In order to give Sidney students the rigorous and competitive education they deserve, the Sidney Faculty and Board of Directors have adopted graduation requirements that will impact class choices and the number of credits needed for graduation. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the required number of credits and required classes as stated in this handbook. The required course of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in the Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 49 credits prior to graduation. The following credits will be required:

Language Arts	8 credits	Science	6 credits
Mathematics	6 credits	Humanities	2 credits
Social Studies	5 credits	Physical Education	4 credits
Health	2 credits	Technology	1 credit
Computer	1 credit	Personal Finance	1 credit
Government	1 credit	Electives	12 credits

Early Graduation. Code No. 505.6

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.
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. Note: Students must apply to the guidance counselor for early graduation. The parent(s) and the student must then meet with the counselor to review the needs and responsibilities of the request. Then, the student and the parent(s) must meet with the Board of Directors before the December regular meeting. Students interested in this program contact Kellie Urton, Guidance Counselor.

CONDUCT POLICIES

School Events

Student conduct at all school events, athletic and otherwise, is an expression of oneself as an individual. Students are to keep it outstanding. Students should remember that they are representing Sidney whenever they attend school functions at our school or out of town. Students are to conduct themselves in such a way that others will be proud of them. Students should consider what conduct is expected of them during the regular school day; that is what is expected of them at the various activities.

Student Activity Program. Code No. 504.6

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.
Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity, or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.
A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the high school principal, athletic director, and the team coach. Such

outside participation shall not conflict with the school sponsored athletic activity whether it be practice or games. Students wanting to participate in school activities must meet the requirements set by the school district for participation in the activity.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. If library books or other Media Center materials are damaged or not returned, students will be required to pay the replacement cost of those items. Depending upon the nature of damage done to school property, students may be reported to law enforcement officials.

Student Lockers. Code No 502.5

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

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers. Students will be given a twenty-four hour notice of a maintenance inspection. Student lockers may be searched in compliance with board policy regulating a search and seizure. In addition, liquids stored in the lockers must be capped and stored upright.

Dress Code. Refer to Code No. 502.1

There is a strong connection between academic performance, student appearance, and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. **Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students who violate these rules will not be permitted into class until appropriate changes have been made.** The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Students who leave school will be counted absent until they return. Students may also be assigned a detention Parent cooperation in this matter is greatly appreciated.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

Guidelines for proper attire:

1. When shorts or skirts are worn they need to be mid-thigh or longer in length.
2. Halter tops should not be worn at school
3. Bicycle shorts are not allowed as outer garments.
4. The midriff must be covered.
5. Tops should not be low cut or have an open back.
6. Mesh shirts, tank tops, and muscle shirts (with less two inch straps) should not be worn to school as the only shirt worn.
7. Students are not to wear shoe-skates for safety.

8. Chains, collars with spikes and safety pins are not allowed at school.
9. Hats, caps, or bandannas are not to be in the building during the school day. (except with prior permission from the building Principal)
10. No undergarment is allowed to show.
11. Clothing that is promoting or advertising items that are illegal (marijuana and other drugs)
12. Clothing that is promoting or advertising items illegal for use by minors (alcohol or tobacco).
13. Clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
14. Yoga pants, leggings, and running tights may only be worn if the shirt comes to mid-thigh covering the front and backside of the individual.

Driving Cars, Motorcycles, and Mopeds.
Refer to Code No. 508.7: Student Use of Motor Vehicles

Rules concerning student-driven vehicles (in addition to state motor vehicle laws) shall be established by the superintendent. Motor vehicles should not be used during school hours unless the principal gives special permission. The principal may withdraw the privilege of driving to school from a student who fails to comply with state law or school district rules.

Students driving cars, motorcycles, or mopeds to school shall park them in the student parking areas and leave them until the end of the school day or at the time of dismissal. If a student has reason to move his vehicle at any time during the day, he/she must receive permission from the office of the principal or superintendent. Motor vehicles will remain parked during each day. If motor vehicles leave without permission, keys will be turned into the office at 8:15 each morning and picked up 15 minutes after dismissal.

Interferences in School

Students may not use radios, cell phones, toys, laser pointers, and other similar items during regular school hours, as these cause distractions to learning. Certain devices may be used with teacher permission for educational purposes. The items will be taken away from the students and **may** be returned at a later date or returned to the parent. Consequences will be assigned by the principal according to the handbook discipline policy.

Discipline

PreK-12 Expectations for Behavior

Students who exhibit inappropriate behavior in the opinion of the staff and /or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. The staff is expected to be firm, fair, and consistent in dealing with student discipline. When a discipline problem persists, the principal or teacher may call the parents for a conference.

Secondary

There will not be an assigned detention period. Teachers may make arrangements for detention students to stay either after school or before school to ensure that teachers will be able to stay with students. Any teacher may detain any pupil for discipline or help when needed under the said teacher's supervision. The student will be notified 24 hours ahead of the period to be detained, so he/she may make arrangements for transportation, as the school will not make special provisions for transporting the student home. If more strict discipline is required, a letter will be sent to the parent concerning the nature of the problem, and the parent will be required to accompany the student to school to aid in the solution of the matter. Teachers may call for a parent's permission to detain any student for discipline reasons on the same day. Students will stay either that day, if parents have given permission, or the next day. Teachers will turn in all discipline slips and notices to the office.

If a student fails to serve detention with the teacher in the agreed upon period of time, the principal will be notified and the student's time will double.

Student Discipline – Secondary Principal

Should disciplinary action need to be taken by the Secondary Principal due to a student's behavior, the following procedures will be followed:

a. **the consequences will be determined by the principal on a case by case basis.**
b. **the parent/guardian will be notified of the consequences and the reasons for the consequences being imposed.**
c. **any detention time assigned must be made up within 48 hours. If not made up within 48 hours the student may serve a one-day in school suspension and the assigned detention time.**

Other disciplinary action **may** include:

a. **a meeting with the student, parent/guardian, principal, and teacher(s) involved.**
b. **additional detention time.**
c. **in school and/or out of school suspension up to ten days.**
d. **a behavior contract developed by the student, parent/guardian, principal, and teacher(s) involved.**
e. **a violation of the Good Conduct Policy.**

Possession of Drugs or Alcohol

Part of the Sidney School's District mission is to prepare responsible citizens. Promoting a healthy lifestyle and encouraging good decision-making are part of the curriculum. To that end, any student who is found to be in possession of drugs and/or alcohol on school property, in a school vehicle, or at any school -sponsored event will be subject to the following:

1. Law Enforcement called and student removed from the site.
2. Parent/Guardian notified.
3. Immediate application of the Good Conduct Rule.
4. Ten (**10) Days Suspension.**
5. Strong recommendation to receive immediate evaluation/treatment.
6. **A Board Hearing to decide the student's academic future in the district.**

Non Smoking Rule. Code No. 502.7

A. It is the policy of the Sidney Community School District that smoking by students is unhealthy and creates a poor public image. In support of such policy, students who are observed using or in possession of tobacco or tobacco products while on or about school property, or participating in any and all school events or functions, or events or functions that are supervised by members of the Sidney Community School District staff, faculty, and administrators are in violation of the Non Smoking Rule.

