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**Cheer, cheer for Audubon High
Red and white streamers float through the sky
Cheer boys cheer your school to fame
Here is the victory here is the game Rah! Rah! Rah!
Keep up the spirit the battle is won
Honor is waiting beneath the sun
And throughout the crowds are cheering
Three cheers for Audubon High Rah! Rah! Rah!**

WELCOME

The administration and staff would like to take this opportunity to welcome you to Audubon Community Middle School and High School and Wheeler Country. The information in this handbook has been carefully prepared to help you succeed in school. This information is in compliance with board of education philosophy and policies, copies of which are available in the superintendent's office.

The support staff, teachers, school counselors, and administrators are all here to assist you with your education. Your success will be directly related to your efforts.

Sincerely,
Quentin Stanerson, Principal

Wheeler Pride

We do our best at all times. If all students give an honest effort in their scholastic endeavors, the Wheeler family will be one that the entire student body, community, and especially you, can be proud of.

The Wheeler Way – Be Respectful. Be Responsible. Be Safe.

BELL SCHEDULES

Regular Day

8:15 – 8:58	1st Period
9:02 - 9:45	2nd Period
9:49 - 10:32	3rd Period
10:36 - 11:19	4th Period
11:23 - 11:45	5A lunch
11:48 - 12:10	5B lunch
12:14 - 12:35	5C lunch
12:39 – 1:22	6th Period
1:26 – 2:09	7th Period
2:13 – 2:56	8th Period
3:00 - 3:30	WIN

Phone: 563-2607

SCHOOL CANCELLATIONS

In case of school cancellations, late starts, or early dismissals because of bad weather or any other unexpected reason, the announcements will be made through the follow media outlets:

JMC Message Center	KSOM 96.5 FM/ KS95 95.7 FM Atlantic
School Facebook page, Webpage & Twitter feed	KJAN 1220 AM Atlantic
KCIM1380 AM/KKRL 93.7 FM Carroll	KNOD 105.3 FM Harlan
WHO-TV 13 Des Moines	KCCI-TV 8 Des Moines

HEARTLAND AREA EDUCATION AGENCY RESOURCES

Need homework help? Need information for projects?

Find help at: www.iowaeeaonline.org.

(5-8) - Username: 0414audm ~ Password: haea11

(9-12) Username: 0414audh ~ Password: haea11

AEA Digital Library, AP Images, Atomic Learning, Britannica Online, CultureGrams, GALE, ICLIPART for Schools, LEARN360, SIRS Issues Researcher (9-12), soundzabound, TeachingBooks.net, Teen Health & Wellness (7-12), TrueFlix

AT-RISK STATEMENT

Occasionally students will experience difficulties that put them at risk for not being successful at school. These difficulties include but are not limited to: academic difficulties, discipline,

absenteeism, health problems, family issues and legal problems. Audubon Community Schools provides services for students who are at risk. To learn more or to request services please contact:

Quentin Stanerson	Middle School/High School Principal	(712) 563-2607
Sam Graeve	Elementary Principal	(712) 563-3751
Courtney Walter	7-12 School Counselor	(712) 563-2607
Carrie Nelson	K-6 School Counselor	(712) 563-3751
Jill Hermansen	School Nurse	(712) 563-3751
Sean Birks	At-Risk Coordinator	(712) 563-2607
Jenny Muhlbauer	School Social Worker	(712) 563-2607

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Audubon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: School Counselor(s) Courtney Walter or Carrie Nelson 800 Third Ave. Audubon, IA 50025 712/563-2607, cwalter@audubon.k12.ia.us; plynch@audubon.k12.ia.us

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

MULTI-CULTURAL GENDER FAIR CURRICULUM

The Audubon Community School District will do everything in its power to promote and integrate a curriculum that should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multi-cultural, non-sexist society.

TITLE IX-SEX DISCRIMINATION

Audubon Senior High School shall not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance may be directed to the Superintendent of Schools or the High School Principal at 563-2607.

ANNUAL NOTICE OF NONDISCRIMINATION

The Audubon Community School offers career and technical programs in the following areas of study:

- Agriculture, Food & Natural Resources
- Applied Sciences, Technology, Engineering & Manufacturing
- Human Services
- Business, Finance, Marketing, & Management

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The Audubon Community School does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the

right to the following:

1. Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
2. Receipt of free educational services to the extent they are provided students without disabilities;
3. Receipt of information about your child and your child's educational programs and activities in your native language;
4. Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
5. Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
6. Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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GRIEVANCE PROCEDURE

It is the policy of the Audubon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Counselor(s) Courtney Walter or Carrie Nelson, 800 Third Ave., Audubon, IA 50025 712/563-2607, cwalter@audubon.k12.ia.us; cnelson@audubon.k12.ia.us

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

FILING A COMPLAINT

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event, giving rise to the complaint or from the date the Complainant could

reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

INVESTIGATION

Within 5 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

DECISION AND APPEAL

The complaint is closed after the equity coordinator has issued the report, unless within 5 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 15 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

- The decision of the superintendent shall be final.
- The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.
- This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.
- If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

AUDUBON COMMUNITY SCHOOL IMPROVEMENT GOALS

The Audubon Community School System, as referred to in the goals written below, shall include school personnel, families, and other community members.

- I. The Audubon Community School System will provide ALL students with the knowledge and skills essential for achieving personal success in a changing global environment through curriculum that incorporates rigorous instruction in basic academic skills in order to:
 - improve student achievement in reading; math problem solving; and the application of scientific knowledge;

- improve students' communication skills; critical thinking skills; and ability to utilize and apply technological resources.
- II. The Audubon Community School System will provide ALL students with the knowledge and skills essential to function in a changing society by developing:
 - positive human relationships; personal integrity; respect for self and others; and independent coping skills.
- III. The Audubon Community School System will promote, develop, and foster an atmosphere of collaboration by:
 - encouraging leadership through mentoring, job shadowing, and professional modeling; promoting community service and civic responsibility; developing work ethic; enhancing lines of communication; and providing school-to-work experiences.
- IV. The Audubon Community School System will develop and provide necessary resources to:
 - attract and retain progressive, quality, and caring personnel; establish a safe physical and psychological environment, and promote work skills and provide work tools for life-long learning.
- V. The Audubon Community School System will provide a continuously evolving learning environment for ALL students that is safe, drug-free, caring, positive, equitable, and fosters respect.

STUDENT CONDUCT:

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Our school shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the school district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, daily and on time, except when ill or otherwise lawfully excused.
2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting respect toward individuals and property.
4. Conducting themselves in a responsible manner.
5. Paying required fees and fines.
6. Obeying all school rules.
7. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
8. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
9. Pursue and attempt to master the essential elements of the curriculum of study prescribed by the school district and state.
10. Dress and appearance in accordance with school standards of propriety, safety, health, and good grooming.
11. Be aware of all rules and regulations for student behavior and conduct himself/herself in accordance with the student code of conduct.

