

# **AHSTW Intermediate (4-8) STUDENT HANDBOOK 2025-2026**



The AHSTW Community School District inspires students to learn and empowers them to excel.

Superintendent: Mr. Darin Jones  
Primary Principal: Mrs. Sarah Kock  
Intermediate Principal: Mrs. Cristin Rold  
High School Principal: Mr. Davis Pattee  
Technology Director: Mr. Ryan Smith  
Business Manager: Mrs. Alisha Cook

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the district's Board of Directors. The AHSTW Board and Staff 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 staff, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

The purpose of the AHSTW Student Handbook is to familiarize students with the rules, regulations, policies, and procedures that will assist in the smooth daily operation of the AHSTW Schools. It is the responsibility of each student to be aware of and understand the contents of this handbook. Students, parents, or guardians who have questions or concerns should contact one of the school principals for clarification.

This handbook, the Intermediate PBIS Handbook, and board policies, rules and regulations are in effect while students are on school grounds, school property or on property with the jurisdiction of the district, while on school-owned and/or school-operated buses or vehicles or chartered buses, while attending or engaged in school activities, and while away from school grounds if they are attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order (efficient management) and welfare of the AHSTW Schools or involves students or staff.

Board policies, rules and regulations are in effect twelve months a year. A violation of a school policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the policies, rules and regulations. Students who fail to abide by the policies, rules and regulations may be disciplined for the following reasons:

1. conduct which disrupts or interferes with the education program,
2. conduct which disrupts the orderly and efficient operation of the school or school activity,
3. conduct that disrupts the rights of other students to obtain their education or to participate in school activities.

Discipline measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline may also include prohibition from participating in extracurricular activities, including athletics, field trips, and other special events.

The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The student involved shall (1) be informed of the nature of the alleged offense, (2) have an opportunity to express his/her version of the incident, (3) know the penalty to be imposed, and (4) have the opportunity to appeal the decision.

In the event a student or parent wishes to appeal the decision of a staff member, the appeal should be made following a chain-of-command as follows: (1) teacher or staff member, (2) principal, (3) superintendent, (4) Board of Education.

The school reserves and retains the right to modify, eliminate or establish school policies, rules and regulations as circumstances warrant, including those contained in the handbook.

### **Definition**

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 schools or school-operated buses or vehicles and chartered buses. The term "school facilities" includes all school 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.

### **Activity Tickets**

Activity tickets are available to all students. The fee entitles admission to numerous school sponsored activities. Students must have the activity ticket in hand at the gate, or they will be charged the admission price. Activity tickets may be purchased at any of the school offices and at some activities. Activity tickets are not honored at IHSA or IGHSAA tournament games.

### **Asbestos Notification**

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses.

A district asbestos management plan is in place to monitor buildings containing low risk levels of asbestos. The plan is located in the High School Building, Avoca, Iowa. For additional information detailing the AHSTW Community School Building's management plan, contact the Superintendent at (712) 343-6364.

### **Assessments**

Students are given district-wide standardized tests, curriculum-based measures tests, and district-generated tests. These tests are used to help determine academic progress for individual students, for groups of students, and for the school district. If you have any questions concerning the testing procedure or the types of tests given, please contact the building principals or guidance counselors.

### **Attendance**

Students are expected to be in class and to make attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the educational program. Students and their parents/guardians are asked to consider the impact of

participating in several activities that may require numerous school absences due to competition or major travel. Absences will be verified either by a telephone call or note from the student's parent or guardian. **A parent or guardian should call the school office at 712-343-6364 before 8:30 A.M. on the day of an absence.**

AHSTW uses an automated system to notify families if a student is marked absent in the morning, but his/her absence has not been reported to the office. These automated alerts are sent out at approximately 9:30 AM each day.

#### Attendance Policy:

Chronic Absenteeism is the failure to attend school for the minimum number of days or hours by the board in guidance from the Department of Education.

- A student missing 10% of school days or hours in a grading period will be identified in this category.
- After missing 8% of the expected hours and/or days, parents and students will receive a notification from the building principal providing the first warning in regard to becoming chronically absent.
- The district is also required to contact the County Attorney after a student's number of absences equal 10% of the days required.
- After missing 15% of the expected hours and/or days, parents, students, AHSTW Student Resource Officer, and principal will gather in a school engagement meeting designed to develop a plan to remedy the student's chronic absenteeism.
  - The building principal will then follow-up weekly to monitor the progress towards meeting the expectations of the plan.
  - Failure of adherence to the plan or failure to meet to participate in creation of the plan, will require the county attorney to initiate a proceeding.

