

# North Linn High and Middle School Student/Parent Handbook 2023



## **Growing Greatness**

Academic excellence, leadership, arts, athletics—all are important to the development of a North Linn student, but it is their cumulative effect that matters most. Together, they combine to raise a model citizen—a well-rounded, confident, engaged, and enterprising adult. Together, they grow greatness.

## **Mission**

North Linn Community School District provides a vibrant learning environment that empowers students to grow into engaged and contributing members of their community.

## **Vision**

We will create schools where every student shines and every student excels

## **ACADEMIC AWARDS**

### **ACADEMIC ACHIEVEMENT AWARDS**

Students achieving a minimum cumulative semester Grade Point Average (G.P.A.) of 3.33 or more on our 4.00 scale will be eligible to receive an Academic Achievement Award. Students must be enrolled in five full credit subjects. A student earning a 3.5 or more will receive a High Honors Academic Achievement Award. The five academic courses counted for this award must be letter graded and not on a pass/fail option. Grades from Kirkwood or other postsecondary institutions will be figured into the student's G.P.A. This semester average must initially be for a minimum of two (2) consecutive semesters of course work at the North Linn High School. Freshmen will be eligible for this award after they have completed two semesters at North Linn High School.

### **ACADEMIC IMPROVEMENT AWARDS**

Students who meet the requirements for the Academic Improvement Certificate will be recognized at a ceremony to be held in the month of May of the current academic year.

### **ACADEMIC IMPROVEMENT CERTIFICATE**

Students in the senior high will be recognized for improving their cumulative semester grade point by three-tenths of a letter grade point from the preceding semester. Students who raise their Cumulative Grade Point Average by this amount or greater will be awarded a certificate.

### **ACADEMIC HONORS**

North Linn students will be recognized for "Academic Honors" at commencement. To receive this recognition there are specific criteria that a student must meet:

1. A student must have a minimum grade point average of 3.667 on a 4.00 grade point average for three and 1/2 years (7 semesters) of high school.
2. A student must have taken a minimum of three (6 semesters) years of math. (General math and Pre-Algebra will not be used to meet this requirement. The three must be from Algebra I, Geometry, Algebra II, Pre- Calculus, and Calculus.
3. A student must have taken a minimum of three years (6 semesters) of science. (In addition to Physical Science and Biology I, a student must take one or more of the following: Chemistry, AP Biology, Anatomy/Physiology, and/or Physics).
4. A student must have taken a minimum of four years (8 semesters) of English in grades 9-12 including at least one semester writing course of either Creative Writing, Expository Writing, Advanced Composition, Comp 1 and Comp 2. (In addition to English 9 and 10, a student must select from the following: English Literature, American Literature, World Perspectives, Responding to Modern Topics, Public Speaking or Kirkwood Equivalent Literature or Public Speaking Course).

### **ACADEMIC PRESIDENTIAL AWARD**

Presidential awards will be made to graduating seniors who meet the following criteria:

1. Attained an A- average or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12. The A- average is defined as equivalent to 3.50 on a 4.00 point scale or a 90 on a 100 point scale.
2. Received a score in the 11th and 12th grade, placing them at or above the 80th percentile on a nationally recognized standardized achievement test or nationally recognized standardized college admissions examination such as the ACT or SAT. The school may decide which composite norm to utilize. North Linn uses the national percentile score on the ACT.
3. Core Classes are defined as English, Math\*, Science, Social Studies, Foreign Language, and Computer Science. Students must take 12 credits in any of these areas, but need not take a course in each area. Example: A student who has not taken a foreign language course may still be eligible for an award.

\*At North Linn, only Algebra I, Algebra II, Geometry, Pre-Calculus and Calculus apply toward the mathematics requirement.

#### **ACADEMIC TOP OF CLASS HONORS**

First student in Class Rank- Governor Scholar\*

Second student in Class Rank- KWWL Best of Class\*

*\*tie breaker is ACT scores*

#### **ACADEMIC ELIGIBILITY (as determined by the Iowa Department of Education)**

36.15(2) Scholarship rules.

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

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

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub- rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. At North Linn this will be at the end of each semester.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

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

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

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

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

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior Collegiate Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or

against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. .

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

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

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

### **Academic Eligibility (Fine Arts)**

36.15(2) Scholarship rules.

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

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

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two semester school year.

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. At North Linn this will be at the end of each quarter.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSSA/IHSMA or any IHSSA/IHSMA sponsored event within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district

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

Superintendents/Principals of the respective schools will verify the eligibility of their contestants at least two and ½ weeks before any contest.

## **ACADEMIC SUBJECT ENROLLMENT**

Please refer to the Course Description Book.

Course Description book can be found on the North Linn website or by following this link: [Course Description Booklet](#)

## **ACCIDENTS**

Report all accidents to your teacher, who in turn will fill out an accident report form and bring the report to the office.

## **ANNOUNCEMENTS**

Written announcements should be turned in to the office by 9:00 am, staff can update the announcements via the Google spreadsheet. Daily announcements will be made over the intercom at the beginning of third period. All other announcements should occur in the first or last five minutes of a class period so they do not interrupt classes

## **AUTOMOBILES**

Students driving to school shall park their vehicles immediately upon arrival and shall directly enter the school building. Driving to school is not an excused reason to be tardy.

Students may be counted as being in-school truant should a staff member or principal find them in the parking area without permission from the office.

Vehicles must be parked in marked parking spaces and shall not be parked in the area near the loading dock, the fuel pump area, and the faculty parking area. Vehicles must not be parked in such a manner as to prevent other cars from entering or leaving.

Student vehicles must be parked in the area designated for student parking. The area designated for student parking is that area along the baseball and softball fields north of the handicapped parking signs, the area north of the fuel island and south of the football field, and the area east of the locker rooms and weight room. The parking spaces adjacent to the district offices and immediately south of the football field are reserved for staff, buses, and district vehicles. All vehicles improperly parked may be towed away at the owner's expense.

### **NO DOUBLE PARKING –**

1st time - warning

2nd time, towed away

Speeding, reckless operation or making excessive noise on school property may result in citations from the legal community. Remember -DRIVE AS IF PEOPLE'S LIVES DEPENDS UPON YOUR ACTIONS! THEY DO. SPEEDING OR DRIVING RECKLESSLY COULD END A PERSON'S LIFE.

Driving to school is a PRIVILEGE and may be suspended at any time by the administration.

## **BEHAVIOR EXPECTATIONS**

North Linn High School and Middle School are a class act place. All behavior is based on the premise of mutual respect to be a positive representative to community, school, and family. Whenever you are representing the North Linn, we expect the following behavior.