B. The due process afforded a student in the event of a suspension shall be afforded a student who is charged with violating the Non Smoking Rule.

C. A student who has been found to have violated the Good Conduct Rule and the Non Smoking Rule shall be penalized as follows:

First Offense: A first offense will result in a suspension from all athletics, activities and organizations for 4 weeks and a minimum of two events.

Second Offense: The second offense will result in a suspension from all athletics, activities and organizations for eight weeks and a minimum of two events. The suspension can be reduced to four weeks and a minimum of two events by the student attending and completing a school approved evaluation program and a recommended treatment program.

Third Offense: The third and all following violations will result in a suspension from all athletics, activities, and organizations for eighteen weeks and a minimum of four events. This suspension by be reduced to nine weeks and a minimum of four events by the student completing a school approved evaluation and a recommended treatment program. The student is to attend counseling until maximum benefit is reached and verified to the school authorities by the counselor.

The cost for any testing, treatment, and counseling shall be the responsibility of the student/ parent/ guardian.
A student in violation of the Non Smoking Rule shall not be allowed to participate in any extra-curricular activity until a meeting has been held with the Principal and coach of all sports in which the student participates as well as the supervisors of all other extra-curricular activities in which the student intends to participate. The student will be informed at this meeting of the date on which eligibility is to be restored.

Student Good Conduct Rule. Code No. 503.

(Secondary Students and Parent(s) must sign the Statement of Acceptant Knowledge of Good Conduct Rule and Non-smoking Rule. Return to the secondary office.)

It is a privilege and an honor to be able to participate in extra-curricular a activities and represent this school district. The student and the school are judged by the participant's character and conduct at all times. Junior-Senior High students serve as role models to many people, especially their peers and younger students, and their attitude has an important impact on others. **Any student whose habits and conduct in and out of school, during both the school year and during the summer, are not consistent with the ideals, principles, and the standards of the School District may be declared ineligible by the High School Principal.**

The Good Conduct Rule is in place for students 7-12 and is cumulative throughout their secondary career.
Regulations:

A. Any student who is observed by a staff member or a law enforcement official, or admits to an administrator, or at a judicial or administrative proceeding is found by substantial evidence to have:

Item 1. possessed alcoholic beverages with knowledge, intent, and control thereof
Item 2. illegally consumed alcoholic beverages
Item 3. possess controlled substances as they are defined by the Code of Iowa without a legal prescription: with knowledge, intent, and control thereof:
Item 4. used controlled substances, as they are defined by the Code of Iowa without a legal prescription
Item 5. committed a substantial act of theft, vandalism, violence or other serious offense whether or not they result in the filing of criminal charges so as to make the student unworthy to represent the ideals and standards of his/her school is in violation of the Good Conduct Provision.
Item 6. using or in possession of tobacco or tobacco products

B. The due process afforded a student in the event of a suspension shall be afforded a student who is charged with violating the Good Conduct Rule.

C. A student who has been found to have violated the Good Conduct Rule shall be penalized as follows:

First Offense: A first offense will result in a suspension from all athletics, activities and organizations for 4 weeks and a minimum of two events.

Second Offense: The second offense will result in a suspension from all athletics, activities and organizations for eight weeks and a minimum of two events. The suspension can be reduced to four weeks and a minimum of two events by the student attending and completing a school approved evaluation program and a recommended treatment

program.

Third Offense and all following violations will result in a suspension from all athletics, activities, and organizations for eighteen weeks and a minimum of four events. This suspension may be reduced to nine weeks and a minimum of four events by the student completing a school approved evaluation and a recommended treatment program. The student is to attend counseling until maximum benefit is reached and verified to the school authorities by the counselor.

The cost for any testing, treatment, and counseling shall be the responsibility of the student/ parent/ guardian. A student in violation of the Good Conduct Provision shall not be allowed to participate in any extra-curricular activity until a meeting has been held with the Principal and coach of all sports in which the student participates as well as the supervisors of all other extra-curricular activities in which the student intends to participate. The student will be informed at this meeting of the date on which eligibility is to be restored.

Activities Under the Good Conduct and Non-Smoking Rule

7-12 Football	7-12 Volleyball	9-12 Cross Country	7-12 Basketball
7-12 Wrestling	7-12 Track	9-12 Golf	9-12 Baseball
9-12 Softball	7-12 Cheerleading	7-12 Student Council Activities	
FCCLA Contest & Conventions		FFA Contests & Conventions	
"Celebration"	National Honor Society	School Plays	
Spelling Bee	Thespians	Small/Large Group Speech	
Science Trips	Art Trips	School dances	
Model Legislation Session		Jr. and Sr. Prom and Banquet	
Small Group Vocal/Instrumental Contests		Business Professionals of America Contests and Conv.	

Large Group Vocal/Instrumental --- (Student must attend for grade but will not participate.)
Students who are in athletics or large group vocal and/or instrumental activities must attend practices and events, but will not participate in the competition or event.

Student Suspension. Code No. 503.1R1

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may discipline a student up to and including a three day suspension . The student is afforded the following due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

If after hearing the facts of a case from both sides, the building administrator decides that suspension of the student is warranted, the following steps shall be taken:
1. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
2. Inform the parent, orally, of the decision to suspend the student and explain the basic facts of the case to the parent.
3. All parties named in the three steps above shall be informed, in writing, of the facts of the case as soon as is reasonably possible.

The Superintendent may extend the suspension upon the principal's request, for a total of no more than 10 days. Re-admission after an extended suspension may occur following a hearing conducted by the Superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student or to consider an administrative recommendation to the Board of Directors for expulsion.
The informal hearing shall be attended by the Superintendent, the Principal, the student, the parents, and any other persons deemed appropriate by the superintendent or requested by the parent or the student.
Parents and student should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

Student Expulsion. Code No. 503.2

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide by that policy may be expelled from school.
The principal shall inform the Superintendent of Schools of the recommendation to expel the student explaining the basic facts of the case. It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student dependent on the nature of the offense and circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Note of reasons for the proposed expulsion.
2. The names of witnesses and an oral or written report on the facts to which each witness will testify.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant of the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Cross re: 502.2 Student Suspensions

Weapons. Code No. 502.6

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.
School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.
Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement to be modified for a student on a case by case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any
explosive, incendiary, or poison gas.
Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Search and Seizure. Code No 502.8

School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas, or student vehicles based on a reasonable suspicion that a board policy, school rule, or law has been broken.