It is important that students realize the importance of being on time. When arriving late, students miss out on important directions and information pertaining to the day. In addition, being tardy disrupts the entire class and teacher. Students who arrive late must obtain a note from the office to be admitted to class. Children will be counted tardy if they arrive at school after 8:30 A.M. but before 9:30 A.M. Arrivals after 9:30 A.M. will be counted as one-half day absent. Children who leave school earlier than 2:00 P.M. on a school day will be counted absent for at least one-half day. Students who do not arrive to individual classes on time will also be counted tardy by the classroom teacher. See the Intermediate PBIS Handbook for further information on consequences related to tardiness within the school day for students in grades 4-8.

AHSTW considers student tardies or time missed at the end of the day in calculating absenteeism totals as well. For example, if a student repeatedly arrives late, that amount of time will accumulate and may be counted as excused or unexcused "days" absent. This accumulation of time could be included in truancy concerns reported to the County Attorney.

**EXCUSED ABSENCE:** An excused absence is one in which school officials have approved the parent's request to excuse a student's absence. Parents do not determine whether an absence is an excused absence. Parents/guardians can assist in providing the best possible experience for the student by requesting to excuse their child from school only in cases of emergency or illness, and not for conducting business that can be completed on weekends or outside of school time. Examples of approved absences are: illness, doctor's appointments, pre-approved travel, or emergency situations. A doctor's note may be needed to have an absence be excused.

**MISSED WORK:** Students have the same number of days that they were absent plus one (1) additional day to make up work that they have missed. In cases of prolonged illness, special arrangements may be made with the instructor. If a student knows that they are going to be absent from school due to an appointment, family travel, school-related trips and activities, or for some other reason, they should make every attempt to complete assignments ahead of time.

**UNEXCUSED ABSENCE:** An unexcused absence is one that has not been approved by school officials. By Iowa law, “a child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar. A child who has reached the age of five by September 15 and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent’s or guardian’s intent to remove the child from enrollment in the school district. A child who has reached the age of four by September 15 and who is enrolled in a statewide preschool program shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent’s or guardian’s intent to remove the child from enrollment in the preschool program.”

**TRUANCY:** Any child of compulsory attendance age who fails to attend school as provided in Iowa Code chapter 299, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be truant. Attendance Cooperation Agreements, required doctor notes, and referrals to the County Attorney for mediation and/or prosecution may occur in such situations.

**School Exclusion Guidelines from the District Health Office:**

Deciding when a child is too sick to go to school can be difficult. Please use the following guidelines to help make your decision. When in doubt, contact the school nurse for further guidance. Be sure to call your child’s school to let them know why your child is absent. If illness has become excessive, a doctor’s note will be required.

**Student Illness/Injury at School:** A student will be sent home from school or should be kept home from school for any of the following reasons:

- A. Fever- A fever is a temperature over 100.4 degrees. A student should remain home until fever-free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen.
- B. Sore throat- If diagnosed with Strep throat, students must be on antibiotics for 24 hours before returning to school.
- C. Vomiting and/or diarrhea- A student may return when “normal” after a minimum of 24 hours.
- D. Suspicious body rash-consult your child’s healthcare provider before sending your child to school.

- E. Conjunctivitis (Pink eye)-appearing as redness of the conjunctiva (lining of eye/eyelid) with or without pus drainage from eye and/or swelling. Students should not return to school until examined by their healthcare provider. If pink eye is diagnosed, students must be on eye drops for 24 hours before returning to school.
- F. Severe cough- See healthcare provider to rule out influenza, covid, whooping cough, RSV.

If a student becomes ill, a staff member will call the student's parent/guardian or emergency contact. (Please make sure all emergency contact information is up to date) At that point a decision will be made to: 1. Allow the student to rest at school and return and return to class in a reasonable amount of time (1 hour). 2. Make arrangements for the student to be picked up and taken home within 30 minutes of notification.

**A student may be sent home for the following reasons:**

- 1. Fever
- 2. Vomiting/diarrhea
- 3. Skin eruptions or a suspicious rash
- 4. Contagious disease

Additional ways that you can help to minimize the spread of illness at your child's school:

**Teach your child about good hand washing.** Soap and water for 20 seconds after using the restroom, after blowing your nose, before eating, or if visibly dirty.

**Coughing or sneezing hygiene practices.** Cough or sneeze into the crook of your elbow instead of into your hands.

**Immunizations.** Discuss with your doctor additional measures that might reduce your family's chances of becoming ill. Seasonal flu shots, covid-19 vaccines and updating your immunizations.