1. Hats/caps will be removed before entering the building.
2. Demonstrate good citizenship by being respectful, courteous, quiet, and supportive of the school performance.
3. Be respectful and quiet during the National Anthem.
4. Follow the Fine Arts performance rules. (below)
5. Zero tolerance will be allowed for inappropriate language.
6. Physical contact (public display of affection) between students will not be tolerated. The holding of hands will be considered a public display of affection.
7. Staff members shall report occurrences of physical contact to the principal.
  - a. 1st offense: Detention
  - b. 2nd offense: Detention
  - c. 3rd and 4th offenses: In-school suspension
  - d. 5th and subsequent offenses: Out-of-school suspension

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to learning situations. Emphasis shall be placed upon the student to discipline himself/herself.

### **Conduct in Corridors**

Students are expected to move in a quick, reasonably quiet and mannerly fashion keeping hands, feet and objects to themselves. Running will not be tolerated. Students should refrain from congregating in groups in the middle of corridors since this impedes the flow of traffic.

### **Assembly Procedure**

1. No bags or classroom material will be brought to assembly unless otherwise stated.
2. Students will be dismissed to the gym by intercom or designated time.
3. Teachers and students will sit in designated areas following middle school behavior expectations.

### **Dress Code**

Please see the District Handbook

### **FOR FINE ARTS PERFORMANCES AND OTHER EVENTS**

The purpose of concert attendance is the enjoyment of the performance. The role of the audience at a concert is watching, listening and applauding. Any movement in or out of the auditorium by the audience is distracting and inconsiderate of those performing.

Performers who are part of the audience before or after their own performance have the added incentive of courtesy for fellow performers and should behave appropriately.

The following guidelines will constitute expected behavior of North Linn students attending concerts at school or under school auspices:

1. Students may leave or move between selections but never during actual performance.
2. During actual performances, students in the audience will be expected to be silent. Speaking is appropriate during the time between selections but never while a selection is actually being performed.
3. Whistling is an inappropriate response as applause, or at any other time during a performance.
4. Students are asked to display acceptable audience behavior at all times.
5. Students who leave the building will be required to pay another admission price to re-enter the event unless they had prior permission to leave from the administrator in charge.

6. Students attending events in the gym are restricted to the gymnasium or the concession area if a concession is being offered.

Students may be asked to leave the performance or event if they fail to comply with these expectations.

#### **BELL SCHEDULE**

Bell Schedules for High School and Middle School can be found on the Resources Page of the North Linn website, or follow this link: [High School and Middle School Bell Schedule](#)

#### **CLASS RINGS**

Sophomores may purchase class rings during a school arranged showing by a reputable company. The showing usually takes place early in the school year and is scheduled only for the convenience of students/parents. Students are absolutely free of any obligation to buy class rings.

#### **CLOSED CAMPUS**

North Linn High School and Middle School maintain a closed campus. All students are expected to remain at the school during the day. Students must sign out in the office prior to leaving with parent/guardian verification as well as that of the principal. Students taking "zero hour" classes or participating in practices, open gym, or weightlifting before school are considered to be on campus and thus may not leave without permission from the office. Any deviation from this procedure, the student will be considered truant.

A student is considered on school grounds after they are dropped off at the attendance site.

#### **COLLEGE VISITS**

For college visits to be considered an excused absence, parents need to contact the office to excuse their child for a college visit. Students failing one or more classes will not be allowed to go on a college visit.

College visits are not an excused absence from athletic practices. Please make arrangements to be back in time for practices.

#### **COUNSELING SERVICES**

Your counselor at North Linn provides a variety of services to help you get the most out of your school experience. The following is a list of counselor services, which many of our students find helpful.

1. Personal Counseling - Many times when a person is having a problem it helps to talk to someone who is not part of the situation. Whenever you have something, whether a personal or school problem or just need to talk, your counselor will be willing to listen. These conversations as well as anything else shared with your counselor will be held in strict confidence.
2. Evaluation - Your counselor is trained in test administration and interpretation. S/he administers tests that help you to know yourself and your potential. These test results as well as results of many other types of evaluation have been placed in your cumulative folder since you were in kindergarten. You should feel free to ask about your test results or anything that may help you to know yourself better.

3. Course Scheduling -Your counselor is in charge of registration. S/he will help you select the courses which will fit your needs best. You should talk to her/him early in your high school career about the courses that you might take for the remainder of your high school years. In addition, you should talk to her/him early in the second semester about specific courses for the following year.
4. Post High School Planning - Your counselor provides information about post high school education and is always willing to help you with the proper steps in your planning. S/he has a great deal of information about colleges, area schools, and trade and business schools. You should ask to see this information and go over it with him/her. It is also important to let your counselor know early on what schools you might be interested in so that s/he can keep you up to date on new information as well as seeing to it that you visit with representatives from these schools.
5. Occupational Information - Your counselor is a source of occupational information. S/he will help you find information on specific occupations and help you find appropriate training for this occupation.
6. Special Needs - Your counselor has contact with many social service agencies that provide a variety of free services designed to meet your needs. These services cover a wide range and include such things as drug abuse, civil rights, dental service, suicide, etc. Your inquiry into any of these will be kept in strict confidence.
7. Licensed Therapist - North Linn offers a licensed therapist during the school day. If you would like more information on this service, please contact the counseling office.

#### **COURSE AND SECTION CHANGE / DROP RESTRICTIONS**

Required courses must be taken, initially, the years specified under the section "Course Offerings" in the Course Description Book. Course Description book can be found on the North Linn website or by following this link: [Course Description Booklet](#)

Students will need to obtain permission from the counselor, who may involve the instructor and principal, prior to changing sections. The counselor and principal will have the right of assignment concerning student placement in multiple section courses.

Students may drop courses and enroll in other courses, with the approval of the principal, counselor, and instructors involved, only during the first three school days at the start of each semester. A change of sections will be allowed only if it does not create an imbalance of section sizes and a serious need is present. A change of sections will be at the discretion of the counselor and teachers on an individual case basis.

The reason for adding or dropping courses could include inappropriate placement in the course and/or other educationally related reasons.

A grade of "F" will result from administrative removal from a course due to lack of attendance or due to a serious behavior problem. This grade will be placed on the permanent record and will be averaged with other courses to determine grade point average.

#### **CREDITS REQUIRED FOR GRADUATION**

A minimum of 48 credits shall be required of all graduating seniors. Refer to Board Policy #505.5. which can be found on the North Linn Website or by following this link: [Graduation Requirements](#)  
A student must have completed all requirements to participate in commencement. Refer to Board Policy #505.7 which can be found on the North Linn Website of by following this link: [Commencement](#)  
Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.



## **DETENTION**

Detentions may be issued by the superintendent, principal, teachers, or other school personnel for disciplinary purposes. Students receiving detentions will be given 2-3 options to serve their detention verbally before being recorded into the disciplinary system

Students issued detention will likely work on school work, areas of educational concern or community service work for the school.