Corporal Punishment. Code No. 503.5

An employee of an accredited public school district, accredited nonpublic school, or area education agency shall not inflict, or cause to be inflicted, "corporal punishment " upon a student. For purposes of this section, "corporal punishment" means the intentional physical punishment of a student. An employee's physical contact with the body of a student shall not be considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain, or if the employee uses reasonable force for the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous objects within a student's control; or for the protection of property.

Harassment/Bullying Refer to Code No. 104

Harassment is "any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations or behavior used by a student or students against another student(s) that is disruptive of the educational process. Those actions may include, but are not limited to: name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering, making derogatory remarks, demeaning jokes , and degrading drawings or notes.

Harassment of students by other students will not be tolerated on school or at school-sponsored activities in the district. Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, gender, creed, color, age, national origin, sexual orientation, gender identity, religion, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension and expulsion. Copies of the entire policy, procedures, complaint form, and witness disclosure form will be made available at student registration in August. Copies may also be obtained from the building administrators. *EOE/AA*

Sexual Abuse and Harassment of Students by Employees. Code No. 402.3

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating

allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Elementary Principal Carolyn Maher as its Level 1 Investigator and Bill Huntington, Jr.-Sr. High School Principal, as a Level 1 Investigator. Level II Investigator is the Fremont County Sheriff.
Physical abuse is a non-accident physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for
purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm for the protection of property, or to protect a student from self-infliction of harm.
Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advance, request of sexual favors or other verbal or physical conduct of a sexual nature when submission is made either implicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. *EOE/AA*

Child Abuse

Schools have a legal and moral responsibility to report all suspected cases of child abuse. A teacher who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the DHS. The school may notify parents that a report is being made to the Department of Human Services, but is not required to do so by law.

ENROLLMENT PROCEDURES

Enrolling New Students

We are always happy to receive new students into our district. In order for us to be able to prepare and make sure that we have proper supplies and facilities for your student, we ask that the school be given prior notice and that the student not attend school the day of enrollment.

Open Enrollment. Code No. 501.14

Iowa's open enrollment law allows students residing in one school district to request admission to another school district upon the parents' request. Parents wishing to enroll their children in another school district must apply for open enrollment by March 1, 2017 for the 2017-2018 school year. Exceptions: September 1, 2017 is the last date for open enrollment requests for entering Kindergarten students and those students falling under the "good cause" definition for the 2017-2018 school year. Contact the Office of the Superintendent for further details. Parents of open enrolled students whose income falls below 16% of the Federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of direct payment. Parents should be aware that open enrollment may result in the loss of athletic eligibility.

Dual Enrollment Students

Home school or home school assistance program 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 Office of the Superintendent.

Fees and Expenses

To assist you with your planning to meet the expenses that are a part of your participation in school classes and activities, you will find listed below the items you need to consider.

Instructional Supply Fee: $30.00 per student. This fee will need to be paid at registration at the start of each school year.

Secondary:
1. Organization Dues: Most of the school organizations have membership fees. The money derived from the dues is used to promote the activity or programs and thereby serves the students who make the contribution. Students who owe dues from last year must pay class dues before attending this year's class meetings.

2. Graduation fees: Caps and tassels are bought by each senior and are to remain with the student after graduation

Educational Records. Refer to Code No. 506.1

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administrative office.

Student Record Policy. Code No. 506.1

A student's parents may access the student's educational records. Other than parents, only authorized certified personnel, the student, authorized government officials from the US Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of National Institute of Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's education records without approval or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Information from a student's education records, designated as directory information by the school district in compliance with board policy "Student Directory Information" may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent. It shall be the responsibility of the Superintendent to provide parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the Superintendent to determine the method of notice that will inform parents.

It shall be the responsibility of the principal under the direction of the board secretary to approve requests for access to other records.

Student's educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

School district personnel shall be informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy.

It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy. The administrative regulations shall include, but not be limited to, the location and types of education records maintained by the school district, an explanation of the process for amendment of the records, the name of the contact person for access to the records, a procedure for recording disclosures of the records, the amount of a fee to be charged for copies of the records, and the name of the contact person for clarification of the records.

Student Transfers Out or Withdrawals. Code No. 501.7

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

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

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

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

GENERAL PROCEDURES

Breakfast/Hot Lunch Program

The Sidney Community School offers breakfast and lunch to the students and staff. Those who wish to eat school lunch and/or breakfast must establish accounts with the building secretaries. Breakfast will be served from 8:10-8:30 a.m. at the elementary and 8:00-8:15 a.m. at the Jr./Sr. high school.

When your child's meal account is running low on funds, the office will send home a note/email stating your child needs lunch money. Office personnel may also attempt to contact parent/guardian. If the balance reaches a negative $50.00 or more, food services will provide a modified meal until the lunch account is brought back to a positive standing. A charge will also occur for a modified meal.

NOTE: Parents may access the balances in meal accounts by using the JMC Parent Access program on the school's website.

Free and reduced priced meal applications are available for those children whose parents meet federal income guidelines. Application forms for these services are available in the offices and on the school web site. Students requiring special diets (i.e. milk allergies) should bring a note from their family doctor.

Secondary

Student lunches brought from home may be kept in student lockers if it is properly stored in appropriate containers - insulated bags, closable sacks or containers. Open bags of food and drink attract bugs and can leave a mess in the

lockers. Students who store food inappropriately will be asked to clean up their site and follow the procedure for locker use.

Healthy ala carte items are available for purchase at the secondary building. Students must have money in their meal account to purchase second meal or ala carte items.

REMINDER: Students on free/reduced priced meals must have money in their accounts as ala carte is not included in the federal nutrition free/reduced priced meal program.

Emergency Drills. Code 507.5

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. Fire and tornado drills shall be conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1. Employees shall participate in emergency drills. Licensed employees shall be responsible for instructing the proper techniques to be followed in the drill.

Crisis drills will be conducted each school year including procedures for intruders and escape plans.

Posting of Information

Individuals who wish to post or distribute information must receive permission from the principal at least one day before the 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 distributing materials.

Telephone Use

The office will forward messages from parents to students during school hours. However, calls for pupils during school hours are disturbing to the school routine and therefore should be held to a minimum. At the secondary building, students will be called to the office to pick up their message.

Pupils will not be called to the telephone while in class except in an emergency situation.

Students may use the office telephone only when a special need exists. The student must receive permission from his/her teacher prior to using the telephone.