**Breakfast/Hot Lunch Program**

The AHSTW Community School District offers breakfast and lunch to the students and staff. Those who wish to eat school lunch and/or breakfast may establish accounts with the building secretaries. Breakfast will be served from 8:00 – 8:20 at both the elementary and secondary cafeterias.

Families are notified via an automated system when their lunch account balance is under \$5. Account balances are expected to be paid promptly and be sent to either office or made online through JMC.

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

**IMPORTANT: Regardless of payment status (full, free, or reduced), all second helpings and ala carte items will be charged to the family lunch account at full price.**

### **Bulletin Announcements**

**Daily announcements will be read over the intercom system and/or shared via e-mail with students and staff.**

Students, parents, and community members must have approval from the principal prior to sending anything to the secretaries to put in the daily announcements. All announcements must be approved by noon the day before they are intended to be published.

### **Buses**

Buses are operated throughout the district for the convenience of the student. When riding school buses, the students are under the direct supervision of the bus driver and must obey him/her. If a student does not adhere to the established bus rules, the driver will generate a Bus Referral. The administration reserves the right to determine the level of referral based on the severity of the infraction. If the misconduct continues to interfere with the safety of self and others, the student may be suspended from riding the bus.

When an incident occurs, **the driver will speak with the student and notify his/her parents of the incident.** An electronic referral is submitted through the office. Severe infractions may result in immediate suspension from the bus.

The bus driver, along with teachers/staff, will model expectations for behavior on the bus.

**Parents/guardians must notify the office, via note, phone call, or e-mail, if a student is to go to a location other than usual after school. If communication is not received, the child will go home on the bus.**

The East side of the building is for the loading and unloading of students. If you need to enter the building with your student, please park in a marked space. Please see Appendix A for a marked map regarding our handicap accessible spaces and do not block or park in any of these spaces unless you have the appropriate placard.

The street on the west side of the campus is closed from 7:30-8:30 AM and 3:00-4:00 PM. Please observe posted street signs.

### **Campus Hours**

The secondary and elementary buildings are regularly open from 8:00 A.M. to 4:00 P.M. (7:50A.M. if eating breakfast) **Students should not be in the building before or after those times unless under direct supervision of a faculty or staff member.**

Intermediate students who arrive at school before 8:30 AM and are not eating breakfast are required to wait in the HS gym until dismissed.

### **Communicable Disease**

Code No. 507.3

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

### **Dress Code**

DRESS: Students are expected to dress appropriately for school and all school-related activities. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible and the best learning environment. A student's dress may cause a disruption to the learning environment in our school. Articles of clothing or dressing styles inappropriate for our learning environment include (but not limited to):

- Clothing having vulgar, profane, or suggestive language and/or gestures
- Clothing having racially biased, offensive language/pictures, or sexually inappropriate references
- Clothing that advertises alcohol, tobacco, or anything representing the drug culture
- Clothing that does not appropriately cover the body (exposes the back, shoulder blades, or chest)
- Clothing that does not cover the midriff (the shirt must meet the belt line)
- Hats or head coverings, including hoods and bandanas (unless worn as a headband)
- Costume apparel, masks, or face paint unless in the event of a special occasion
- Shoes/sandals must be worn at all times.
- All undergarments must be covered.
- Slacks/shorts/pants must be worn appropriately (cannot be worn below waist)

Students are expected to dress appropriately for the weather and temperature. Blankets will not be allowed in class. Students are encouraged to always have a sweatshirt or jacket in the event of colder temperatures. Students having inappropriate clothing will be required to change or will be given clothing that is appropriate. Offenders may be disciplined.

### **Driving/Parking on School Property**

Code No. 502.11

A parking area east of the high school building is provided for student parking. Upon arrival, students should park in those designated areas and spaces. Students are **not to park** in the small lot south of the Shop, east of the gym, or in the first row of paved spots in front of the entrance to the high school building.

- There is to be no loitering in the parking lot before school.
- Reckless driving or failure to park in designated areas may mean the loss of privileges to park/operate a vehicle on school grounds.
- Students are not to return to vehicles during the school day without approval from the Office.



**Education Records***Code No. 506.1*

It shall be the responsibility of the principal or his/her designated clerk to keep all permanent records files of all students and place them under security. All information including correspondence, discipline action, grades, health, and marital status of students' parents shall be included in this record.

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. Questions regarding student records should be directed to the principal's office.