Students who work after school must make arrangements with their employer. Students with early release must return to school after the dismissal of all students for the day to serve their office detention.

Failure to serve detention will result in additional consequences to be determined by the issuing teacher or principal.

## **DISCIPLINE**

The discipline policy establishes the rules governing the conduct of pupils in order to maintain a disciplined atmosphere, to achieve maximum educational benefits for all students, and to permit the orderly and efficient operation of the school.

The Discipline Policy shall apply to students:

1. while on school premises,
2. while on school-owned buses, vehicles, and/or chartered vehicles,
3. while engaged in school-sponsored activities, and
4. while away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

### **TERMINOLOGY AND DEFINITION:**

**BREACH OF DISCIPLINE** is any conduct of a student(s) which interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or which is antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline may include, without limitation:

1. Refusal to conform to rules and regulations, profanity, temper tantrums, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
2. Insubordination or disobedience: Refusal to comply with the request or direction of officers, employees or agents of the school acting within the scope of their employment or duties.
3. Physical violence or threats of physical violence toward teachers, students, any other school personnel, or agents of the school.
4. Extortion toward teachers, students, any other school personnel, or agents of the school.
5. Possession of dangerous objects or contraband.
6. Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability toward teachers, students, any other school personnel or agents of the school.
7. Criminal or illegal behavior of students or non-students.
8. Assault: A person commits an assault when, without justification, the person does any of the following:
  - a. Any act which is intended to cause pain or injury 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. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
  - b. 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. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.

- c. Points any firearm toward another, implies the threat of a weapon, or displays in a threatening manner any dangerous weapon or object toward another.
- 9. Willful injury: any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- 10. Theft: A person commits theft when the person does any of the following:
  - a. Uses school funds, equipment, or materials for political purposes or purposes not reasonably related to school functions or school sponsored educational activities.
  - b. Takes possession or control of the property of another, or property in the lawful possession of another, with the intent to deprive the other thereof.
  - c. Commits any act that is declared to be theft by any provision of the Code of Iowa.
- 11. Cheating: attempting to defraud, copy, mislead or obtain benefit using an article of fictitious value or to obtain property by unlawful means.
- 12. Robbery: A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property:
  - a. Commits an assault upon another.
  - b. Threatens another with or purposely puts another in fear of immediate serious injury.
  - c. Threatens to commit immediately any forcible felony.
- 13. Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, et cetera, on walls, furniture, and fixtures.
- 14. Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- 15. Disorderly Conduct: A person violates this policy when the person does any of the following:
  - a. Engages in fighting or violent behavior in the school or at school functions, both home and away events.
  - b. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to the occupants or participants thereof, at both home and away events.
  - c. Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.
  - d. Without lawful authority disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
  - e. By words or action, initiates or circulates a report or warning of fire, epidemic or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.
  - f. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States.
  - g. Without authority or justification, obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
  - h. Telephones another and uses obscene, lewd, or profane language, or threatens to inflict injury or physical harm to the person or property of any person.
  - i. Demonstrates overt displays of affection, i.e., prolonged embracing or kissing, or physical fondling.
- 16. Sexual Harassment: Can be defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, implied, or physical conduct of a sexual nature when made by any student to another student or when made by a student to a staff member when:
  - a. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education.
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

17. False reports: A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information violates this policy.
18. Threats: Any person who threatens to place or attempts to place any incendiary or explosive device material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy. S. Trespass:
  - a. The term "property": shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure, whether publicly or privately owned, used by or under the contract of the school corporation.
  - b. The term "trespass" shall mean one or more of the following acts:
    - i. Entering into or remaining upon property without justification or without the implied or actual permission of the principal or other designated person in authority with the intent to commit a public offense or to use, remove there from, alter, damage, harass, or place thereon or therein anything animate or inanimate.
    - ii. Entering into or remaining upon property with justification after being notified or requested to abstain from entering or to remove or vacate there from by the public employee in authority, or by any peace officer, magistrate, or public employee whose duty it is to supervise the use or maintenance of the property.
    - iii. Entering upon or into property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
    - iv. Being upon or into property and wrongfully using, removing there from, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
  - c. The term "trespass" shall not mean entering upon property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property takes the retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
19. Arson: Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage, is arson, whether or not any such property is actually destroyed or damaged.
20. Possession or Consumption of Alcoholic Beverages: No person shall Possess or consume an alcoholic beverage on any public school property or while attending any public or private school-related function.
21. Intoxication: Attendance or participation in any regular or co-curricular activity in an intoxicated state.
22. Possession of Controlled Substances: No person shall possess a controlled substance unless such substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
23. Use of Tobacco or Controlled Substances: The possession or use by any Student of tobacco or any controlled substance shall be prohibited while student is on school premises or in attendance or participating in school related activity.
24. Truancy: Absence from school or assigned classes or activity without reasonable excuse.
25. Gambling.

#### ENFORCEMENT:

Students who violate the regulations or rules established by the Board of Directors of the school district including breach of discipline as defined by this policy, may be suspended or expelled from school or otherwise disciplined, including the denial of co-curricular activities.

The Board of Directors recognizes that consequences for violations of the policies and regulations of this Student Handbook including breach of discipline as defined by this policy, are at the discretion of the Associate principal and principal.

**TRESPASS:** (Unauthorized persons) Persons should not be in the school building or on school premises at any time without authorization of the school building administrator or designee. Persons who interfere

with school procedure will be required to leave the school premises. If their activities or actions disrupt the disciplined, scholarly atmosphere, they may be subject to prosecution.

1. School administrators may enlist the aid of the local law enforcement agencies to have removed any unauthorized persons.
2. Implementation of procedures dealing with unauthorized persons shall be reasonable, nondiscriminatory and non-arbitrary in their operation.

#### ACTIONS FOR PHYSICAL ATTACK OR THREATS TO SCHOOL PERSONNEL:

1. Whenever any person or employee acting as an agent of the school district has suffered bodily harm as the result thereof:
  - a. The VICTIM shall notify the principal or designee immediately.
  - b. The local law enforcement agencies will be notified if the person who is attacked, or the principal or designee, deems it necessary.
  - c. The student or students shall be suspended and considered for recommendation for expulsion. Suspensions with provisions for educational services may exceed 10 days if more time is needed to schedule a hearing.
2. Whenever any person or employee acting as an agent of the school district is threatened with bodily harm by an individual or group, he or she shall notify the principal immediately, who will take appropriate action.

#### RESTRAINT AND PHYSICAL FORCE:

1. Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the Discipline Policy. Restraint should not cause serious or permanent harm.
2. Deliberately striking a student is specifically prohibited. This shall not preclude the use of reasonable force in self-defense or defense of another.

#### **DISRUPTION OF THE EDUCATIONAL PROCESS**

Students shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause disruption or obstruction of any lawful mission, process or function of the school. Removal from class for one or more class periods, detention, suspension or expulsion may result from such acts. Students removed from class may be further disciplined at the discretion of the principal.