Students at the secondary site are not to use the classroom phones. If calls need to be made, students should go to the office and use that phone.

Student Fund Raising. Code No 504.5

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

School Sponsored Activities

School sponsored activities will end at 11:00 p.m. with the exception of the Homecoming dance, winter ball, and Prom dance which will end at 12:00 midnight or before. The school does not sponsor any activity (breakfast,

movies, etc.) after these times.

School Visitation

Secondary
Stakeholders are welcome to visit our building. For safety purposes, we ask that visitors stop at the front office to identify themselves and their destination. Office personnel will then direct visitors to the appropriate rooms or notify staff that a visitor will be coming to the room. The office will ask students to come to the office for those parents who need to see their student.

Field Trips

Secondary
It is the student's responsibility to contact teachers in advance to get homework and assignments prior to the field trip.

Use of School District Facilities by Student Organizations

School district facilities are available during non - school hours to school sponsored and non - school 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.

STUDENT SERVICES

Guidance

The purpose of the Guidance Department is to help students adjust to their present environment, to take advantage of the educational opportunities which meet their interests and learning capacities, to be aware of future educational and career opportunities, and to assist them in becoming increasingly and wisely self-directive.

To this end, the director of Guidance, with the cooperation of all other faculty members, carries on the work of this department by providing individual and group counseling, a testing program, and information services. Any student may apply to the director for aid or guidance in whatever problems that student may have. Also, any faculty member may refer a student to this department for necessary aid and guidance.

We strongly encourage parents to contact our Director of Guidance whenever they feel there is a need to discuss their child's problems, school work, or goals.

National Honor Society

The Sidney Chapter of the National Honor Society adheres to the following procedures in selecting new members for membership:

Students in grades 10, 11, and 12 are eligible for membership. Candidates must have been in attendance at the school the equivalent of one semester. Students who have a minimum cumulative and current grade point average of 3.000 on a 4.000 scale are nominated for membership.

Those students who are eligible scholastically are sent a letter by the chapter advisor. They are asked to fill out a questionnaire and return it by the designated deadline. Failure to return the questionnaire to the chapter advisor by the deadline eliminates the nominee from further consideration. A rating form is given to all faculty members who

have students in grades 9-12. Faculty members are asked to rate all eligible nominees who returned their questionnaires in the areas of service, leadership, and character. The faculty ratings and the student's questionnaires are considered by the 5 member faculty committee appointed each year by the high school principal. The chapter advisor serves as an "ex officio" member of that committee and is a non-voting member of the committee.

Special Services and Staff Assistance

Secondary
Students are encouraged to make arrangements with teachers during their planning periods for additional time at school to adequately master their subject matter. Students are to get a pass slip from the teacher before school convenes or during the regular class period. Permission to see a teacher while having a class will not be allowed. Students should plan ahead, and not ask to leave during a class unless a pass has been issued.

Teacher Assistance Team

The Teacher Assistance Team (TAT) is a building level group of teachers whose job is to provide assistance to other teachers in meeting the needs of students in their classrooms - average, gifted, special education students, and mainstreamed handicapped children. The team will deal with immediate, individual classroom concerns. Teachers or parents seeking assistance may enter a referral process by contacting the building principal. The team will meet to discuss methods to provide assistance to regular classroom teachers, enabling them (and parents) to more effectively meet the needs of students.

Title One

Parents in the Sidney Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content area taught, current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Credentials of professional staff are on file at the Superintendent's office. Upon request, parents may review those above stated items.

Student Health and Immunization Certificates. Code No 507.1

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, polio myelitis, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed for medical or religious reasons recognized under law. The student must provide valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.
Homeless Children and Youth exemptions: Homeless students shall not be denied enrollment for lack of immunization records if:

1. They have a statement signed by a physician stating that immunization would be injurious to the child.
2. They provide an affidavit stating such immunization would conflict with their religious beliefs.
3. They are in the process of being immunized.

4. They are a transfer student from another school.

The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.

School Nurse

A registered nurse is on duty half- time during the school day for children needing assistance. Various screening procedures such as vision, hearing, scoliosis, and health care programs will be carried out during the year.
When a child becomes ill at school, the parent will be notified. We ask that a child not return to school following an illness unless the child is fever free (without taking any fever controlling medication, such as Tylenol) for 24 hours. If you are not sure how your child is feeling in the morning and you do send them to school, please send a note letting the school know where you can be reached or designate someone else for us to call.

Communicable diseases will be treated on an individual basis, according to the disease and upon the advice of the child's doctor and the school nurse. Children who are deemed contagious will be required to go home. In order to obtain care in the nurse's office during the school day, you must have the permission of the office. Students with symptoms of illness are expected to report to the office.

Administration of Medication to Students. Code No. 507.2

Some students may need prescription and nonprescription medication to participate in their educational program. These students shall receive medication concomitant with their educational program. Medication shall be administered when the student's parent provides a signed and dated written statement requesting medication administration at school, and the medication is in the original labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated.

Persons administering medication shall include the licensed registered nurse, parent, physician, and persons who have successfully completed medication administration course reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file at school. Medication shall be stored in a prescription medication to students are available in the principal's office.

Wellness Policy

The Sidney Community School District promotes healthy students by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Technology Acceptable Use Agreement for Students Code No. 603.12

Parents, guardians and students should have no expectation of privacy for any use of the computers, their contents, or district network. Administration and staff have the right to inspect the contents of the computers and server files on a regular basis.

Internet Access

The Internet can provide a vast collection of educational resources for students. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Although students will be under staff supervision while on the Internet and precautions to restrict access to controversial materials have been taken, it is not possible on a global network to control all materials accessed. Consequently, some students might encounter information that may not be of educational value to them. However, the district believes that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may produce material that is not consistent with the educational goals of the district.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. All uses of the Internet must be in support of education and /or research and be consistent with the educational purposes of the curriculum of this district. The building administrators will deem what is inappropriate use and their decision is final. Also, the building administrators may close a student account at any time as required. The administration, faculty, and staff of the district may also request the building administrator to deny, revoke, or suspend specific user accounts.