STUDENT CODE OF CONDUCT

We believe inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. (**Board policy 503.1**)

ACADEMIC MISCONDUCT

Academic misconduct is defined as completing academic work in a manner not consistent with personal integrity or copyright law. Academic misconduct includes but is not limited to the following:

- Copying another student's work
- Allowing another student to copy work
- Completing an assignment collaboratively without teacher authorization
- Utilizing unauthorized resources
- Plagiarism
- Using, submitting, or obtaining data or answers through deceit or dishonesty
- Use of AI

Each teacher shall develop a classroom policy regarding academic dishonesty, which may more specifically define what constitutes academic dishonesty in his/her class. The teachers' professional judgment will determine if a student has engaged in academic misconduct. It is the responsibility of the student to avoid any action or situation that may cause a teacher to question the student's academic integrity.

Consequences for a first offence of academic misconduct will include the following:

- Teacher will contact parents and complete a discipline referral on JMC.
- The student will lose partial or all credit for the assignment at the discretion of the teacher.
- The student will be required to redo and resubmit the assignment.
- Other consequences may be assigned at the discretion of the teacher including but not limited to the following:
 - Extra work
 - Detention
 - A reflective essay on the importance of academic integrity
 - A recommendation may be made to the principal that the student be placed on in-school or out of school suspension

Consequences for repeat or severe violations of the policy may also include but are not limited to the following:

- Suspension from the class which the academic misconduct occurred
- Removal from the class where the academic misconduct occurred without credit. If the class were required for graduation, it would have to be retaken.
- In or out of school suspension

ASSAULT

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be

suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- * an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- * any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- * Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another. (Board Policy 503.1)

CELL PHONE AND HANDHELD TECHNOLOGICAL DEVICES

The Audubon Community Schools extends to students the privilege to possess, display and use Handheld Technology Devices. The district understands that these tools are an important part of the daily lives of our students. The following policy is to insure that these tools are used appropriately and courteously.

Handheld Technology Devices may be used during passing time between classes, during meal times, and before and after school. During class handheld devices will be put away or put in a teacher designated area. Failure to comply with classroom cell phone policy will result in confiscation of the phone for the day. Continued noncompliance may result in detention, or permanent loss of privileges. Handheld Technology Devices may be used during class time as deemed prudent by the classroom teacher. Classroom teachers may not grant permission to use Handheld Technology Devices to communicate with students outside of the teacher's class.

Exceptions will be made for students with specific needs that require such devices under a 504 plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Program "IEP"; and during a medical or security emergency, if a supervision school official is not in communication with emergency responders, or the student is unaware that a supervision school official is in communication with emergency responders. Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at all times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.) without consent of a teacher, coach, or school administrator.

The school district will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes or to communicate with school staff or other students is optional.

The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

DISOBEDIENCE - VULGARITY - PROFANITY - INSUBORDINATION

Any disrespectful conduct by a student toward a staff member can result in one of, or a combination of, the following penalties:

1. Removal from class
2. Detention
3. Suspension
4. Possible expulsion

ELEVATOR: The elevator is for people with disabilities or to transport heavy or awkward loads from one floor to the other. Students should have permission from an adult staff member to use the elevator.

EMERGENCY DRILLS: *A teacher having a special needs student in their room during an emergency or during an emergency drill will be responsible for assisting that student to the assigned area.*

Fire: The fire signal is a long continuous ring of the alarm. Fire drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room; acquaint yourself with these instructions. After the alarm, walk quickly out of the building without coats or books. Talking or visiting is discouraged. Students should remain together in class groups. An all-clear signal will ring to signify the end of the drill.

Tornado: The tornado signal is an announcement over the intercom system. Each room will have instructions posted. Notification to move to protective areas will be an irregular signal of the siren. Students will follow their teachers to one of the following rooms. Arms and hands should be used to cover your head and back of your neck. Signal for the end of the drill will be a steady signal of the bell.

FIGHTING: Any student found guilty of fighting on school property can be given a suspension of up to three days. Habitual violators may be referred to the board of education.

FLOWER AND/OR BALLOON DELIVERIES to students will not be allowed during the school day.

FOOD AND DRINKS will not be allowed in classrooms on first or second floor unless approved by an individual teacher for a specific class activity. Pop is not allowed in the lunchroom during the school day. Water bottles or sealable containers of drinks may be allowed in classrooms if the classroom teacher approves. We recognize that students may need a snack throughout the day. A granola bar or light snack will be permitted during passing time, so long as the privilege is not abused. This will be determined at the discretion of the Principal. Repeat offenders of the food and drink rule will be given consequences.

BULLYING AND HARASSMENT OF STUDENTS AND EMPLOYEES

Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, religion, or sexual orientation made from a student to an employee, or vice versa, or from one student to another, or from one employee to another is a violation of this policy. Students or employees who believe they have suffered harassment shall report such matters to the principal for investigation. After the investigation has been completed, disciplinary action will be taken as deemed appropriate. Reference Board Policy 104 for further information.

LOCKERS

Gym: All students will be assigned gym lockers in physical education classes. In order to protect personal property, students are asked to use their assigned lockers and **keep them locked at all times**. These lockers are property of the school and may be examined at any time.

Hall: At the beginning of the school year, hall lockers are assigned to all 5th through 12th grade students. Backpacks, bags or purses will not be permitted to be carried to classes. Students will have 4 minutes of passing time between periods to get to and from each class. Always see that the locker door is kept closed and locked. Your locker combination should be kept confidential. These lockers are property of the school and the locker and the contents within, may be examined at any time. You are not to move to a different locker without permission from the Principal's office. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

The **Lost and Found** is located in the high school office. Articles found should be turned in to the office. **Losses of property should be reported**. An effort will be made to return them to their owners. Any unclaimed items will be donated throughout the school year.

PERSONAL APPEARANCE

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Shirts must be long enough to cover the belt line with no skin exposed. Shorts, skirts, and dresses must be of "fingertip" length or longer. Revealing holes in clothing is unacceptable. Clothing such as short shorts, short skirts, spaghetti straps, sports bras, halter tops, strapless tops, and all similar apparel will be considered inappropriate. Male students should not wear pants so low that underwear is visible. If you think that there might be some question about what you wear, it is probably inappropriate--don't wear it! Remember that appropriate dress for school is different than what may be considered appropriate casual wear on the street.

1. We also ask students to leave clothing that is sexually suggestive or of an offensive nature at home.
2. Shoes are required by state law.
3. Clothing or other apparel promoting products illegal for use by minors is not allowed. (e.g., clothing with beer or tobacco products displayed may not be worn in school).
 - 1st offense - warning and clothing change
 - 2nd offense - one hour detention and clothing change
 - 3rd offense - possible suspension and/or clothing change
4. Hats, caps, durags, bonnets, hoods, head bandannas or any other head covering are not to be worn during the school day (8:15 – 3:30). They should never be worn in the auditorium. Such apparel are to be removed and placed in the locker.