#### **ELECTRONIC DEVICES**

Electronic devices may be used by students at the discretion of the teacher/supervisor in the particular class/study hall.

Students who are members of fire or other emergency departments may carry pagers after completing a contract signed by the department chief, parent or guardian, student, and principal. As part of the contract, student emergency personnel may respond on the second page. They will observe strict confidentiality guidelines by not sharing information from the pages with non-emergency and non-administrative personnel in the school.

#### **EMERGENCY FORMS**

At the beginning of each school year, parents/guardians must register electronically in Infinite Campus. This provides us with emergency contact information.

Parents/guardians must update Infinite Campus or notify the office if emergency information changes during the school year.

## **EXPULSION/STUDENT EXPRESSION**

The Board of Directors may, by a majority vote, expel any student(s) from school for a violation of rules and regulations approved by the Board or when the presence of the student(s) is considered to be detrimental to other students or to the purposes for which school is conducted. Refer to Board Policy No. #502.3 which can be found on the North Linn website or by following this link: [Student Expression](#)

## **FEE SCHEDULE**

FEE PAYMENTS ARE DUE AT REGISTRATION OR THE FIRST DAY OF CLASS. If arrangements for payment are not made prior to the end of the first three weeks of the semester (15 school days), the student may be dropped from the class.

Fees are assessed on a semester basis. The Board of Directors may add or change fees at their discretion. Low- income families may apply for a waiver of fees from the business manager. For a listing of the current fee structure please contact the North Linn Business Office.

## **FORGERY**

Students found guilty of forging the signature/initials of a staff member on passes or other school-related documents shall be subject to detention, suspension or expulsion.

## **GOOD CONDUCT POLICY**

### **ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

In order to participate in 9th-12th grade co-curricular games, meets, or events, students must, on the day of the event, be in school the entire school day. This also includes eligibility for practices, open gyms and weight room activities. If a student must miss part of the day for physical therapy or medical appointments, a note from that office must be brought to the secretary as proof of absence in order to participate that day. Students in 6th-8th grade need to be present for half a school day to participate in co-curricular activities. Getting your license, funerals, etc. must have prior approval from the Activities Director in order for a student to participate that day if missing part of the school day. Students are required to ride the provided school transportation to the event in order to participate on any given day. Exceptions must be approved with the Activities Director well in advance of the event.

### **PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF CODES OF CONDUCT**

1. Upon receiving the report of an alleged violation of any of the North Linn Community School District's Codes of Conduct, the Principal or Activities Director will seek information concerning the alleged violation.
2. The Principal or Activities Directors findings shall be based upon evidence presented by school personnel or information provided by the court or legal system. The Principal or Activities Director will then meet with the sponsors and/or coaches of the activities in which the student is involved.
3. A student found guilty may appeal the decision to the North Linn Board of Directors by petitioning the Superintendent within 5 school days after the decision.
4. In case of appeal, the penalty imposed shall be in force until such time that the School Board either affirms or overrules the decision.

## **RULES**

Because it would be extremely difficult to list all possible rule infractions, a sample of possible infractions is listed below.

- Possession, use, or purchase of tobacco products and/or vapes; alcohol beverages, including beer and wine (“use” includes having odor of alcohol on one’s breath), and/or controlled substances regardless of the student’s age.
- Misconduct in school: repeated infractions of school rules, disrespect to staff members, insubordination, hazing or harassment of others, and fighting.
- Misconduct at school sponsored events, either as participants or spectators. This includes home and away activities as well as infractions of transportation rules.
- Criminal offenses, not including minor traffic citations.

If a student transfers in from another 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 district, the student shall be ineligible if the administration determines that there is knowledge in our school district of the fact of the student’s violation in the previous district.

#### **REDUCTION IN PENALTY**

1. Evaluation and Treatment: A student who has a third violation of the good conduct code as it pertains to alcohol/tobacco may elect to seek an evaluation and treatment from a North Linn CSD approved substance abuse facility at the student’s or parent/guardian’s expense. If the student seeks the evaluation and treatment and agrees to waive confidentiality to allow the facility to report back to the school, the student MAY be eligible to receive a penalty reduction. Any reduction will be at the administrator’s discretion and will be dealt with on a case by case basis. Evaluation and treatment does not in any way guarantee a reduction in penalty.
2. Admission of guilt on the part of the student to the Principal and/or Activities Director before the commencement of an investigation of the charges may result in a reduction in penalty at the discretion of the Principal and/or Activities Director.

#### **SEPARABILITY OF RULE INFRACTIONS AND PUNISHMENT**

Degree of punishment shall be determined, as far as first, second, or third, offenses are concerned by the number of infractions.

Coaches and Sponsors may implement consequences above and beyond those required by the Code of Conduct.

Admission of guilt or proof of guilt may result in immediate suspension from all activities.

Punishments will be measured in full events only. Students will not serve fractions of games / events to fulfill their punishments.

#### **NORTH LINN HONOR SOCIETY AND LIGHTHOUSE MEMBERS**

**FIRST OFFENSE** – Probation from the North Linn Honor Society and/or Lighthouse Team for the remainder of the school year.

**SECOND OFFENSE** – Immediate expulsion from the North Linn Honor Society and/or Lighthouse Team.

Once expelled from the North Linn Honor Society and/or Lighthouse Team, a member can never be reinstated or considered for membership again.

## **ATHLETICS, CHEERLEADING, POM POMS**

**FIRST OFFENSE** – Ineligible for 25% of the current athletic season or the next season a student-athlete participates in. Ineligible for 25% of the dance/cheerleading season.

**SECOND OFFENSE** – Ineligible for 50% of the current athletic season or the next season a student-athlete participates in. Ineligible for 50% of the dance/cheerleading season.

**THIRD OFFENSE** – An expulsion period of twelve months from participating in any co-curricular activities.

## **SPEECH - INDIVIDUAL/LARGE GROUP**

**FIRST OFFENSE** – Ineligible for 25% of the season or a minimum of 1 (one) next scheduled contest performance. If no contests remain for the speech season, resulting action may be no banquet performance and/or medal.

**SECOND OFFENSE** – Ineligible for 50% of the season or minimum of 2 (two) scheduled contest performances. If no contests remain for the speech season, resulting action will be no banquet performance and/or medal.

**THIRD OFFENSE** - An expulsion period of twelve months from participating in any co-curricular activity.

## **INSTRUMENTAL MUSIC, VOCAL MUSIC, FBLA, FFA AND FCCLA**

**FIRST OFFENSE** – Ineligible for 25% of all events that a student participates in from the fine arts. Ineligible for 25% of the events for all school clubs listed above.

**SECOND OFFENSE** – Ineligible for 50% of all events that a student participates in from the fine arts. Ineligible for 50% of the events for all school clubs listed above.