An individual student's record shall not be reviewed or disclosed to a third party. Only school officials, including teachers employed within the school shall have access to the records. Release of such records to other officials, or persons can only be executed with written parental consent as follows:

1. specifying the records to be released
2. reason(s) for the release
3. to whom released
4. in compliance with the judicial order or subpoena

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parents. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. school officials, teachers, and AEA personnel with a legitimate educational interest
2. officials of other schools in which the student proposes to enroll
3. representatives of state and local government when auditing and evaluating Federal education programs
4. accrediting organizations for accreditation purposes
5. parents and legal guardians of dependent children, regardless of the child's age
6. appropriate parties in a health or safety emergency

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the Primary level to Intermediate school level and from Intermediate school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three (3) years of graduation or discontinued attendance. Parents may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy and to have the records explained.

**Electronic Devices**

CELL PHONES: Cell phones must remain in the student's backpack, cubby or locker during the school day (8:00 AM to 3:30 PM). If a student needs to contact a family member, they will be directed to use the classroom or office phone. If a family member needs to contact a student, please call Lynne Kiesel (grades 4-6) or Nicole Stamp (grades 7-8).

SMART WATCHES: Wrist devices that connect to cellular phones must have the cellular feature turned off during the school day.

MP3/AUDIO DEVICES/CHROMEBOOKS: digital devices for the purpose of listening to music are not to be used during the school day (8:30 AM to 3:30 PM). The use of such a device may result in disciplinary action. Teachers may allow use of MP3/Audio Devices for instructional purposes only.

HEADPHONES: Headphones, including earbuds and air pods, are not to be worn at any time throughout the school day (8:30 AM to 3:30 PM). Teachers may allow use of headphones for instructional purposes only.

CHROMEBOOKS: Since we are a 1:1 Chromebook school, we believe that the Chromebook issued to the student should be the primary piece of technology needed throughout the day.

Any other electronic device will need administrative approval to be used throughout the school day. **The use of any unapproved device or choosing to disregard any of the above policies will result in disciplinary action.**

**Students bringing their own electronic devices to school do so at their own risk and assume all responsibility and liability for their devices. Student-owned devices can be confiscated by school employees if disrupting the educational environment.**

### **Emergency Drills**

*Code No. 507.5*

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

### **Entrance Admissions Requirements**

*Code No. 501.4*

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the students must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the parent is unable to provide the superintendent with proof of the student's grade level or permanent records (for example: a homeless student), the superintendent will make the grade level determination.

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

### **Equity Statement**

AHSTW Community School District declares and affirms to its students, employees, and to the public that it does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, marital status, sexual orientation, gender identity, physical appearance, socioeconomic status, personality traits and/or disability in its educational programs, activities, admission procedures, or employment practices. The AHSTW Community School District affirms its commitment to comply with all applicable federal and state laws, regulations, and orders as required by Iowa Code 216.9 and 256.10(2), Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504, and the American with Disabilities Act.

If you have any questions or grievances related to compliance with this policy, please contact the AHSTW School Equity Coordinator, Ashleigh Maassen, at 768 South Maple Street, Avoca, Iowa 51521 or by phone at 712-343-6364; or the Director of the Office of Civil Rights, US Department of Health and Human Services, 601 East 12th Street, Kansas City, MO 64106, or telephone number 800-368-1019.

### **Fee Reduction or Waiver**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they qualify for temporary financial hardship should contact the main business office for a waiver form. All who believe they are eligible on an annual basis must complete waiver forms. The waiver does not automatically extend from year to year.

**IMPORTANT: Regardless of payment status (full, free, or reduced), all second helpings and ala carte items for breakfast and lunch will be charged to the family lunch account at full price.**

### **Field Trips**

*Code No. 606.5*

Occasionally, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend. Teachers will provide advance notice of a field trip and a yearly, blanket permission slip will be collected at the start of the year.

### **Food and Drink**

**Our facilities have undergone impressive renovations and improvements. These guidelines will be strictly enforced.**

In order to maintain a clean and healthy environment the following applies:

1. Food and drink will be restricted to the lunchroom only – not classroom, gym, or halls, with the exception of classroom parties/special occasions approved by the teacher.
2. Food in lockers is limited to cold lunches from home and must be in an appropriate bag/container. Drinks must be in capped bottles, and plain water only is allowed during the school day.

**IMPORTANT: Regardless of payment status (full, free, or reduced), all second helpings and ala carte items will be charged to the family lunch account at full price.**

### **Grading / Report Cards**

**Grades 4-5** will be assessed and grades will be reported using the Standards-Based System. **Grades 6-8** will be assessed using a Standards-Based System and reported using the traditional A-F grade scale.

Intermediate report cards will be issued following each nine-week grading period. Grades 4-6 will send home a paper copy of report cards. Grades 7-8 can check progress/report cards in JMC, and parents may request a printed copy be sent home or mailed.