Disciplinary Actions:

Failure to comply with the dress code may result in the following actions:

- Verbal warning and the opportunity to rectify the dress code violation.
- Parental contact to discuss the violation and seek resolution.
- Temporary removal from class or school until the dress code issue is resolved.
- Ongoing refusal to adhere to the dress code may result in additional disciplinary consequences as outlined in the school's disciplinary policy.

Please remember, students should wear appropriate attire during the regular school day and at school sponsored activities, Not all fashions are appropriate for the school setting.

PHYSICAL RESTRAINT OF STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property or remove disruptive students from the classroom.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

POSTERS AND SIGNS

Posters and signs directly related to school-sponsored activities may be posted anywhere in the building with sponsor or principal approval. Posters or signs **not** directly related to school-sponsored activities may **only** be posted on the Student Expression board and **only** with the permission and initials of the principal or superintendent.

PROTECTIVE DEVICES

In accordance with state law, and as specified by instructor, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be canceled by the Principal for willful, flagrant, or repeated failure to observe the above requirement.

Eye protective devices shall be worn in the following course or department in accordance with the Code of Iowa, Section 280.20: science laboratories, industrial technology, sculpture and ceramics classes, and vocational agriculture.

REMOVAL OF DISRUPTIVE STUDENTS FROM CLASS

Any disruptive or disrespectful student sent to the office from a class must have a conference with the teacher before being allowed to return to class. The principal will visit with the student. Removal from class for any disruptive behavior will be an unexcused absence and handled accordingly. Detention will be given and the parent contacted. Any removals after the first one will involve a meeting of the parent, student, teacher and principal to develop a behavior management plan. Removal for the rest of the semester can result if improvement is not seen. If permanent removal should result, no credit will be given.

SEARCH AND SEIZURE

School district property is held in public trust by the school board. School district authorities may, without a search warrant, search students, student lockers, personal effects, cell phones, desks, work areas or student vehicles based on a reasonable and articulate suspicion that a school district policy, rule, regulation or law has been violated. The search shall be 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, employees and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. It is believed that illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. (502.8)

SHOW OF AFFECTION

Any show of affection (physical contact) between two students will not be tolerated. The one exception allowed is holding of hands. This means there will be no kissing, hugging, arms around each other, etc. Failure to comply will result in a conference with the Principal and possibly detention and a call to parents.

STUDENT CAR REGULATIONS

Under no circumstances are students to be in a vehicle for any reason, at any time without permission from the Principal's office. The parking lots are off limits to all students from 8:15 a.m. to 3:30 p.m., except those in work release programs, unless permission is granted from the Principal's office.

If a student violates this policy, the penalty will be as follows:

1st offense -- two hours detention

2nd offense -- school suspension

3rd offense -- referred to the Board of Education for disciplinary action

USE OF MOTOR VEHICLES: All motor vehicles driven to school by students shall be left parked until dismissal unless the student has prearranged and received permission to drive it at other designated times from the building Principal or his/her designated representative.

Driving to school is a privilege.

ILLEGAL PARKING: All cars parked on school grounds are to be parked between the parking space lines. Cars are not to be on the median or taking more than one space.

Students should not park in the front parking lot. Failure to comply will result in the following:

1st offense -- one hour detention

2nd offense -- three hours detention

3rd offense -- student prohibited from driving auto to school

RECKLESS DRIVING: Students who spin tires, drive at excessive speeds, or in any other reckless manner will be penalized as follows:

1st offense -- two hours detention

2nd offense -- student prohibited from driving auto to school

SCHOOL DRIVING PERMITS

Application for school permit can be picked up from the superintendent of schools. School permits are issued by the Department of Transportation. Local police/sheriff's departments enforce rules. Permits are to be used only between the hours of 5:00 a.m. and 10:00 p.m., and can be used only to travel the most direct route between the home and the school. Stopping to pick up or deliver additional students is in violation of the permit.

STUDENT DUE PROCESS: Any student involved in school rule infractions will be provided the opportunity to respond to the allegations prior to any disciplinary actions of suspension or non-participation. Because each student is a separate entity, disciplinary action may vary from student to student. If a student seeks further consideration of disciplinary action handed down by the Principal, the student may appeal the decision to the school Superintendent.

TELEPHONE: The office telephone is essential for conducting school business and should be used by students for emergencies only.

THEFTS: A student who unlawfully takes or carries away any school property or property of another of significant value will be punished as follows:

1st offense -- Suspension, notify parent and/or law enforcement officials.

2nd offense -- Three-day suspension and student referred to the Board of Education for disciplinary action.

TOBACCO - DRINKING - DRUGS

Students are prohibited from possession of or the use of tobacco on school property or while attending school activities either at home or away.

A student who is observed in possession of or using tobacco, chewing or with a lighted cigarette, cigar, vape or pipe in his/her hand or mouth, or seen emitting smoke from his/her nose or mouth on school property, including school buildings, grounds, school transportation vehicles, or at any school activity is punishable as follows:

1st offense -- two-day suspension and parent notification

2nd offense -- three-day suspension and parent notification

3rd offense -- three-day suspension and student will be referred to the Board of Education for disciplinary action

The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district is prohibited. It is also prohibited while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. It is believed that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of vape, cigarettes, tobacco or tobacco products for those under the age of twenty-one (21), may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. (502.7)

VANDALISM: Students shall treat school district property with care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities. (Board Policy 502.2)

VISITORS: Students must have the permission of the principal if they wish to bring student visitors to school. All visitors must be approved by the principal in advance. Visitors are discouraged unless there is a very good reason for the visit.

WEAPONS: We believe weapons and other dangerous objects and look-a-likes 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 weapons 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 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 this policy.

ENROLLMENT: TRANSFERS IN/OUT OF THE DISTRICT

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 student must provide the district with a copy of the student's permanent records from the student's prior school district.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration as soon as possible. The notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fee or fines have been paid.

ATTENDANCE PROCEDURES

Attendance is a critical factor in school success for students. Studies have shown that regular school attendance develops habits of punctuality, self-discipline and responsibility. A student's attendance is part of his or her permanent record and will appear on any transcript request following graduation. Families have the responsibility for ensuring that students attend and remain at school daily.

Absences

It is the responsibility of the family to notify the student's attendance center by phone or written message as soon as the family knows the student will not be attending school that day. The school number is **563-2607**.

The determination of whether an absence is to be considered excused or unexcused is made by the Principal.