**THIRD OFFENSE** – An expulsion period of twelve months from participating in any co-curricular activities.

## **GRADES**

### **System**

Letter grades are given in all subjects other than those based on the Pass/Fail system. Midterm/progress reports shall be sent to parents of students in academic difficulty (unsatisfactory performance) but may also be sent prior to or after the halfway point in a grading period. Parents are asked to discuss mid-term/progress reports with their sons/daughters and request a conference with the appropriate staff members/counselor if they deem it necessary. Students should check with each of their instructors to determine grading methods.

**Semester Marks:** Please check with individual instructors for explanation of how semester grades are figured in each class.

Reduction of grades shall not be used as a disciplinary measure.

A	100 - 93	C	77 - 73
A-	92 - 90	C-	72 - 70
B+	89 - 88	D+	69 - 68
B	87 - 83	D	67 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 78	F	59 and below

## **Student Success Plan**

At this point in your child's life, we as educators and you as parents must work together for the future success of our children. In order to do this, we, as a team, must stress the importance of their education and hold them accountable for failure to achieve what each child is capable of doing.

The following plan has been implemented to help students succeed in school.

1. If at mid-term, students are still having difficulty, unsatisfactory performance, D/F grades, reports will be sent home. Parents are encouraged to discuss these mid-term reports with their child and request a conference with the appropriate staff member(s)/counselor.

## **GRADUATION EXPENSES**

Seniors may purchase graduation announcements, cards, jewelry, etc., during a school arranged showing by a reputable company. The showing of these items (styles chosen by senior class officers) usually takes place in October. Students are absolutely free of any obligation to purchase these optional graduation items.

Seniors are required to have their pictures taken (for the yearbook and class composite) by a photographer and two pictures given to the yearbook staff (1 for yearbook and 1 for composite). This requirement ensures quality and standardization of photographs and, thus, a more attractive product as far as the yearbook and class composite are concerned. Students are absolutely free of any obligation to purchase photographs from the annual/class composite photographer.

School related commencement expenses are usually slight or non-existent, depending on the amount of money the senior class has to spend and the type of commencement desired by the graduates.

Students may be asked to pay for their cap and gown.

## **GRADUATION REQUIREMENTS AT MID-TERM**

Please refer to the Course Description Book  
Course Description book can be found on the North Linn website or by following this link: [Course Description Booklet](#)

## **IN-SCHOOL TRUANT**

In-school truancy is defined to be the act of a pupil who willfully is absent from a class, with no valid or excusable reason, as determined by the school principal or individual instructor.

Students shall be found to be in-school truant when they are not in attendance at their assigned area. Students who take advantage of or abuse the privilege of the pass will be considered in-school truant. Students found to be in-school truant shall be subject to disciplinary action.

## **LATE ARRIVAL AT SCHOOL**

Students arriving at school after the 8:05 bell must acquire a pass from the office secretary prior to going to their scheduled assignment. Please refer to the Attendance Section dealing with tardiness.



### **LEAVING SCHOOL EARLY**

Students must be excused by a parent/guardian via a phone call, email or note from home, asking that the student be excused at a specific time. This should be received by the secretary before attending the first class of the day.

A student who becomes ill in school and wishes to go home before regular dismissal the parent or guardian will be contacted to obtain permission from them in order to be allowed to go home. The parent or guardian must assure the school personnel by telephone that the student has permission to leave. A written note will not be necessary upon return of the student.

### **LIBRARY PROCEDURES**

The library contains materials for student and faculty use. The library staff is ready to assist you with locating information, finding recreational reading, and locating topics of current interest.

We ask for your cooperation in the following areas so the library can operate at its best.

1. Books may be checked out for 2 weeks. Books are renewable for 2 weeks when presented to the circulation desk if no one else has reserved them.
2. Magazines may be checked out for two weeks. Magazines are renewable for 2 weeks when presented to the circulation desk if no one else has reserved them.
3. Reference materials and reserve materials are for short-term use only. Certain items can be checked out overnight and are to be returned by the beginning of the first period the next school day.
4. All materials are to be checked out before being taken from the library.
5. Materials are to be returned in the drop slot in the circulation desk. If the materials will not fit in the drop slot, hand it personally to a staff person. (Do not return materials by placing them on the counter). Remember -you are responsible for all materials until they are in the hands of the library staff.
6. The library staff will request that overdue materials be returned to the library before additional materials may be checked out from the library.
7. Students may come to the library from classrooms with passes from the classroom teacher.
8. Any student restricted from the library may use the library to prepare for assignments if he/she has a pass from a classroom teacher giving the assignment. Prior arrangements will be made with the library staff before the student may return to the library for work on assignments.
9. There will be charges for lost and damaged materials. These charges will be refunded if the material is found and returned directly to the librarians.

### **LOCKERS**

Students shall be assigned lockers by the principal's secretary, usually two students to a locker. Students are NOT to change lockers without permission of the principal. Student lockers are the property of the school district and are merely "on loan" to students. As such, they may be inspected, at any time, by the administration or designated staff members following a 24 hour "inspection notice" to the student body. Such inspections shall be made in the interest of sanitation and maintenance.

LOCKERS CAN BE SEARCHED WITHOUT NOTICE IF IN COMPLIANCE WITH BOARD POLICY. The North Linn Board of Directors reserves the right to have student lockers searched by school personnel at any time, without the student's knowledge and/or presence. School personnel are required to have reasonable cause to conduct such a search.

Student lockers are to be kept clean. Lockers should be closed when not in use. Lockers and locks should not be altered in any fashion in order to eliminate the need for using the locker combination. Failure to meet these stipulations may result in detention or suspension.

### **LUNCH HOUR PROCEDURES**

The following regulations shall apply to students during the lunch (5th) period:

1. Students need to report and are restricted to the cafeteria for the full lunch period.
2. Students are not to take food out of the cafeteria. If you bring your lunch please eat your lunch in the cafeteria.
3. Students are responsible for returning their plate and utensils to the kitchen window as well as disposing of their garbage in appropriate containers.
4. Students shall not be permitted in the library or anywhere else in the building during their lunch period without permission of a staff member or principal.