Students will be expected to abide by the following Internet guidelines:

- The use of the Internet is a privilege. As a user of the Internet, students may be allowed access to other networks with their own sets of policies and procedures. Students are to abide by the policies and procedures of these other networks.
- Internet use must be in support of education and research consistent with the educative purposes of the curriculum of the school district.
- Students shall cite all quotes, references, and sources.
- Students shall respect all copyright and license agreements.
- Students will not download and/or install any files or programs from the Internet without permission of the teacher. This includes but is not limited to games, music, MP3 files, media, players, viewers, etc.
- Students shall not plagiarize another person's work by copying it, in whole or in part, and turning it in as one's own work. Copying text, graphics, musical scores, mathematics solutions, artistic layouts, or presentations, or any idea from another source without proper citation is also plagiarism. Plagiarism is a form of cheating and will be dealt with accordingly by faculty and administration.
- Students shall only remain on the system long enough to get needed information.
- Students shall not intentionally access restricted materials which might be available on the Internet. Material that is threatening, prejudicial, obscene, abusive, demeaning, racially offensive, profane, illegal, or promotes substance abuse is prohibited.
- Students may not access Internet services that have a cost involved. In the event that these services are accessed, the student will be responsible for payment of those costs.
- Anyone engaged in or supporting illegal activities will be reported to the appropriate local, state, and/or federal authorities.
- Students should not reveal any personal information about themselves or others. Personal information such as

name, age, address, phone number, or other personal information should never be given out over the Internet unless under the direction of the teacher. Students should not sign up for any mail lists, subscription services, online games, chat rooms, or any site that asks for a name or other personal information.

- ❖ Students should never meet someone that contacted them over the Internet.
- ❖ Electronic mail is not guaranteed to be private. People who operate the system have access to mail. Student access for electronic mail shall only be through the supervising teacher's account and will adhere to the following guidelines:
- ▪ Students should realize that others may be able to read or access any mail. Messages of a private nature should never be sent.
- ▪ Students should be polite and use appropriate language when communicating.
- ▪ Students should delete unwanted messages immediately.
- ▪ Students should always sign messages with their own names and should never imply that they are someone else.
- ▪ Students should always acknowledge receipt of documents or files that have been sent to them.
- ▪ Students should not reveal personal information about themselves, such as addresses or phone numbers or the addresses and phone numbers of other students or staff.
- ▪ Students should never allow anyone else to use their email accounts or passwords under any circumstances.

Computer & Other Technology Use

Students will be expected to abide by the following:

- ❖ The use of the school district's copiers, computers, printers, scanners, cameras, software, and other technological equipment is a privilege. Misuse of school district resources will result in appropriate consequences. Misuse of resources would include but not be limited to doing non-school related work on school computers, wasting paper and ink, damaging equipment through carelessness, vandalism, or inappropriate use.
- ❖ Using another person's username or password, with or without their knowledge or permission, or trespassing in another person's folders, work, or files is not permitted. Students will respect others' files and will not copy, destroy, or use them. Whenever another person's username or password is used, both parties will be in violation of this agreement.
- ❖ Using a staff person's username and password, accessing or attempting to access a staff person's files, or using a staff person's name without their express consent for any reason in any format will be considered highly serious offenses and will be dealt with accordingly by the administration. Consequences for these actions will reflect the seriousness of the offense.
- ❖ Students will not try to hack the system or attempt any unauthorized access to the system.
- ❖ Only software that is purchased by the school district can be installed or used on district computers. Students will not attempt to install or download unauthorized software onto the system or onto any computer unless instructed to do so by the teacher. Students may not bring any student or commercially prepared software to school.
- ❖ Each student has been provided a storage area on the school district's server where school-related files and documents may be stored (saved). The system administrator reserves the right to limit the size of this storage area if necessary. All student files on the server will be deleted at the end of each school year. Student files that are saved to locations other than the area provided on the server will be routinely deleted as part of ongoing maintenance.
- ❖ Students should expect only limited privacy in the contents of personal files or record of web research activities. The school district reserves the right to monitor and inspect data stored or transmitted on the network server and to investigate unauthorized or improper use of school resources. If use is determined to be contrary to school policy or applicable laws, appropriate measures will be taken. These measures may include, but are not limited to, suspension of user privileges, deletion of files, appropriate disciplinary action, and cooperation with law enforcement agencies.
- ❖ Anyone engaged in or supporting illegal activities will be reported to the appropriate local, state, and/or federal authorities.
- ❖ Vandalism will result in cancellation of computer privileges. Vandalism may be defined as any attempt to damage

equipment, to harm or destroy data of another user, or to interfere with another user, Internet, or other networks. This might include but is not limited to changing system settings, unplugging or changing hardware components, removing or loosening keyboard keys, removal of mouse ball or the mouse itself, and/or other destructive acts or acts that interfere with another person's ability to use the equipment.

- Students who allow another student whose computer privileges have been revoked to use their username/password or laptop will also receive appropriate consequences as stated in the Technology Acceptable Use Infraction Notice.

Harrassment/Bullying

- Students will not deliberately use school computers or other school equipment for the purpose of annoying, bullying or harassing another individual(s). Any such activities will be reported to the appropriate local, state, or federal authorities. In addition, district policies will be enforced as outlined in the Student Handbook, and any other appropriate consequences may also be applied.

District Web Publishing Guidelines

Use of the Internet and associated technology is playing an increasing role in student education. Using the Internet to further the educational process, goals, and objectives of the school district is a natural extension of technology. The district web site should provide timely, supportive, and educational information to the students, staff, and community. Adherence to district guidelines will insure efficient, ethical, and legal use of district network resources.

Webmaster (Adult Sponsoring student, class, group, or organization webpage)

The webmaster is the person responsible for the content and publication of the homepage upon approval of the building administrator. There may be more than one homepage but these will all be linked from the district's main homepage.
The webmaster responsibilities include:

- Instructing students on proper use and guidelines before development of student pages begins.
- Insuring that student work has educational value.
- Screening all material before publication to insure that it adheres to district goals, guidelines, and policies.
- Checking all links for accuracy and appropriateness.
- Receiving building administrator's approval of all material to be posted.
- Purging homepage information of outdated pages or those no longer in use.

District Webmaster

The district webmaster will maintain the district web server and the district's main page. Update procedures and rights will be provided by the district webmaster.

All webpages will be submitted to the district webmaster for review prior to their placement on the district's main page. The district webmaster, along with the building administrators, will decide if the webpages adhere to the Web Publishing Guidelines and district policies.

Appropriate Content

Material appropriate for placement on the district web site includes information about the school district, department

activities or services, schools, teachers or classes, student projects, and extracurricular organizations. Personal information not related to education will not be allowed. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. All content published via the district network must comply with the following:

- All publications must comply with state, federal, and international laws concerning copyright, intellectual property rights, and legal uses of network computers.
- All publications must comply with Board policies, administrative regulations, these Web Publishing Guidelines, and other district guidelines.
- All district web publications will reside primarily on the district's network server.
- Every effort should be made to insure that all links are operational and that all information is accurate, appropriate, and of high quality.
- Publishing expectations and standards should be met.