Information will be shared with families regarding how to check student progress and grades in JMC and/or Google Classroom during Open House night and once per quarter.

### **Grades 7 & 8 Academic Eligibility/Ineligibility Definitions and Processes:**

- Students who start 7th grade begin with complete eligibility.
- Academic eligibility will be determined by midterm and quarter grading periods.
- When grades are posted at midterm or quarter, a 14 calendar day “Academic Alert” period begins for students who have an “F” in one or more classes. Students remain eligible during the Academic Alert period, unless stated otherwise in the handbook of the specific activity in which the student is currently participating.
- During Academic Alert, the student has the responsibility and opportunity to improve failing grades to avoid becoming ineligible by working with the specific teacher of the class which he/she is failing. A student failing more than one class must improve failing grades in each of those classes.
- It is the student’s responsibility to meet with the teacher(s) of any class(es) in which the student has a failing grade in order to establish a plan to improve his/her grade. It is teacher discretion as to the number of Study Sessions needed, and this should be determined on an individual student basis depending on the student’s academic need.

- If a student is still failing at the end of the Academic Alert period and has been meeting regularly with the teacher, the teacher has the discretion of allowing the student to remain eligible for participation in extracurricular activities, as long as the student continues to meet with the teacher.

If the student does not meet with the teacher or follow through with the established Study Session plan during the 14 days of Academic Alert and still has a failing grade, the student is ineligible until the next grading period.

### **Grievance Policy**

*Code No. 102*

"It is the policy of the AHSTW Community School not to discriminate on the basis of race, color, creed, religion, national origin, sex, age, sexual orientation, gender identity, disability, or marital status." Written grievance violations regarding this policy may be filed with:

Ashleigh Maassen  
Intermediate Guidance Counselor  
768 South Maple Street  
Avoca, Iowa 51521  
Telephone: (712) 343-6364

### **Guidance and Counseling**

*Code No. 607.1*

Guidance and counseling services are available to all students. Educational, vocational, social, and personal problems may be discussed with the counselor. When dictated, items discussed will be considered confidential.

### **Harassment**

Harassment on the basis of race, color, religion, national origin, sex, disability, gender identity, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's participation in school programs or activities.
2. Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse.
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature

- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories or activities

Harassment and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

1. Communicate to the harasser that they expect the behavior to stop, if they are comfortable in doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - a. Tell a teacher, counselor or principal
  - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when, and where it happened
    - Who was involved
    - Exactly what was said or what the harasser did
    - Witnesses to the harassment
    - What the student said or did, either at the time or later
    - How the student felt
    - How the harasser responded

### **Homeless Children and Youth**

Parents of, or children or youth from the age of 3 years through 21 years who are identified as homeless under Chapter 33 of Iowa Administrative Code should contact the District Liaison for Homeless Children and Youth, the student services coordinator, for assistance enrolling in school, transportation assistance, and the allocation of clothing and supplies.

The definition of "Homeless child or youth" is a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or

4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

### **Homework**

Each classroom teacher will inform students of his/her homework policy. Please become familiar with your child's homework expectations and support and guide their learning at home. Determine the best time and location for homework at your home.

### **Human Growth and Development**

*Code No. 603.5*

The AHSTW School District provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use. Parents should contact the principal to review the curriculum or to request their student be excused from the human growth and development curriculum.

### **Illness and Injuries**

*Code No. 507.4*

Students who feel ill or have been injured should notify their teacher immediately. A representative of the school will attempt to contact the family to make arrangements for transportation, if necessary. If neither parent is available, the emergency contacts listed on the emergency sheet will be notified.

If an injury is determined to be of a serious, life threatening nature, the local emergency personnel will be notified for transportation to the nearest medical facility. The parents will be informed immediately of this occurrence.

Illness occurs to everyone from time to time. **To prevent further spread of disease, students must be free from a 100-degree temperature or greater, for 24 hours prior to re-admittance to school.** Other communicable diseases will be dealt with on an individual basis.

### **Immunization Law**

It is the parent's responsibility to see that the Certificate of Immunization is completed and signed. Blank certificates are distributed at Kindergarten Round-up in the spring and to each new student who enrolls in the AHSTW Community School District.

Children who have not completed their immunization may qualify for a Provisional Enrollment. To qualify, the student must have had a least 1 dose of each of the required immunizations. The immunizations must be completed in 120 days or he/she won't be allowed to attend school.

Any student who does not show proof of immunization upon enrollment in school will NOT be allowed to attend school until they are completed.