### **NORTH LINN HONOR SOCIETY**

- I. Eligibility:
  - A. All Junior and Senior students.
- II. Requirements:
  - A. A cumulative grade point average of 3.5, minimum, through and beyond the first semester of the junior year in school. Course selection shall be reviewed by the selection committee. Courses taken in high school should, at a minimum, meet Proposition 48 requirements as set forth by the NCAA. (Proposition 48 requirements - refer to the Course Description Handbook.)
  - B. Participation/Leadership position in a minimum of three co-curricular/community activities, two of which must be school activities. Simple membership in a club, organization, group, team, or activity will not meet the above requirement. Positions of leadership in at least one of the activities (e.g. Officer, Chairperson, Captaincy/Co-Captaincy, committee membership, etc.) is required of candidates. Demonstration of leadership ability must be required of future members.
  - C. Completion of evaluation by faculty.
- III. Procedures:
  - A. Junior and senior students meeting the grade point (notification by the Adviser) and activities requirements and wishing to be considered for membership shall obtain the questionnaire from the Adviser. This questionnaire does not guarantee selection to the honor society but does guarantee non-consideration if the questionnaire is not returned. At this point copies of the returned questionnaires are made available for the faculty toward consideration of these students.
  - B. After evaluating students, teachers/sponsors shall return the forms to the Adviser. A 4 point scale is used (4 being the highest) toward scoring the candidates in the following four areas: Scholarship, Service, Leadership, and Character. After the faculty rating forms are in, the ratings for each candidate in each of the areas of Scholarship, Service, Leadership, and Character are added, then divided by the total number of evaluations received to determine the average for each area. These scores from the four areas are then averaged together to determine a total point rating.
  - C. The Adviser shall then make a final selection of all candidates whose total point rating is 3.20 or above.
  - D. A formal ceremony takes place to induct the new candidates. \* The selection process is a confidential procedure.
- IV. Non-selection:

- A. Because selection to the honor society is not a legal right, constitutional due process does not apply in cases of non-selection.
- B. Questions by students and/or parents concerning non-selection shall be directed to the principal, not the selection committee. The principal may reconvene the committee only if a procedural mistake has been made.

The school requires that each member maintain the standards of scholarship, service, leadership, and character that were used as a basis for his/her membership. The faculty committee has the responsibility for issuing probation or dismissal for failing to maintain standards. Once a member has been dismissed, they are never again eligible for membership.

#### **OFFICE/SCHOOL HOURS**

The office will be open from 7:45 a.m. to 3:45 p.m. School hours are 8:05 a.m. to 3:15 p.m.

#### **PARENTAL PERMISSION**

If a student is in the care or custody of a parent or legal guardian he/she must have excuses for absences and all other communication with the office signed by the parent or legal guardian. This includes all students even if they are 18 years of age or older.

#### **PARKING LOT**

Students are not to be loitering in the parking lot or going to their vehicles for any reason during school hours. Those students needing to go to their vehicles may be allowed only at the discretion of the principal or secretary.

#### **PASSES**

A student must have a hall pass to leave a classroom during class time for any reason. When an instructor detains a student after class, that teacher may send a pass with the student to the teacher of the next class indicating that the student's tardiness was excused. If the instructor does not feel that a pass is warranted, the student will be considered tardy. Students wishing to see a teacher during a study hall need to get a pass prior to that study hall period.

#### **PEP BUSES**

Students are reminded that pep buses are offered to some off campus athletic events. There may be a charge for the bus ride to help to defray the cost of the bus and driver. The charge will vary according to the distance traveled by the pep bus. Any and all pep buses will be arranged through the office using student interest for setting up the buses.

#### **PHYSICAL CONTACT BETWEEN STUDENTS**

Physical contact between students, beyond holding hands, shall be considered inappropriate conduct. (Public display of affection)

Staff members shall report occurrences of physical contact between students, other than the holding of hands, to the principal. Action will be taken as warranted.

## PHYSICAL EDUCATION POLICIES/REGULATIONS

### Dress Code

Students are required to dress out in some type of physical education clothes. (Shorts, sweatpants, and appropriate T-shirts) Students will have 5-7 minutes to get dressed and ready before and after class. Students must dress out and participate in a minimum of 3/4 of the class meetings for physical education for the quarter or they will fail the class.

### Doctor' Excuse

Doctor's notes, which excuse a student from participating in a class or classes, will be honored at all times. If a doctor's excuse extends past one week, the student will be given an alternative or modified activity in order to earn his/her physical education credit. Modified activities may include, but are not limited to officiating, weight training, walking, or rehabilitation exercises. A written paper may be assigned if other options are not feasible.

Doctor's excuses, which extend for the entire year for an unusual or major health problem, will be reviewed by the instructor and administration for a possible waiver of physical education credit for that year.

Physician \*modified/prescribed physical programs are allowable and students will receive physical education credit counting toward graduation.

### Excused Absences From Class

Students will be allowed two excused absences from class per quarter. Excused absences beyond the two allowable will need to be made up. If classes are not made up by the end of the quarter the final outcome could be a lowering of the student's grade and possibly even failure of the course. Parent notes do not work as excused absences from class.

### Graduation Requirement

It is hereby reaffirmed that the successful completion of physical education (a state requirement) shall be necessary for graduation.

### Make up of Classes

Students required to make up physical education classes will do so at the discretion of the instructors. Failure to make up classes will result in the failure of physical education and the resulting loss of credit for either the quarter or semester.

### Non-Participation Days

Students, when in physical education class, will be allowed two non-participation days per semester. Any reason is valid. An excess of the allowable number on non-participation days will result in the failure of the physical education course. Students may not make up physical education classes for non-participation days. If students go beyond the allotted number of days they will fail physical education for that semester and the entire semester will need to be retaken to gain this credit.

STUDENTS MUST GIVE VALUABLES TO THE INSTRUCTOR PRIOR TO THE BEGINNING OF CLASS.

## PRACTICES FOR CO-CURRICULAR ACTIVITIES

Practices shall not be scheduled in the school buildings or at other sites on Sundays without prior administrative approval. Non-required or voluntary practices on holidays are not allowed without prior administrative approval. Practices during the winter season are to end by 5:30 p.m. if there is another event scheduled for the gym.

Wednesday evenings are reserved for "Family Activities." Practices on Wednesday night are to end by 6:00 p.m. No activities of any type are to be scheduled on Wednesday evenings except for State sponsored events.

## **PROM**

Only juniors, seniors and their dates (grades 9-12 or older) are allowed to attend. No one 21 years of age or over will be allowed unless prior approval by administration. Prom is a formal dance, which means formal dress is required. If there are any questions, contact the high school principal.

## **RESPECT FOR SCHOOL AUTHORITY/OUT-OF-SCHOOL CONDUCT**

Respect of authority is a cornerstone to an effective school. This respect applies out-of-school as well as in school as disrespectful treatment of a school authority off school grounds and after school hours may result in disciplinary action. Disrespect off school grounds will not be tolerated as it will foster inappropriate school governance and hinder the effective functioning of the school.

## **SEPARABILITY OF RULE INFRACTIONS AND PUNISHMENT**

Degree of punishment shall be determined, as far as first, second, or third, offenses are concerned by the number of infractions.

Coaches and Sponsors may implement consequences above and beyond those required by the Code of Conduct.

Admission of guilt or proof of guilt may result in immediate suspension from all activities.