Publishing Standards/Expectations

All district web pages should meet goals of high quality in both style and presentation. District publishing expectations are:

- Students and staff must have read and agreed to abide by the established Web Publishing Guidelines and district policies prior to publishing a webpage.
- Correct grammar and spelling are expected.
- All information must be verifiable.
- Publishers should exhibit care when incorporating backgrounds and large graphics into their webpages. Such files require extensive download time, are frustrating to modem users, and slow down the district server.
- Any use of obscene, inappropriate, or inflammatory language will result in appropriate disciplinary action according to district policies.
- On the bottom of each main page a date must be provided to indicate when it was last updated.
- Publications should be high quality and designed for clarity and readability.
- Publications may not contain objectionable material or link directly to objectionable material, which is defined as material that does not meet the standards for instructional resources specified in district policies. All links must contain appropriate educational materials and information. Links to pages not yet completed will not be allowed.
- No pages still "under construction" will be published.
- A statement of copyright when appropriate must be included and indicate that permission has been secured.
- All pages must identify affiliation with the school district and link back to the district main page.
- Relevant referencing dates are required on all publications.
- Commercial use for personal or financial gain is prohibited.
- Games, links to games, and advertisements for games are not to be published.
- Pictures being considered for publication must be approved by the building administrator and permission for publication must be obtained from the parents/guardians of all identifiable students in the picture.
- All pages must include the school email address of the adult who is responsible for maintaining the page. If a student is the publisher, the sponsoring staff member's email must be included as the responsible person.

Student Webpages

All student pages must adhere to board policies and these Web Publishing Guidelines and should clearly demonstrate the connections to educational projects, activities, or educational goals.
There must be a teacher or adult sponsor for every student page published on the district's website. This sponsor must agree to accept responsibility for these pages.
There must be an introduction written by the adult sponsor describing the intent of the webpages and time frame of the project.

Maintenance of the webpage is primarily the responsibility of the student. If the student publisher fails to manage or update the webpage in a timely and appropriate manner, the responsibility falls to the sponsoring adult who should determine whether to remove the webpages or update them as needed.
The adult sponsor's school email address must be provided on all student pages.

Student/Staff Safeguards

- Pictures and other documentation may include only the first name and the first initial of the student's last name.
- Pictures of staff members may only be published with their express written permission.
- Webpages may not include a student or staff member's personal information, such as phone number, address, names of other family members, or names of friends.
- Published e-mail addresses are restricted to staff members' school e-mail addresses only.
- Decisions on publishing student works, pictures (video or still,) and audio clips are based on the sponsoring adult's judgment and these guidelines. The sponsor must verify that the student's parents/guardians have given permission for publication and that a signed Student Personal Information Web Release Form is on file in the building administrator's office.Ownership and Retention: All webpages on the district's server are property of the school district and are subject to editing or removal at any time at the direction of the building administrator.

PROJECT *STRIVE*
STUDENT TECHNOLOGY-RELEVANT, INTELLECTUAL, VIGOROUS, & ENGAGING

LAPTOP ACCEPTABLE USE POLICY FOR STUDENTS GRADES 6 - 12

The Apple laptops and any accessories that have been issued to students are the property of the Sidney Community School District.

The laptop is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

* The student's parent/guardian must have signed prior to the student receiving a laptop.
* All previous years' technology assessments and/or charges for damage to the laptop or charger must be paid prior to the student receiving a laptop.
* Parent/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
* Parents, guardians and students should have no expectation of privacy for any use of the laptop computers or district network.
* The District has the right to randomly inspect any laptop, application, or peripheral device on any or all laptops on a regular basis. This includes but is not limited to browser

history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.

* Each laptop is assigned to an individual student and names should be visible on each laptop. Students should never "swap" or "share" their laptop with another student, friend, or sibling.
* Keep your login and password private; use by anyone other than yourself creates a security risk to your files and the network. If you forget your password or wish to change it, see the Technology Coordinator.
* Students must have their laptops and chargers with them at school. Students should bring the laptop to school fully charged.
* Use of the computer for anything other than teacher directed or approved activity is prohibited during instructional time (8:30 a.m.-3:30 p.m.) This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
* Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited. District policy will be followed.
* Installation of file sharing programs (i.e. Limewire) is forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be followed at all times.
* Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
* Computers are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop computer must be turned off at all times except when being used as part of the class. Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
* Computers are not to be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
* Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Technology Acceptable Use Policy for Students and other district policies.
* Students should be aware of personal safety when online and take appropriate measures to ensure their safety (see Technology AUP). In an effort to help ensure student safety while online, students in Grades 6, 7, & 8 may have limited access to social networking sites while using the school laptop.
* Student files will automatically "sync" with the server at login and logoff as well as periodically throughout the day. However, it is the student's ultimate responsibility to make sure files are "synced" with the server in order to back up files. Music and picture files will not be backed up to the server. These files should be backed up to other sources such as a jump drive or CD. The District will limit the amount of storage space available

to each student on the server, so only school-related files should be on the laptop and server and all files should be deleted when they are no longer needed. When you exceed your assigned storage limit, new files will not be saved to the server until older files are removed.

* The use of the Laptop is a privilege, not a right, and inappropriate use will result in loss of those privileges. Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's, in district policy, and at the discretion of the building principal.

GENERAL USE AND CARE OF THE LAPTOP

* During the school day, students must have the laptop with them or stored in their locked school locker or designated storage cart. Laptops must never be left unattended. Laptops should not be left in classrooms or locker rooms. Unattended laptops will be picked up by faculty and given to the principal or technology coordinator.
* Students should take their laptop home with them or store it in their locked school locker.
* It is the responsibility of the students who take their laptops home to bring them to school every day. Failure to do this may result in losing the privilege of taking the laptop home.
* Never walk with the laptop lid open. This puts stress on the laptop and the screen.
* When transporting laptops between classes or to and from school, the laptop should always be placed in the carrying case with the case zipped. The laptop should be carried by the handle on the carrying case only—no shoulder straps or other straps may be used.
* Students should not use their laptop while walking or on the bus or other form of transportation. Laptops should be used on a flat, stable surface. Laptops should not be taken on school sponsored activity trips unless expressly needed for the activity.
* Laptops should be protected from extreme heat or cold. Laptops should never be left in a vehicle even if it is locked.
* Laptops should be protected from the weather, water, liquids, and pets. Eating or drinking near the laptops is strictly forbidden. Laptops cannot be used in the Commons during mealtimes.
* The student is responsible for care of the charger and extender cord. Do not let the cord "dangle" or pull or stretch the cord. Keep pets from chewing on the cords. Cords should be LOOSELY wrapped correctly using the "ears" provided on the charger to prevent damage to the cord when being stored.
* The LCD screen is the most sensitive part of the laptop. Avoid touching the LCD screen. Heavy objects should never be placed on top of the laptop. This includes books, musical instruments, sports equipment, etc. Laptops should never be placed in a backpack or book bag. The laptop should always be placed in the provided protective laptop case and carried by the handle of the case.
* Each student's laptop and carrying case has his/her name displayed. This name should remain in place unaltered and clearly visible. Students who remove all or part of their name will be charged $10 for a replacement.
* Students may not deface the laptop or carrying case in any way with stickers, tape,

whiteout, markers, pens, engravings or any other items or marks.