Excused Absences*

- Personal illness or injury, which make the student unable to attend school. Students who are absent 3 consecutive days may be asked to bring an excuse from the doctor, dentist or other professional.
- Personal medical or dental appointments with notification from professional
- Death in immediate family
- Mandated court appearance with documentation
- No more than two approved college visits per year for juniors and seniors only
- Special circumstances upon prior approval by the administration with pre-absence sheet completed
- School related activities
- School sponsored field trips
- School initiated and scheduled activities
- Athletic events requiring early dismissal
- Suspensions

Unexcused absences

Absences NOT mentioned above are interpreted under this policy as "unexcused absences". If a student is more than 5 minutes late to a class, without an authorized pass, that student will be given an unexcused absence. Any two tardies in a class will result in an unexcused absence.

Any student who accumulates more than five unexcused absences in any class in a given semester may be withdrawn from the class and denied credit. If the student is failing the class at the time of withdrawal, F will stand as the grade. If a student is withdrawn from a class, they will still be required to attend school and will be placed in a study hall.

Students will be given the opportunity to meet the minimum attendance requirement by making up time either before or after school. Saturday school may also be available but must be arranged by the student. Make up work or additional academic requirements, which must be fulfilled by the student, will be determined by the teacher(s) of the class or classes missed.

Family will be notified in the following manner:

- **3rd unexcused absence** – A letter will be sent home.

- **5th unexcused absence** – A letter will be sent home.
- **6th unexcused absence** - The student may be withdrawn from the class(s). It will be the responsibility of the student and the family to determine the course of action if the student intends to make up the time and the work necessary to be reinstated into the class.

TARDINESS

Students shall report to the office before going to class if they are tardy for first period. Tardiness to any other class will be reported to the office by the classroom teacher. Repeated tardiness will result in penalties and may require a parent-pupil-Principal conference. A student may be assigned make-up time for any unexcused tardy. **Parents should contact the school immediately if they think their child will be late for school.**

The second tardy for first period each semester will result in 30 minutes of detention. After that, an hour detention will be given for each first period tardy.

If a student is tardy for any other period, that teacher may assign a detention.

If it is necessary for you to be absent from school, we request that your parent/guardian call the Principal's office before 8:15 a.m. The number is 563-2607. This will save the school calling. If this is not possible, you must bring a note from your parent or guardian, or we will require a telephone call before you will be re-admitted to school. You will be given an admit slip in the Principal's office. The admit slip must be presented and signed by the teacher of each class you missed during your absence.

TRUANCY

Absent without permission one or more periods, or any portion of a period during the school day. The penalty is as follows:

- 1st offense** -- up to two detentions for each period or portion missed
- 2nd offense** -- two detentions for each period or portion missed and parental notification
- 3rd offense** -- three-day suspension from school and parental notification
- 4th offense** -- three-day suspension, regaining temporary admission until the next regular board meeting. At that board meeting, it will be decided what the future status of the student will be.

PRE-ABSENCE POLICY

Any absence planned in advance will require a pre-absence slip from the office. The pre-ab must be signed by the student's teachers and returned to the office three days prior to the absence. Make-up work should be completed prior to the absence. Excused Absences are listed previously. A parent phone call does not automatically make an absence excused. The district wants to ensure families have some flexibility and ensure that kids are at school regularly to help ensure academic success.

EARLY DISMISSAL

An early dismissal slip is necessary for a student to be released during school time. Early dismissals are discouraged but may be obtained in emergency situations. This may be obtained by a parental call to the Principal's office before 8:15 the day of dismissal. The student must obtain permission for an early dismissal **prior** to the start of the school day. Any time a student leaves the school grounds during the school day, permission must be granted in the office and the student must sign out in the office when leaving.

Senior Release Time:

After scheduling all required credits, seniors may elect to sign out from school for up to one period per day each semester. Sign-out periods will be allowed at the beginning or the end of the day. Students may not sign out during the middle of the day.

In order to be eligible a student:

- Must be a senior
- Must not have failed a class the previous semester
- Must be on track to graduate on time
- Must have demonstrated adequate attendance over the past year as determined by the principal
- Must maintain grades of C or better
Grades will be assessed on a weekly basis. Those students that are not receiving a C or higher on Monday will attend school from 8:15-3:30 for the remainder of the week until grades are reviewed again the following week.
- Must maintain adequate attendance as determined by the principal
- Must have a signed parent consent form

Students may have their release time revoked at the determination of the principal. Revocation may be temporary or permanent. Students who have their privilege revoked will be assigned to a study hall for the period of their revocation. Possible reasons for revocation of release time include but are not limited to:

- Student receiving one or more grades below a C
- Student not maintaining adequate attendance

Additional stipulations:

- Students may be required to return to school for scheduled class meetings, etc. Every attempt will be made to schedule these well in advance so students can plan accordingly.
- Students in extra-curricular activities are required to be in school ½ day in order to participate unless they have made special arrangements with the principal in advance.

SEMINAR

Students should report to their WIN group after 8th period (M.T.TH.F). Students are not allowed to leave seminar without permission from the teacher in charge. Seminar will focus around academic success. Students may be permitted to go to another teacher's room, or work with other teachers, only when prior approval is issued. Students must remain with said teacher for the entire seminar period. Seniors will leave after 8th period unless directed to stay.

HEALTH POLICIES

Audubon Community School medication policies are developed from the Department of Education guidelines and have been adopted by the Audubon Community School Board. Medications required during school, which cannot be managed otherwise, shall be administered when the following are on file at school:

1. A parents signed and dated authorization/permission to administer the medication during school.
2. The medication shall be in the original packaging as dispensed by the Doctor or pharmacist and shall identify the medication, strength, and time interval to be administered. If prescription medication is required, ask your pharmacist to label a second container for school purposes. If over-the-counter medications are sent, please send them in the original container.
3. Students should not carry medications with them unless they have a special health condition that has been discussed with the school nurse. Students with asthma need to have inhalers with them.
4. Acetaminophen (Tylenol) may be given if necessary if the student has written parental permission.

If medications are ordered three times a day, please give before school, after school and at bedtime to avoid school hours. If at all possible, medications during school hours should be scheduled over the students lunch break to avoid missing classroom time. We appreciate your efforts in following these medication policies to insure a safe and healthy school environment.

ILLNESS: If a student has been ill with a fever (over 100) he/she needs to stay home 24 hours fever free before returning to school. If a student has had stomach flu with vomiting or diarrhea, he or she needs to stay home at least 8-12 hours since the last episode of vomiting or diarrhea.

DETENTION

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal. **(Board Policy 503.1)**

Detention rules:

1. Students will report to the individual teacher's room at the pre-determined time.
2. Late arrival or leaving early will result in additional detention.
3. No excuse for job or sport conflicts.
4. Students must have something to work on or read. There will be no sleeping or talking. Failure to comply will result in the time not being counted as detention time.
5. No Cell Phones.
6. Students may not leave the room.
7. Detention must be served the day of or the day following the offense, and each consecutive day until the time is served.
8. If a student, is not serving the detention as requested, the students may be required to serve an in-school suspension then serve all detentions.
9. Detentions not served within one week will result in one day of in-school suspension for each detention not served.