Punishments will be measured in full events only. Students will not serve fractions of games / events to fulfill their punishments.

## **NORTH LINN HONOR SOCIETY and STUDENT COUNCIL**

FIRST OFFENSE – Probation from the North Linn Honor Society and/or Student Council.

SECOND OFFENSE – Immediate expulsion from the North Linn Honor Society and/or Student Council with pin and certificate to be returned immediately to the sponsor.

Once expelled from the North Linn Honor Society and/or Student Council, a member can never be reinstated or considered for membership again.

## **ATHLETICS, CHEERLEADING, and POM POMS**

FIRST OFFENSE – 25% of the season or a minimum of (one) next scheduled event from playing or cheerleading activity.

SECOND OFFENSE – 50% of the season or a minimum of (two) next scheduled events from playing or cheerleading activities.

THIRD OFFENSE – An expulsion period of twelve months from participating in any co-curricular activities. All training rules are to be observed at all times, including summer.

## **SPEECH - INDIVIDUAL/LARGE GROUP**

FIRST OFFENSE – 25% of the season or a minimum of one next scheduled contest performance. If no contests remain for the speech season, resulting action may be no banquet performance and/or medal.

SECOND OFFENSE – 50% of the season or minimum of two scheduled contest performances. If no contests remain for the speech season, resulting action will be no banquet performance and/or medal.

THIRD OFFENSE - An expulsion period of twelve months from participating in any co-curricular activity.

**INSTRUMENTAL, VOCAL MUSIC, FBLA (Future Business Leaders of America), FFA (Future Farmers of America), and FCCLA (Family, Career and Community Leaders of America)**

FIRST OFFENSE – 25% of performances or a minimum of the next one scheduled performance/activity outside of regular school hours, which includes district, state, or national conferences.

SECOND OFFENSE – 50% of performances or a minimum of the next two scheduled performances/activities outside of regular school hours, which includes district, state, or national conferences.

THIRD OFFENSE – An expulsion period of twelve months from participating in any co-curricular activities.

**SIGNS - POSTERS -BANNERS**

Students are not to exhibit any type of sign, poster, banner, picture, etc. on any part of the building proper or its contents without permission of a class/activity sponsor and the administration. Such illicit signs, posters, banners, pictures, etc. shall be removed immediately and those who post them may be subject to detention, suspension or expulsion.

**SOCIAL ACTIVITIES**

The following suggestions shall govern both faculty and students as they plan social endeavors under school sponsorship:

1. Any group wishing to have a social activity should start plans well in advance to the date on which they wish to hold the event. All dates must be cleared at the AD's office early in the school year and in any event at least two weeks before said event.
2. Plans for the social event must be made with the assistance of the group advisors. Final plans must be submitted to the principal's office at least three days prior to the event.
3. The organization sponsor or a substitute selected by the sponsor must be present.
4. The principal shall appoint faculty advisors for all organizations in high school. No meeting shall be held without the presence of the advisor or an approved substitute. The faculty representatives of each group are responsible for the conduct of that group at meetings, practices, parties, etc., and are responsible for approving bills to be paid from group funds
5. Students should remember that social functions are educational as well as recreational. Good social etiquette should be the rule at every social event.
6. The principal shall determine parent chaperone requirements.

**SOCIAL REGULATIONS**

1. The dress code is applicable to social functions unless special permission is given for other apparel due to the nature of the function..
2. Once you are in, you are in; and when you are out, you stay out! This rule applies to ALL school functions. Exceptions must be cleared through the principal or sponsor.
3. When it is permissible to bring guests to school parties and dances, they must be registered in the principal's office prior to said event. This is on a date basis only. No student below the 9th grade is permitted to attend high school social activities.
4. Students are expected to adhere to all school rules during the activity.

5. The only beverages allowed at school functions are those served by the sponsoring organization. Students under the influence of alcohol or drugs may not attend and will not knowingly be admitted.

### **SPORTSMANSHIP**

School spirit is valuable. Players appreciate the support of the other students and the community more than may be imagined. School spirit will also bring our school respect from other schools. Sportsmanship is as important as school spirit. They both go hand in hand to make our school what it is to be. A good sportsman must:

1. Be considerate of all opponents and make them feel comfortable while at our school.
2. Know when to keep silent - officials' calls should not be questioned.
3. Never "boo" a player or official for any reason whatsoever.
4. Show admiration toward opponents as well as the home team for a good play and sportsmanship.
5. Maintain silence when a player or official might need it--such as a free throw.
6. Be able to win and not brag. Be able to take a loss and not complain.
7. Show class.

### **STUDENT ACTIVITIES AND ORGANIZATIONS**

ALL STUDENTS: Instrumental Music, Vocal Music, Student Lighthouse teams,, North Linn Honor Society, Newspaper, Cheerleading, Yearbook Staff, FBLA, FFA, FCCLA, Speech.

Girls: Cross-Country, Volleyball, Basketball, Track, Golf, and Softball.

Boys: Cross-Country, Football, Basketball, Wrestling, Track, Golf, and Baseball.

(These organizations are covered by Code No. 504.2 found on the North Linn Website or by following this link: [Student Organizations](#))

### **STUDENT RECORDS OF SCHOOL ACTIVITIES AND STUDENT ROSTERS**

The following information may be released to the public by the North Linn Community School District in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public must make an objection in writing to the principal or other person in charge of the school, 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 and the Most Recent Previous School or Institution Attended by the Student.

### **STUDY HALL RULES**

1. Attendance will be taken at the bell.
2. Students need to check email, announcements, Canvas, and be there until attendance is taken.
3. Supervisors need to check in with students who are missing assignments or have failing/below average grades on where they are at in those classes.
4. Teachers are to give passes to leave study hall only when they have something to work on with them in their classroom and it's not a deterrent to running their class (if there is one).
5. Students can present passes to study hall monitors five minutes after the bell and study hall monitors can deny passes if they deem other things take precedence (MTSS, other classes with

- poor grades, etc.)
6. Study Halls must maintain an environment that students can read and work.
  7. Have student's put classrooms back together towards the end of the study hall.

### **WORK EXPERIENCE & SCHOOL-TO-WORK PROGRAMS**

Junior and Senior students will have the opportunity to become part of the work force and find what is necessary to become successful employees. If interested contact Mrs. Jaci Hilmer, Career and College Readiness, or Mr. Dominic Giegerich , Principal.

Work Experience Program: Grant Wood AEA is the sponsor for resource students and has a work experience coordinator.

### **(APPENDIX A) ATHLETIC AWARDS POLICY**

Major Letters: will be awarded according to established qualifications.