**Inspection of Educational Materials***Code No. 605.2*

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

**Insurance***Code No. 507.6*

Student health and accident insurance is available to students at the beginning of the school year. Parents who would like more information about student health and accident insurance should contact the school office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must bring written proof of such insurance or participate in the insurance program offered by the school district prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company - NOT between the student and the school district. Student athletes, who do not have and cannot afford insurance, should contact their coach.

**Interrogation by Outside Agencies**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. The Department of Human Services, however, has the right to interview students without administrative or parental approval or notification.

**Intervention Process**

AHSTW Community Schools has a process in place to assist students experiencing behavior and/or learning difficulties. The Intermediate SAT (Student Assistance Team) will work in cooperation with the guidance counselor, at-risk coordinator, GHAEA personnel, and administration. Students or parents who wish to access this process should contact the building principal.

**Leaving School***Code No. 501.11*

Students are not to leave school unless the following conditions are met:

1. Personal illness
2. Doctor or dentist appointment (may need verification)
3. Parent request
4. Principal permission

No student may leave the building at any time without approval from the office, and not before completing the sign-out form.



### **Lost or Damaged Books, Materials, or Technological Devices**

If a student is responsible for school property and the property is lost or becomes damaged, the student is responsible for the cost of replacing the materials (whether it is a library book, a textbook, calculator, chromebook, etc). A \$20 fee will be assessed for all returned checks.

### **Mandatory Child Abuse Reporting**

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.

### **Medication Administration**

*Code No. 507.2*

Medication is held in a locked cabinet or storage area and distributed by the school nurse or his/her authorized designee. Prescription medication must be in the original container and include the following information: name of student, name of the medication, directions for use including dosage (times and duration), name, phone number and address of the pharmacy, date of the prescription, name of the physician, and potential side effects (if possible). Medication that is to be dispensed over a long period of time requires the completion of the medication release form, which includes the prescribing physician's signature.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office (is noted on the emergency sheet on file in the office). Please do not send prescription or non-prescription medication in anything other than the original container.

Students may be allowed to carry and use an inhaler during the course of the school day for asthmatic and respiratory conditions.

At the end of the school year or the end of dispensing time, any remaining medication will be returned to the parents or destroyed.

### **Multicultural-Gender Fair Education**

*Code No. 603.4*

Enrolled students have an equal opportunity for a quality public education without discrimination regardless of race, color, sex, creed, religion, national origin, gender, age, gender identity, disability, or marital status. The educational program is free of such discrimination and provides equal opportunity for participants. The program fosters knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both genders.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to transfer to another school district upon parental request. Contact the superintendent's office for information and forms.

### **Outside Recess**

Recess is a scheduled part of the 4-5th grade academic day, and all students are expected to participate. During severe cold weather, we do not stay out for long periods of time, nor do we have recess outdoors during rainy days.

Individual exception to the recess policy includes:

- A doctor's request to have the child remain indoors for a period of time designated by the physician.
- A written parent request to keep a child indoors for a period not to exceed three days.

Students need to come prepared for the ever-changing Iowa weather. It is better to come prepared than to listen to the forecast. **During the winter, students must have coats, hats, and mittens/gloves for outdoor recess. Appropriate snow gear (snow pants, boots) is required for students to participate in snow play.** Carrying an extra jacket or sweater in their book bag is also a good practice.

### **Parent-Teacher Conferences**

Formal conferences to discuss student progress will be scheduled twice during the school year. Intermediate conferences will be scheduled through the front office and through an online sign-up system. It is highly recommended that parents take this opportunity to meet with their student's instructors.

### **"Parties"/Seasonal Celebrations**

Intermediate Classroom Teachers will inform students/families on the school parties that will be celebrated during the school year. Healthy snacks and treats are preferred as well as allergy sensitive foods as they pertain to individual classrooms and students.

Private party invitations and details should be handled outside of school to avoid loss of school time, peer competition, and feelings of being left out.

### **Release of Information and Photographs**

In the AHSTW Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure:

If any parent or guardian of students under the age of 18, or students over the age of 18, object to this policy of releasing photographs or likenesses, they should contact the building principal, Mrs. Cristin Rold, in writing by September 15 of the current year (or within two weeks of the student's enrollment should it occur after this date). Address requests to: AHSTW Community School District, Cristin Rold, 768 S. Maple St., Avoca, IA 51521.

### **Schedule Change Policy**

If a student wishes to change his or her schedule, it must be done within **two** school days after the start of the semester. Schedule changes will be allowed only for reasons approved by the

counselor, principal, and teacher.