SUSPENSION

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will temporarily be isolated from one or more classes while under supervision. An out-of-school suspension means the student is removed from the total school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities. **(Board Policy 503.1)**

PROBATION

Probation means a student is given a conditional suspension as a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of student to meet these conditions and terms shall result in immediate reinstatement of the penalty. **(Board Policy 503.1)**

EXPULSION FROM ATTENDANCE

The Board may, by a majority vote, expel any scholar from school for immorality, or for a violation of the regulations or rules established by the Board, or when the presence of the scholar is detrimental to the best interests of the school. The length of the expulsion is set by the School Board. **(Board Policy 503.1, 503.2)**

RE-ADMISSION OF PUPILS

When a student is dismissed by a suspension, he/she may be re-admitted by the same authority that dismissed him/her. When expelled by the Board, he/she may be re-admitted only by the Board.

HIGH SCHOOL DANCES

All dances must be cleared with the principal and activities director. The Homecoming dance will be for Audubon High School students, alumni, and dates. The Junior-Senior Prom can be attended by junior and senior students and their dates. All other dances will be for Audubon High School students and their dates. Students going to the banquet and/or prom must be in school the entire school day (8:15 - 3:30) to be eligible to attend, unless special arrangements have been made with the Principal. Dates must be high school students or graduates.

JUNIOR HIGH DANCES

The students in the 7th and 8th grades are allowed one evening social event each semester. These events will be for 7th and 8th grade students from Audubon only, a friend from out of town or a relative **cannot** attend. This includes students who previously attended Audubon schools, but have moved away.

HIGH SCHOOL EXTRACURRICULAR ELIGIBILITY

Students are strongly encouraged to participate in extracurricular activities, although participation is voluntary. Since involvement in the activity program is voluntary and a privilege, certain rules and regulations can and should be established concerning eligibility for involvement in high school activities.

IOWA DEPARTMENT OF EDUCATION SCHOLARSHIP RULE (No Pass, No Play): If at the end of a semester a student has an "F" for a semester grade in a class, the student will be ineligible (withheld from competition) for 30 consecutive calendar days from the activity in which the student is a contestant. The ineligibility period will begin on the first day after semester grades are issued. If a student is not a winter sport participant, the period of ineligibility will carry over to the next sport in which the student is a contestant.

If the student failed a class and is not participating in a sport when final grades are determined, the 30-day ineligibility period will carry over to the next sport in which the student is a bona fide contestant and the **ineligibility period will begin with the first date of competition.**

The 30-day ineligibility period will apply to all activities sanctioned by IHSAA, IGHSAU, IHSSA and IHSMA.

1. **Audubon High School Eligibility Rule:** Student grades will be checked every 4 weeks of the semester. If at the time of the grade check a student has a failing grade in any class they will be ineligible to participate in extracurricular activities for 1 week and until such time as they are passing all of their classes. Students failing any class at the semester will be ineligible according to the No Pass, No Play rule.

2. **Attendance:** Students involved in activities are to be in school a minimum of one half day on the day of an activity unless previous arrangements have been made with the Principal.

3. **Transportation:** Students are to ride in school designated vehicles to away activities. Any exceptions must be cleared with the sponsor in advance. Students are also expected to ride school-designated vehicles home unless they have their parent's permission and their sponsor's permission to ride home with the student's parent, guardian, or designated adult. Parents should give permission by calling the school **and** sending written permission to the Principal's office.

4. **Sunday/Wednesday:** No school activities (practices or performances) are to take place after 6:30 p.m. on Church night (Wednesday); nor should there be any activities on Sundays without special permission.

5. School social events are to end on weeknights by 10:00 p.m. and on Fridays or Saturdays by 11:30 p.m. unless there is special permission. Students attending extra-curricular activities should display courtesy toward teachers, fellow students, officials, and all other participants of the particular activity. Students are to remain seated during the activity until half time or intermission, and should be back in their seats when the activity resumes.

JUNIOR HIGH EXTRACURRICULAR ACTIVITIES

Weekly eligibility lists will be compiled each Friday beginning with the third week of the school year. The period of ineligibility will run for one week. If grades improve and the student meets our eligibility standard after one week, the student will be reinstated. This eligibility policy applies to all interscholastic competitions.

Junior High School students are considered ineligible when they:

1. Are failing one class, or
2. Receive two D- grades, or
3. Receive three D grades

Ineligible participants will not be able to attend events away from the Audubon Community School with the competing group.

Ineligible students not out for extra-curricular activities may be given preferential seating in the regular study hall or be assigned to a structured study hall for the period of ineligibility.

If found guilty of using or being in possession of a tobacco, alcohol, or controlled substance product, a student will be ineligible to participate in one or more extra-curricular activities and could be dismissed from an activity.

In order to participate in activities after school such as athletic events, music programs, etc., one must attend school one half day or four periods before the event.

STUDENTS IN MULTIPLE ACTIVITIES

The Audubon Community School District offers a wide variety of high quality extracurricular activities. The District believes:

- extracurricular activities provide valuable learning opportunities outside the classroom.
- students should be encouraged and supported in participating in a number of extra-curricular activities.
- high school students should be developing personal responsibility for their schedule and they should be learning to communicate effectively with adult activity sponsors when activity schedules are in conflict.
- high school students should be learning to make decisions between conflicting activities that consider their own personal best interests as well as the best interests of their teams.
- activity sponsors should be supportive of a student's involvement in various activities.
- activity sponsors should communicate with one another, and the students, to find solutions to conflicting schedules.
- activity sponsors should communicate clearly with students in regard to consequences for missing an activity and that those consequences should not be punitive.

The following expectations are a result of these beliefs.

- Activity sponsors will both encourage and support student involvement in extra-curricular activities.
- Students will communicate honestly with activity sponsors as early as possible when they realize a conflict exists.
- Activity sponsors will clearly explain consequences of missing their activity. Consequences will reflect a reasonable expectation for making up what was missed.

GOOD CONDUCT RULE

Code No. 503.4

The Board of Directors of the Audubon Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school and community

throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal, or designee, shall keep records of violation of the Good Conduct Rule.