* The laptop should be brought to the technology coordinator for cleaning. Never use sprays of any kind on the laptop.

INSURANCE COSTS/DAMAGE COSTS

* Each computer is covered by Applecare warranty which covers defects in materials and workmanship.
* All appropriate acceptable use policies must also be signed by students and parents/guardians.
* Lost or damaged power adapters and/or batteries are not covered. These are the responsibility of the student.
* Any laptop that sustains accidental damage not covered by the Applecare warranty will be subject to a $150 charge to the student for the first occurrence. A $200 charge to the student will apply for a second occurrence, and $250 charge to the student will apply for third and all subsequent occurrences.
* Any laptop left in an unsecured school locker or classroom, or any other unsecured location, that is stolen or damaged will result in the student being responsible for replacing or repairing the laptop at 100% of the district cost.
* Any attempt to repair the laptop or intentional damage or malicious mischief to the laptop will result in the student being responsible for replacing or repairing the laptop at 100% of the district cost.
* All damage fees must be paid by the end of the current school year. Students with unpaid damage fees will not be issued a laptop or charger the following year until all fees are paid.

LAPTOP AUP CONSEQUENCES

* Students who do not bring their laptops to school consistently or do not bring them charged, may be required to leave the laptop at school so it is available for educational use.
* Students who have excessive absences will be required to leave the laptop at school so it is available for educational use and may use the laptop when they are present.
* Students who are habitually neglectful of their laptop may be required to leave the laptop at school and use it only at teacher request.
* Students in Out-of School-Suspension (OSS) will have restricted program access during that time.
* Students in In-School Suspension (ISS) may use the laptop only for required school work and will have restricted program access.
* Students who have a cracked LCD screen will lose the laptop for five (5) school days. At the end of five (5) school days, the student will be issued a loaner laptop until repairs are

completed on the student's laptop.

* Consequences for not complying with the use and care guidelines will result in the following consequences and a letter will be sent home to parents/guardians. In addition, other district policies may also be enforced and all other appropriate consequences as outlined in the Student Handbook may be applied.

1st Offense: Confiscate 1 school day
2nd Offense: Confiscate 1 school day/5 more school days with restricted programs
3rd Offense: Confiscate 1 school day/20 more school days with restricted programs
4th Offense: Confiscate 1 school day/restricted programs remainder of school year

* Students who allow another student whose laptop privileges have been revoked or restricted to use his/her laptop will also receive appropriate consequences as outlined above or as stated in the Technology Acceptable Use policy.

Sidney Community Schools
Project *STRIVE* Laptop Agreement
Grades 6 - 12

This Agreement represents an outline of the Laptop Policies & Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies & Procedures. Students and parents/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

Parent Responsibilities
I will discuss with my student the acceptable use policies and make sure he/she understands them and the consequences of not following them.
I will supervise my student's use of the laptop at home and understand that it should be used only by the student and not other family members.
I will discuss my family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet and email at home.
I will not attempt to repair the laptop nor will I attempt to clean it with anything other than a soft cloth.
I will report to the school any problems with the laptop.
I will not load or delete any software form the laptop.
I will make sure my student brings the laptop to school fully charged every day.
I understand that if my student comes to school without his/her laptop there may be disciplinary actions or my student might lose the privilege of taking the laptop home.
I understand that damage to the laptop not covered by warranty will result in a $150 charge per occurrence.
I agree to make sure that the laptop is returned to the school when requested and upon my student's withdrawal from Sidney Community Schools.

Student Responsibilities
I agree to abide by the technology use and laptop use Policies & Procedures in the student handbook and abide by all local, state, and federal laws.
I agree that my use of District technology is for educational purposes only.
I agree that use of District technology is a privilege, and that I am responsible for the proper care of the laptop that is assigned to me, as well as any other District technology equipment I am allowed to use.
I agree to keep all accounts and passwords assigned to me secure and will not share these with any other students.
I agree that I will never share personal information over the Internet . In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher, and/or staff member.
I agree that I will not install, download, or otherwise utilize any software that is not authorized by the District Technology Department.
I will not remove programs or files from the laptop.
I will honor my family's values when using the laptop.
I will treat the laptop with care by not dropping it, leaving it outdoors, subjecting it to extreme hear or cold, leaving it where pets can damage it, or using it with food or drink nearby.
I will bring my fully charged laptop to school every day.
I agree that any computer communication programs should be used only for appropriate, legitimate, and responsible communication. In addition, I will not use the laptop to harass or bully anyone.
I will not leave my laptop in an unsecured location such as an unlocked locker or car. If I do, I understand repair or replacement is my responsibility.
I will comply with all copyright laws.
I will place the laptop in its protective bag and zip the bag when the laptop is not in use and when it is being moved. I will not put my laptop in a book bag or backpack.
I understand only desktop and document files will sync with the server. Movie, music, and picture files will not be backed up to the server. I understand these files should be backed up to other sources, such as a CD or jump drive.
I will return the laptop when requested and upon my withdrawal from Sidney Community Schools.

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My signature, and that of my parent or guardian, acknowledges receipt of and agreement to abide by the terms of the Student Laptop Acceptable Use Policy and Student Technology Acceptable Use Policy. **Only one student per form.**

_____	_____	_____
Grade Level	Student Signature	Date

_____	_____
Parent/Guardian Signature	Date

Statement of Acceptance and Knowledge
of
Good Conduct Rule and
Non-smoking Rule

The students listed below, who attend Sidney Junior/Senior High School, have been presented a copy of the Sidney Student Good Conduct Rule, have read the conduct rule in complete detail, and understand the wording, rules, requirements, and repercussions involved in the compliance or violation of the rule.

Student's Name Grade Student's Signature Date

_____

_____

_____

_____

Signature _____ Date _____
(Parent/Guardian)

PLEASE SIGN AND RETURN TO THE JR. - SR. HIGH SCHOOL PRINCIPAL'S OFFICE.

Statement of Acceptance and Knowledge
Of
Attendance Policy

I, _____, a _____ grade student at Sidney Jr/Sr High School has been presented a copy of the Sidney Secondary Attendance Policy, have read the policy in complete detail, and understand the wording, rules, requirements, and repercussions involved in the compliance or violation of the policy.