### **School Closings**

It may be necessary at times to dismiss school early, start late, or cancel school because of weather conditions. Announcements may be made via JMC School Messenger (an automated district messaging system,) local radio (KNOD & KMA, KJAN & KSOM), and television (KETV, WOWT) stations. Please DO NOT call the school. In the event of an early dismissal or cancellation of school, extracurricular activities will also be canceled.

### **Search and Seizure**

*Code No. 502.8*

School authorities may, without a search warrant, search a student, student lockers, desks or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but not be limited to nonprescription controlled substances, alcoholic beverages, tobacco products; cigarettes; e-cigarettes; vape products; any component, part, or accessory for an e-cigarette device (including tobacco/vapor oils); or any other smoking/vaping device or paraphernalia, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

### **Sexual Abuse or Harassment of Students by Employees**

*Code No. 402.3*

The AHSTW School District does not tolerate employees physically or sexually abusing or harassing students. Any employee who commits such acts is subject to disciplinary sanction up to and including discharge. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. Guidance Counselors and Building Level Principals are designated the Level I investigators. Additionally, a trained, experienced professional has been contracted to serve as its Level II investigator.

### **Special Education**

*Code No. 603.3*

The special education services are designed to provide both direct and indirect assistance for children with speech, hearing, physical, academic, emotional and/or social problems. Direct services include individual diagnostic work-ups, therapy, counseling, and special classroom placement, among other services. Indirect services include consultation with teachers and other school personnel, along with providing in-service programs in all the above areas. For more information on these services, please contact the principal.

### **Social Media**

Facebook, Snapchat, Instagram, texting, tweeting, and gaming have become popular with intermediate students. The AHSTW staff encourages parents to set home guidelines for their

children and to monitor their children's use of these devices. Parents are encouraged to know their child's passwords, monitor website use, and know who their child is chatting with on the web or via texting. **Disciplinary action may be taken for social media issues that interfere with the educational setting, including issues of bullying, harassment, or extortion.**

Parents have the right to contact law enforcement regarding social media bullying and harassment issues that occur outside of the school setting. There are disciplinary actions outlined for social media/cell phone use that disrupt the learning environment in our PBIS Handbook. (Posted under Intermediate Resources on the District Website)

### **Student Complaints**

*Code No. 502.4*

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

- If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- If unsatisfied with the employee's response, or if there is no employee involved, talk to the principal within 5 days of the employee's response.
- If unsatisfied with the principal's response, talk to the superintendent within 1 day of the principal's response;
- If unsatisfied with the superintendent's response, the Board of Education will determine if it will address the complaint. You may then have the option to make an appeal to the Department of Education.

### **Student Conduct**

All students will follow the Viking Pride expectations as stated within the Intermediate PBIS Handbook by being safe, respectful, responsible, kind and engaged.

Posters will be displayed in certain areas stating the specific expectations for that area. The students will be taught exactly what is expected of them in each area. Classrooms will also display individual teacher expectations, in addition to the PBIS procedures.

If students fail to follow the PBIS expectations, they may be issued a referral. The building Principal will contact parents when major referrals are issued to students. Minor referrals are those handled at the classroom level, and the classroom teacher will communicate with parents as appropriate. If the staff PBIS Team or building administration determine that a student has had an unreasonable number of minor referrals, a major referral may be given. Major referrals result in discipline determined by the Building Principal.

### **Student Publications**

*Code No. 504.3*

Students may produce official school district publications as part of the curriculum under the supervision of the faculty advisor and principal. These publications may include, but are not limited to, the school newspaper, yearbook, social media, or creative writing publications. These publications are not expressions of official school district policy.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law. No student shall express, publish or distribute in an official school district publication material which is obscene, libelous, slanderous, or encourages students to: commit unlawful act; violate school district policies, rules, or regulations; cause material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others.

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

### **CODE OF CONDUCT**

The AHSTW Community School District is committed to providing the best possible educational environment that is possible. A learning environment may only be provided when a team of people is working together. Parents, teachers, administrators, and Board members must work together if a safe, learning environment is going to be present. It is essential that students also recognize and support the need for appropriate behavior. When a student is requested to do something, it is out of respect and responsibility that the student follows those instructions. If a student feels that they are being treated unfairly, they should report the incident to the administration so that the situation may be worked out in an appropriate manner. **A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others.** Please be reminded that school rules apply to all students while in school vehicles, on the school premises, attending school-related activities, and in other community settings that are school related and have impact on school. While it is not possible to list every offense that constitutes inappropriate behavior, the following list of actions will help to inform students that such actions will not be tolerated:

1. Tardiness
2. Truancy
3. Disruptive Speech/Intimidating Acts and Language/Actions disruptive to the orderly, educational procedure of the classroom or building
4. Initiation/Hazing: Students may not report to school dressed for any type of initiation
5. Fighting: Any student who has physical contact in a confronting manner with a student or school employee may be suspended from school
6. Abusive or Degrading Acts of Language including terms directed at race, color, creed, ethnicity, religion, gender, sexual orientation, gender identification, age, marital status, or disability
7. Theft
8. Destruction of Property and/or Vandalism
9. Printed Matter that is not appropriate: Students should not bring items or printed matter to school that may be inappropriate, contains profanity, is derogatory, or depicts alcohol, drugs, weapons, or sexual content

10. Repeated Acts of Belligerence, Disruptive Behavior, or Violation of Rules. When a student is repeatedly referred out of a classroom for disciplinary reasons, a conference with the student's parent(s) is generally required
11. Promotion of Gangs (or related activity). This may include but is not limited to displaying/wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items that promote gang activity
12. Sexual harassment
13. Possession or control of an offensive or dangerous weapon/object (i.e., firearms, knives, explosives)
14. False Fire Alarms, Bomb Threats, or other similar illegal acts
15. Arson or any other inappropriate use of fire
16. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner
17. Gambling
18. Throwing Objects (i.e., snow, pencils, etc.)
19. Misbehavior on bus
20. Failure to attend assigned study halls or detentions
21. Inappropriate possession of electronic devices, including cell phones, smart watches, or other devices that might disrupt the learning environment.
22. Use of cell phones or other communication devices between the hours of 8:00 AM and 3:30 PM
23. Use of any electronic device to take photographs or videos of other students or school personnel for non academic purposes.
24. Any social media or cyber interactions/bullying, including outside of school hours, that interferes with the learning process or negatively impacts the culture of the building for students or staff.
25. Any other act deemed inappropriate and contrary to our building and district expectations

**Consequences to Violations:** Consequences for violating school rules are determined by school personnel. **(Please refer to the Intermediate PBIS Handbook.)** Every effort is made to relate the consequences directly, as possible, to the student's behavior. The intent of discipline is not punitive, rather, to change future behavior and to address the causes or factors contributing to the student's original actions. The range of available consequences or disciplinary measures includes but is not limited to:

1. Warning
2. Cancellation of special privileges
3. Referral for counseling/staffing evaluation
4. Detention/Saturday School
5. Reassignment to another class
6. Confiscation of unapproved items--radios, skateboards, cell phones, etc
7. Parent/teacher conference
8. Payment/restitution of damages

9. Development of a Behavior or Safety Plan with administrator, teacher, parent, and counselor assistance
10. Work Option or Community Service
11. In-school suspension
12. Out of School Suspension
13. Expulsion
14. Notification of law enforcement authorities
15. Other consequences befitting the behavior

Due Process: Due process procedures for the purpose of discipline include the right of the student to:

1. Be given oral and/or written notice of charges
2. Be given an opportunity to admit/deny 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

### **Student Directory**

Code No. 506.2

Student directory information, which includes name, address, telephone number, date and place of birth, participation in activities, awards received, grade level in school, height, weight, and dates of attendance, may be released unless the parent requests the school by September 15 of the current school year NOT to release such information.

### **Tobacco/Nicotine-Free Environment**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. Tobacco products; cigarettes; e-cigarettes; vape products; any component, part, or accessory for an e-cigarette device (including tobacco/vapor oils); or any other smoking/vaping devices or paraphernalia are prohibited. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. Students found in possession of tobacco products or look-alikes on school premises will be subject to consequences according to the code of conduct.

*NOTE: According to Iowa law, **all school grounds are smoke free**. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or **\*\*nicotine\*\*** free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #5- July 28, 2008.*

### **Visitors**

Student visitors are not allowed. Only under special circumstances will the principal allow a student visitor.

**Volunteers**

We encourage and welcome parents and other community members to become active in our schools. There are a variety of ways volunteers can assist in the school setting. There are many important jobs in the classroom, library, lunchroom or office. Some of the ways you could help would be to listen to children read, help teachers with classroom projects, shelve library books, eat lunch with students, etc. If you, or someone you know would be interested in this opportunity, please contact the office or your child's teacher. Depending on the nature of the volunteer work, volunteers may be asked to complete a background check.

**Wellness Policy**

Any treats brought to school for parties must be pre-packaged and store-bought or purchased from a licensed vendor. No homemade treats are allowed. The district encourages parents to consider healthy snacks and treat options such as fruit, vegetables, meats, and cheese.



## **Appendix A: ADA Parking Zones**