The following activities are covered by the board's policy and the Good Conduct Rule:

- | | |
|-------------------------------------|-------------------------------|
| 1. Athletic Contests | 5. Speech Contests* |
| 2. Instrumental Music Performances* | 6. Cheerleading Performances* |
| 3. Vocal Music Performances* | 7. Dance Team Performances |
| 4. Drama Productions | 8. Other Clubs/Organizations |

**Performance is defined as an event in which the student represents the school and community by performing individually or in a group for an audience outside the classroom. Students may participate a multiple number of times during a performance, but such participants are not considered as separate performances. For instance, students may leave and re-enter an athletic contest, but the performance is the entire game. Also, students may participate in two or more music small groups, but the performance is the entire contest as scheduled.*

To retain eligibility during participation at Audubon Community High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school and community in an activity are expected to serve as good role models to other students and to the members of the community. Any student who participates in a school-sponsored activity covered by this policy will be subject to the Good Conduct Rule during the time of his/her participation.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco/nicotine products (cigarettes, cigars, pipes, chewing tobacco, e-cigs, vape, juul), regardless of the student's age;
- Possession, use**, or purchase of alcoholic beverages, including beer or wine (*** use includes having the odor of alcohol on one's breath*);
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Inappropriate or offensive conduct in or out of school such as to make the student unworthy to represent the ideals, principles, and standards of the school.

When an allegation is brought against a student, the activities Good Conduct Board, which will consist of the principal, activities director, and coach or sponsor of the activity(ies) in which the student participates, will conduct a hearing with the student. The student shall be confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side. Parents or guardians will be notified of the allegation prior to the hearing, and the student may have representation of his/her choosing at the hearing.

When the administration determines that the student violated the school's Good Conduct Rule, that student will be subject to:

- **First Violation** – Immediate loss of eligibility for 20% of current extra-curricular activities in which the student participates. **If a student does not participate in an activity at the time of the infraction, the loss of eligibility will continue to the first activity the student participates in, if applicable.
- **Second Violation** – Immediate loss of eligibility for 20% of **each** extra-curricular activity that the student participates in for an **entire calendar year**. The calendar year begins when the infraction is determined.
- **Third Violation** – Immediate loss of eligibility for one calendar year.

GOOD CONDUCT RULE – LENGTH OF SUSPENSION

Activity	20% of Contests/Performances		
Football	2	Softball	4
Volleyball	3	Baseball	4
Cross Country	2	Band	1
Basketball	4	Choir	1
Wrestling	3	Drama	1
Track	2	Speech	1
Tennis	2	FFA	1
Golf	2	Dance Team	1
Cheerleading	<i>same amount for the corresponding sport</i>		

The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity, and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. The athletic director reserves the right to determine if the next sport is one in which the athlete would typically be a participant.

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example 1: A student who is academically ineligible for a semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. Example 2: A student violates the Good Conduct Rule and is ruled ineligible for 20% of the competitions or performances he or she is currently involved in. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

The administration, athletic director, coach, and/or sponsor has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the Audubon Community High School's Good Conduct Rule.

An ineligible student is expected to attend and participate in all practices or rehearsals as determined by the coach or sponsor, but may not "suit up" nor participate/perform. If a student is required to perform as part of a grade, and that student violates the Good Conduct Rule, the student may be withheld from participation, but without any impact on the student's grades for the course. Students may attend events or performances as spectators.

To retain eligibility, the student must attend a counseling session with the current school counselor to determine if further counseling is necessary.

Unless the student violates the Good Conduct Rule while on school grounds or at a school-sponsored event or activity off school grounds, there will be no academic consequence (e.g., detention, suspension from school for the violation).

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district.

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 5 school days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he/she may appeal the decision to the school board by filing a written appeal with the board secretary within 5 school days following notification of the superintendent's decision, or at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and termination; or the penalty is in

violation of the Good Conduct Rule or board policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

SUPPORT FOR STUDENTS WITH SUBSTANCE ABUSE PROBLEMS

Regrettably, students today may develop substance abuse problems or addictions. Audubon Community Schools want to encourage students facing such problems to seek help. Toward this end, if any student approaches a school official and requests assistance with a substance abuse problem, the school will assist the student to find an appropriate treatment/counseling program.

The school official will refer the student to the principal and school counselor. The student's parents will be called and asked to participate in the process. The school will provide referral information to appropriate community resources for evaluation and counseling/treatment. The evaluation and subsequent counseling/treatment will be at student and/or parent expense.

This policy shall not be used to avoid sanctions of the district good conduct rule.

INTERSCHOLASTIC COMPETITION

The rules and regulations of the Iowa State Athletic Associations, and the State Music and Speech Associations shall be adhered to by Audubon Junior and Senior High student participating in interscholastic competition.

PARTIES AND CLUB ACTIVITIES

1. Parties must have the written approval of the Sponsor and Activities Director at least five days in advance.
2. There must be at least two faculty chaperones at a party or dance.
3. Musical groups are not to be employed for parties without special permission from the Principal.
 - a. Any students who wish to bring a guest or date other than another AHS student must leave the name of this person in the Principal's office by the last school day before the dance. Anyone who has not been registered in this way will not be allowed to enter the building.
 - b. Any student who brings a guest or date other than another student will be held responsible for the actions of that person at the dance.
 - c. Anyone who leaves the building during the dance will not be allowed to return.

OTHER SCHOOL PARTIES: Only Audubon High School students and school personnel will be permitted to attend these events. Anyone who leaves the building during the party will not be allowed to return.

HIGH SCHOOL STUDENT SENATE

AHS Student Senate will be composed of members from each class. The class representatives will be elected from a list of student applications indicating an interest in serving on Student Senate. Students may apply by obtaining application forms on-line or from the principal's office.

Your Student Senate provides for student activities, serves as a training experience for both leaders and followers, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

JUNIOR HIGH STUDENT COUNCIL

The 7th and 8th grade student council will be made up of class officers from their respective grade level. Each class will elect a president, vice-president, secretary, and treasurer.

GRADING SYSTEM

A-Excellent; B-Good; C-Average; D-Poor; I-Incomplete; F-Failure

Letter grades will be used in all subjects. "A" is worth 4 points; "B" is worth 3 points; "C" is 2 points; "D" 1 point; "F" is worth 0 points. "INC" indicates incomplete work. Incompletes must be made up within two weeks of the grading period or it becomes an F. **Make up work is the complete responsibility of the student.**

Accumulative grade points are figured using the following values:

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33
A- = 3.67	B = 3.00	C = 2.00	D = 1.00
	B- = 2.67	C- = 1.67	D- = 0.67
			F = 0

HONOR ROLL

Each semester the honor roll is named. The minimum grade point needed to make the honor roll is a 3.400. Only courses with an academic credit value of 1 credit per semester will count towards honor roll.

7TH AND 8TH GRADE ADVANCEMENT

In order for students to be successful in high school, they must have the background that the classes in 7th and 8th grade provide them. It is not the intent of this policy to punish students for their failure, but to encourage them to work up to their abilities. It is also important to understand that if they were unable to successfully complete the work at the middle school level, they would not be able to complete work at the high school level. All cases will be reviewed on an individual basis.