Signature_____ Date _____
(Student)

Signature_____ Date _____
(Parent/Guardian)

Technology Acceptable Use Permission Form for Students

After reading the Technology Acceptable Use Agreement and the Technology Acceptable Use Infraction Notice, please determine whether you would like your child to be granted access to computers and/or to the Internet at school. Then, complete the form below and return it to your child's principal. **No student will be allowed access to school computers or to the Internet on school district computers if the proper Technology Acceptable Use Permission Form for Students is not signed and dated by the parents and on file in the respective principal's office.**

Student's Name _____ Grade_____ Building _____

_____ I hereby give permission for my child to be granted Internet access at school.

_____ I request that my child be denied access to the Internet at school from the date of this request for the balance of the school year.

_____ _____
Parent/Guardian Signature Date

If you have granted your child access to computers and/or to the Internet, please have him/her respond to the following:

I have read the Technology Acceptable Use Agreement and the Technology Acceptable Use Infraction Notice. I understand that violation of these provisions may result in suspension or revocation of computer privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved or costs due to damage to computer systems, servers, or other equipment resulting from misuse or vandalism.

_____ _____
Student Signature Date

Student Picture/Personal Works

Parents are hereby notified that student's personal works (art, voice, and writings) and photos are occasionally posted on the school's website.

Any parent who wishes to deny having his/her child's personal works or photos published on the Web is to contact the building principal at 374-2141 or 374-2647.

Technology Acceptable Use Policy Infraction Notice Code No. 603.12 - A

Student: _____

Teacher/Staff Member: _____ Date and Nature of Infraction: _____

Students who violate the Technology Acceptable Use Agreement shall be subject to appropriate action described in

the school's student handbook and/or to the following consequences:

_____ First Offense: The above named student has violated the Technology Acceptable Use Agreement for the first time and consequently has lost all computer privileges for twenty (20) school days.

_____ Second Offense: The above named student has violated the Technology Acceptable Use Agreement for a second time and consequently has lost all computer privileges for forty (40) school days.

_____ Third Offense: The above named student has violated the Technology Acceptable Use Agreement for the third time and consequently has lost all computer privileges for the remainder of the school year or eighty (80) school days, whichever is longer.

_____ Fourth Offense: The above named student has violated the Technology Acceptable Use Agreement for the fourth time and consequently all computer privileges are permanently revoked.

Students who violate the Technology Acceptable Use Agreement in regard to staff files, accounts, or passwords shall be subject to appropriate action described in the school's student handbook and/or to the following consequences:

_____ First Offense Involving Staff Files, Accounts, or Passwords: The above named student has violated the Technology Acceptable Use Agreement regarding staff files, accounts, or passwords for the first time and consequently has lost all computer privileges for eighty (80) school days.

_____ Second Offense Involving Staff Files, Accounts, or Passwords: The above named student has violated the Technology Acceptable Use Agreement regarding staff files, accounts, or passwords for the second time and consequently has lost all computer privileges for the remainder of the school year or one hundred twenty (120) school days, whichever is longer.

_____ Third Offense Involving Staff Files, Accounts, or Passwords: The above named student has violated the Technology Acceptable Use Agreement regarding staff files, accounts, or passwords for the third time and consequently all privileges are permanently revoked.

Loss of computer privileges will carry over into the following school year if the appropriate number of days has not passed at the end of the current school year.

The supervising teacher or staff member will provide a copy of this notice to the appropriate building administrator at the time the violation occurs. Due process will be followed by the administrator.

The building administrator will send a copy of this notice to the student's parent/guardian by mail as soon as possible after receiving notification and assuring due process has been followed.

_____ _____

Administrator Signature Date of Notice

Webmaster (Adult sponsoring a class, group, or organization webpage)

I have read, understand, and agree to follow the Web Publishing Guidelines. I understand that I am responsible for all material published on my webpage. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines may result in disciplinary and/or legal action.

Webmaster Name _____

Signature _____

Date _____

I have read, understand, and agree to follow the district Web Publishing Guidelines. As the sponsoring teacher/adult, I agree to instruct the student on those guidelines. I understand that I am ultimately responsible for all material published on the student webpage. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines may result in disciplinary and/or legal action.

Student Name _____

Sponsoring Teacher/Adult Name _____

Sponsoring Teacher/Adult Signature _____

Date _____

Student (Student's webpage)

I have read, understand, and agree to follow the district Web Publishing Guidelines. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines will result in appropriate disciplinary and/or legal action.

Sponsoring Teacher/Adult Name _____

Student Name _____

Student Signature _____

Date _____

Staff Member (Staff member's webpage)

I have read, understand, and agree to follow the Web Publishing Guidelines. I understand that I am responsible for all material published on my webpage. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines may result in disciplinary and/or legal action.

Student Name _____

Student Signature _____ Date _____

Sidney Community School
Sidney, Iowa

Grievance Procedure
Title IX

All students, parents or guardians of students, Sidney school staff, and applicants for employment in the Sidney School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

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Level One -- Principal or Immediate Supervisor
(This step is informal and optional -- it may be bypassed by the grievant.)

Employees with a grievance of discrimination on the basis of gender, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the object of resolving the matter informally.

A student or parent with a complaint of discrimination on the basis of gender, race, national origin, or disability may discuss it with the teacher, counselor, or building administrator involved.

Applicants for employment with a complaint of discrimination on the basis of gender, race, national origin, or disability may discuss it with the Compliance Officer or with the Superintendent.

Level Two - Title VI, Title IX, and Section 504 Compliance Officer

If the grievance is not resolved at Level One and the grievant wish to pursue the grievance, they 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 the 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 held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate and attempt to resolve the issue. A written report from the Compliance Officer regarding action taken will be sent within 15 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 receive 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. A decision will be rendered by the Superintendent of his/her designee 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, the Federal Office of Civil Rights or other agencies available for

mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Title IX and Section 504 Compliance Officer:

Kelli Urton
Office Address: Sidney High School, 2754 Knox Road, Sidney, Iowa 51652
Phone Number: 712-374-2731
Office Hours: 8:00 am - 4:00 p.m. Monday through Friday

Title IX Compliance Violation -- Grievance Form
Section 504 Compliance Violation, Grievance Form

I, _____, am filing this grievance because

_____

_____

_____

_____

_____

_____

_____

_____

(Attach additional sheets if necessary.)
Describe the incident or occurrence as accurately as possible.

_____

_____

_____

_____

_____

_____

_____

_____

(Attach additional sheets if necessary.)

What remedy are you requesting?

_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Grievant's Signature **Principal's Signature**

_____ _____
Name of School **Compliance Officer's Signature**

_____
Date of Filing