Students in grades 7 and 8 must pass their core classes (English, Math, Science and Social Studies) before taking high school level courses. If they fail either or both semesters of a course (i.e. English) in 7th grade, they would be expected to repeat that course before moving on to the 8th grade course. If they fail either or both semesters of an 8th grade course; they would be expected to complete that course before taking the high school level course. If they pass all other core courses, they would move on retaking only those course failed.

ACADEMIC LETTERS

1. Those named to the honor roll for three consecutive semesters receive a first letter. Then each consecutive two semesters on the honor roll they may receive a first bar and a second bar.
2. Letter winners must have a cumulative G.P.A. of 3.400 with no D's or F's.
3. Pins will be awarded to senior students who have achieved honor roll status (3.400 or better) every semester of high school.

HIGH SCHOOL COURSE REPEATS: Any student who repeats a course to recover the credit will have both grades awarded on the student's cumulative records.

CREDITS

One credit shall be given for each subject successfully completed per semester. A two-semester course must be taken both semesters in order to receive credits unless special arrangements are made. Students will only be allowed to add/drop courses during the first three days of each semester.

Students are required to take a minimum of eight contacts per semester. Anything less than eight requires special permission from the school counselor or the principal. PE is required for one semester.

CONCURRENT ENROLLMENT COURSES

Audubon High School students have the option of taking some classes for both high school and college (DMACC) credit. Through a contract agreement with DMACC and in accordance with state mandates, those courses are paid for by the Audubon Community School System. These courses are offered either in Audubon, Templeton or Carroll and are transferable to most colleges/universities.* These courses are listed online under 'Course Registration'. There are some guidelines that students must follow when taking these courses.

- a. For courses taught in Carroll & Templeton, students will be expected to provide their own transportation at their own expense. Their AHS class schedule will be adjusted to provide for transportation time.
- b. The high school and college calendars do not always align and students will follow the academic calendar of both institutions. Conflicts between the calendars must be worked out by the student with approval from instructors.
- c. In order for students to take concurrent courses, they must be registered as a full time AHS student and meet eligibility criteria outlined in Sr. Year Plus, including proficiency on all statewide assessments.
- d. Registration for online concurrent enrollment courses must occur prior to AHS deadlines of August 15 and December 1.
- e. All college courses taken through Des Moines Area Community College will follow the same drop date as high school courses. Students who drop a DMACC course after the designated AHS drop deadlines will receive a failing grade (F) on their high school transcript, even if they may receive a 'W' on their DMACC or college transcript.

*Many colleges will not transfer grades lower than a "C". *

*Students should check the colleges they are considering for transfer regulations.

EARLY GRADUATION

Students may graduate prior to completion of grade twelve if the course work required for graduation under policy "Graduation Requirements" has been fulfilled.

1. An elective health course may be submitted for the fourth year of physical education.
2. Early graduation privileges may be requested for a semester or for a year prior to the anticipated graduation date.
3. Students approved for early graduation may participate in the commencement exercise following and closest to the early graduation date. Students who have graduated early are ineligible for participation in all other school activities as a student except for prom.

EXPLORATORY COURSES

All 7th and 8th grade students will be taking "exploratory courses" in addition to their curriculum core of English, Math, Social Studies, and Science.

FAILURE NOTICES

Parents will be notified if a student is doing failing or near failing work at the midpoint in the nine-week period. This report comes from the teachers who will indicate the main reasons for failure. If a student works to correct the cause of failure at the midpoint, it is possible to pass the nine-week period. It is often helpful to arrange conferences with the teacher and the school counselor. You may contact the school at 563-2607.

GRADUATION REQUIREMENTS

English I, English II, Speech & Composition, American History, World History, Government & Economics, Health and Physical Education - 4 credits plus health

The number of total credits required to graduate: 52

REPORT CARDS: Report cards are issued at the close of the semester to inform both student and parents regarding pupil progress in each subject. Report cards may be viewed on JMC Parent Access. Reports cards will only be printed at the request of a parent.

COUNSELING

The goal of the Audubon Middle & High School Counseling Program is to provide a comprehensive developmental counseling program for all students. This includes direct consultation with teachers, staff and parents to enhance their effectiveness in helping students. The means by which it will be implemented will include, but is not limited to, the following:

1. Direct counseling support with students through responsive services in coordination with other school community educational programs.
2. Support counseling in response to requested needs through personal or parental request, AEA staff, or other relevant professionals.
3. Career and classroom guidance as it pertains to the student's individual needs and goals.

All of the above may utilize a combination of individual, small and large group activities to better enable the student to achieve his/her desired goal.

SCHEDULE CHANGES FOR HIGH SCHOOL STUDENTS

Students will have three school days at the beginning of each semester to change their schedules. Parental permission must also be obtained.

STUDENT RECORDS

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. The custodian of the records is the counseling center. Questions regarding student records should be directed to the school counselor's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. 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. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Notice to Students and Parents: The following information may be released to the public in regard to any individual student of the Audubon Community School District as necessary or desirability arises. Any student, parent or guardian not wanting this information released to the public must make objection in writing to the Principal or other person in charge of the

school in which the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT AND OTHER SIMILAR INFORMATION.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 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, or an invasion of privacy, and to have the records explained.

LIBRARY MEDIA CENTER PROCEDURES AND INFORMATION

1. Students in the LMC must respect each other's right to study and learn, and therefore conduct themselves in such a manner that does not interfere with that process.
2. Books may be checked out for two weeks at a time.
3. Internet use in the LMC is for educational purposes. Improper use of the Internet in the LMC by a student will result in a report given to the principal who will assign consequences.
4. Students who are asked to leave the LMC because of actions that infringe on the rights of others will be out of the LMC for one week.
5. Students who are out of the LMC because of disciplinary measures for a specific length of time must have a pass from the classroom teacher that states that the student need to use the LMC to complete an assignment for that teacher.

LUNCH POLICY MEAL CHARGES Code No. 710.4

In accordance with state and federal law, the Audubon Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

PAYMENT OF MEALS

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Families may pay online, pay at school office or mail payments to the district office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

NEGATIVE ACCOUNT BALANCES

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding

negative balance once the negative balance reaches \$0.00. Families will be notified by email or letters sent home. Negative balances of more than \$25.00, not paid prior to end of the week will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

COMMUNICATION OF THE POLICY

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Approved June 19, 2017

A' LA CARTE PURCHASES: *Students may purchase a' la carte items if they have money in their account. Students on "free or reduced meals" may also purchase a' la carte items, but only if they have money in their account. If a parent requests that their child be denied a' la carte privileges, a "block" will be put on their account, and they will only be allowed to purchase a Type "A" lunch with no extra items. If the parent(s) would like your child's account blocked, or if you would like to see a printout of your child's account, please contact Carla Christensen at 563-2607. Lunch information can be viewed through your JMC account.

BREAKFAST/LUNCH

Breakfast will be served from 7:45 a.m. to 8:00 a.m.

During your lunch period, you are to use the restrooms adjoining the cafeteria. You are to stay in the lunchroom until the bell or you are dismissed.

TRANSPORTATION – BUS

On the regular morning and afternoon bus trips to and from school, the bus driver is the supervisor. Students are required to follow the directions of the bus driver, or find an alternative means of getting to and from school. It is unsafe for the entire bus load of students when the driver is being distracted. Regular school conduct is required of all students. Any violations or cases of misbehavior on route buses or extra-curricular buses will be reported to the Principal's office and dealt with accordingly. Repeated misbehavior can result in prohibiting the student from riding the bus.

STUDENT CONDUCT ON SCHOOL BUSES

(Board Policy 503.1R2)

The Audubon Community School District operates school buses to provide safe and economical transportation for resident students to and from school and school activities. The safety of students is the primary concern of the school district when providing transportation services.

Bus drivers are expected to drive buses safely, and to ensure that students conduct themselves in an appropriate manner when riding the bus. When a driver has to divert his/her attention away from driving responsibilities to address a student discipline problem, passenger safety is jeopardized. Therefore, to ensure student safety when riding a school bus, the following regulations have been established:

1. Students are expected to be on time at the designated stop point. When a student does not plan to ride the bus, the student should notify the driver or the school in advance. When a student plans to ride a different bus, or a student who lives in town plans to ride home with a student on a bus, the student should notify the office in writing in advance, and the office will notify the bus driver. Permission to ride a different bus or to ride a bus home with someone may only be granted by the principal.

2. Students should stay off the road and at least three feet back of a curb until a bus comes to a complete stop.
3. Students who have to cross the road should wait until the bus comes to a complete stop and the stop arm is extended. Watch the driver for a signal that it is safe to cross the road. Pass in front of the bus-never behind the bus. Cross at least ten feet in front of the bus so that the driver can see you at all times. Look both ways to be absolutely sure no traffic is approaching from either direction before crossing a road. Do not assume that traffic is going to stop.
4. All students should make sure that the bus driver can see them. Then the bus driver knows that all students have cleared the bus safely. Students should clear the bus door as quickly as possible. Please do not have students pick up mail at the same time they depart from the school bus.
5. The driver is in charge of the students and the bus. Students are expected to follow directions of the bus driver promptly and without argument. Student conduct while riding a bus should be in accordance with conduct generally expected in a classroom or in other school settings.
6. Students are not permitted to sit in the driver's seat on the bus, or look through contents of the glove compartment or first aid kit. Do not tamper with the bus or with bus equipment.
7. Fighting and physical horseplay with other students, their articles of clothing, school books, lunch boxes, or other possessions will not be tolerated. Normal conversation levels are permitted, but yelling or unusually loud talking is not condoned.
8. Students are not to extend heads, arms, or any other part of their bodies out of the bus windows. They should not throw anything out of the windows. Do not open or close windows without permission from the bus driver.
9. Students should not try to board, unload, or move about in a school bus while the bus is in motion. Students are to remain seated and facing forward when the bus is in motion.
10. Any damage to a bus by a student must be paid for by the student responsible for the damage. When a student denies being responsible for damage to a school bus, and the evidence indicates otherwise, the student will not only be expected to pay for the damage, but also shall lose riding privileges for a period of time not to exceed three weeks.
11. The bus driver will not discharge or pick up students at places other than the regular stop, near the home, or at the school, unless by proper authorization from parents and approval by the superintendent or principal of the school.
12. Students are expected to refrain from sitting on the backs of seats or putting feet on the seats. Keep aisles clear for safe passage.
13. Students are expected to keep buses safe and clean. Trash should be disposed of in receptacles provided on the bus. Keep shoes as clean as possible when riding the bus.
14. Students are not to enter or exit through the emergency door or window of the bus, except in emergency situations. In the case of a road emergency, students are to remain in the bus until directed by the driver to do otherwise.

The bus driver may add other regulations when considered necessary to ensure the safety or well-being of students.

Students who fail to follow school bus regulations are subject to the following disciplinary actions:

1. 1st offense - The student will be warned by the driver, a written bus conduct report will be filed, and the student may possibly be assigned a specific seat on the bus for a period of time.
2. 2nd offense - A written bus conduct report will be filed and a referral will be made to the building principal. A conference will be held with the student and a letter will be sent home to the parent.

3. 3rd offense - A written bus conduct report will be filed and a referral will be made to the building principal. A conference will be held with the student and a letter will be sent home to the parent.
 4. 4th offense - Automatic suspension of riding privileges for a period of time as determined by the school administration.
- Note: In cases of severe misconduct involving the safety of other students, the steps above may be waived, and riding privileges may be suspended immediately.

MIDDLE & HIGH SCHOOL FACULTY & STAFF

Mr. Eric Trager.....	Superintendent
Mr. Quentin Stanerson.....	5-12 Principal
Mrs. Rachael Andersen	5 th Grade
Mr. Sean Birks	Activities Director/At-Risk
Mrs. Elizabeth Brittain.....	Business/FACS
Mrs. Alaena Christensen.....	5 th Grade
Sr. Jaume Cruset.....	Spanish
Mr. Pete Dammel.....	Social Studies
Mrs. Tara Deist	Special Education
Mrs. Brittany Elmquist.....	Voc Ag
Miss Savana Fuller	MS PE/Health
Mrs. Brandi Gruhn.....	Special Education
Mrs. Annie Inman.....	English
Mrs. Rachael King.....	Reading
Mrs. Megan Kjergaard	Title/Interventionist
Miss Lauren Knobbe	Math
Mrs. Amanda Knuth	Science
Mr. Tony Konkler	Math
Miss Nicole Loftus.....	Band
Mrs. Joni Madsen	English
Mr. Andrew Renken	Social Studies
Mrs. Traci Riesgaard.....	Special Education
Miss Maryssa Soder	Art
Miss Kiara Sporrer	At-Risk/PE
Miss Abbygail Steadham	Math
Mr. Andy VanAernam.....	Science/PE
Mrs. Sandra Wagnr.....	Choir
Mr. Jason Walter.....	Ind. Tech
Mr. Matt Wilder	Technology Director
Miss Ashley Heuss.....	Human Resources Director
Mr. Sam Graeve	Curriculum Director
Ms. Jill Hermansen	School Nurse
Mrs. Molly Lange	Instructional Coach
Mrs. Carla Christensen	Business Manager
Mrs. Jenny Muhlbauer	Social Worker
Mrs. Carrie Nelson.....	5-6 School Counselor
Mrs. Kristie Nielsen.....	Activities Director's / MS-HS Secretary
Mrs. Jennifer Sporrer.....	Library
Mrs. Courtney Walter.....	7-12 School Counselor