#### **MAJOR LETTER QUALIFICATIONS**

In all sports the following qualifications must be met before the major award will be issued:

1. The athlete must have been a member in good standing at the finish of the season. This means the athlete did not quit the squad or finish the season under suspension. EXCEPTION: injury or illness
2. An automatic major letter is awarded to any senior who has been a member of a squad in any one sport for the full 4 (four) years of high school.
3. If the participant had been a varsity "starter" at the time an injury or illness prevented him/her from meeting playing time qualifications.
4. If the participant achieves the required number of quarters, games, team points, etc. to earn the award.

\*An athlete having served a Code of Conduct violation during the season may be eligible for a major letter.

### **DISTRICT INFORMATION**

#### **CONDUCT ON SCHOOL BUSES**

The school bus driver has the responsibility of safely transporting students to and from school. Students are to remain seated on the buses. No wrestling, fighting, throwing things, bothering other students, etc. will be tolerated. Bus drivers have been instructed to report rule infractions to the principal or superintendent. The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers.

All participants riding to and from extra-curricular activities will travel in school sponsored transportation. Beverages and food are not to be taken on school buses without permission of the administration. When students are allowed to bring on pop or fruit drinks, it must be in plastic bottles or cans (no glass).



Students riding on bus routes will have assigned seating. There will not be assigned seating on shuttle buses.

#### **PARENT CONCERNS**

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. It is most effective to work as closely with the people who are directly involved so start by contacting the teacher or provider. If your problem is not resolved, contact the principal, then the superintendent, and ultimately the school board if necessary. For more information on this topic, you may visit this Iowa Department of Education website: [Parent, Guardian and Community Concerns](#)

#### **SUPERVISION OF STUDENTS**

All employed personnel have the authority to help maintain discipline. Students failing to comply with requests of employed personnel shall be subject to disciplinary action. Students in the building before or after school hours must be under the supervision of a faculty member.

#### **SUSPENSION**

Suspensions shall be of the in-school variety unless circumstances dictate other arrangements. Students shall be eligible for co-curricular activities after serving their suspensions. If a student is assigned more than one day of in-school suspension, in a row, he/she will be ineligible for co-curricular activities that are scheduled during the suspension period. Students serving multiple days of in-school suspension will be expected to participate in co-curricular practices. Students placed on out-of school suspension will be ineligible for all co- curricular activities during their suspension periods. Students placed on out of school suspension will not be allowed to attend co-curricular events at North Linn as a spectator or as a participant. During the suspension period, suspended students are forbidden to be on any property owned by North Linn Community School district. Should a suspended student be on district property, we will consider him or her to be trespassing and alert the proper authorities.

Once a student reaches a combined total of five days of in school detention, in school suspension, or out of school suspension per semester, that student will be suspended at home pending a meeting between the parent / guardian and school officials. The school officials may include the principal, and/or superintendent.

The student, while serving in or out-of-school suspension can make up homework.

The parent(s)/guardian(s) of students for which suspension is a possibility shall be notified by the principal or associate principal, either by telephone or mail, prior to action being taken by the administration, unless a question of student safety exists.

#### **TELEPHONES**

Students, while in class, shall not be called to the telephone unless an emergency situation arises involving the student's family.

Student use of the office telephones shall be strictly limited to calls to parents/relatives concerning family/school situations. Students must obtain permission from the principal or secretary before using the office telephones.

Messages which are not of an emergency nature are discouraged. Messages will be delivered between classes, as to not disrupt a class or activity.

Students will not use telephones in teachers' classrooms or in the faculty lounge.

#### **THEFT PREVENTION**

With hundreds of people making use of the building at one time or another, at least a small percentage will be dishonest and take advantage of any opportunity presented to them by individuals careless with their valuables.

The following procedures are strongly recommended as ways of reducing the loss of valuables due to theft:

1. Do not bring large sums of money to school unless absolutely necessary. (This applies to any type of valuable item.)
2. Valuables that must be brought to school should be left in the office for safekeeping until needed.
3. Be especially careful of your valuables during physical education classes and extracurricular activities. Give your valuables to your instructor or coach.
- 4.

#### **TRANSFERRING AND LEAVING SCHOOL**

A student either transferring or leaving school shall notify the principal of such action in advance. All books and other materials belonging to the school must be returned to the principal's office. No refund due may be paid until a student has checked out properly.

#### **TRANSPORTATION FOR STUDENTS**

All students participating in school sponsored events, for which school transportation is provided, shall ride school transportation to said events and shall return to the district on school transportation at the conclusion of said events.

The only exception to the above statement shall involve:

1. A request by a parent asking that their son or daughter be allowed to ride to or leave an event with the parent. This type of request must involve parent/administration contact prior to the event or direct supervisor/parent contact at the conclusion of an event.
2. A request by a parent, either orally to the administration prior to an event or in the form of a note bearing the parent's signature, that son or daughter be allowed to leave an event with a member of the immediate family. The note must be presented to the supervisor prior to leaving for the event.
3. A request by a parent asking that their son or daughter be allowed to leave an event with the parent of a fellow participant/student. This type of request must involve parent/administration contact prior to the event. The note must be presented to the supervisor prior to leaving for the event. The above exceptions also apply to pep buses.

#### **TRANSPORTATION GUIDELINES**

Transportation to practice sites at Coggon, Troy Mills, Walker or any other site in the North Linn District should follow the prescribed guidelines.

Students are highly encouraged to ride shuttle bus transportation provided for events by the District, when such service is provided.

Students who do drive to practice must be at the practice site on time.

Students with a School License:

1. As per Iowa Department of transportation regulations, students must not be driving prior to 5:00 a.m. and cannot legally drive past 10:00 p.m. There are no exceptions to this rule. Please remember that some games can last past 10:00 p.m. and your child could receive a ticket from the law enforcement authorities.
2. Students with school licenses must take the most direct route to school within the school district.

3. Students may get gas only if on direct route, any other time may result in a fine and revocation of the school license.
4. Students with school permits may only drive to practice sites if it results in a short amount of time or distance when using school transportation. If school transportation is available, the student athlete must work out an arrangement with the MS/HS principal.
5. Students will not be allowed to transport other athletes to practice.
6. As per Iowa Department of Transportation regulations, a school license may be suspended for conviction of one violation and shall be revoked for conviction of two or more violations of traffic laws other than parking violations. If revocation occurs, the Department of Transportation shall not issue a motor vehicle license or permit for one year or until the licensee's 16<sup>th</sup> birthday, whichever period is longer. A revocation requires proof of financial responsibility (SR22) for two years. The parent or guardian is subject to prosecution for permitting the child or ward to drive when not authorized or in violation of a state traffic law.

Those students who do not take advantage of the shuttle bus transportation must adhere to the following guidelines.

Participants may share rides with each other to practices and/or games. Please be aware that if a parent allows their student/athlete to ride with another student/athlete there should be a concern that accidents could happen. Liability factors should be considered before rides are shared

Once a bus enters back into the District from a game or meet players and other students associated with the team may be let off at the following points: Coggon, Middle/High School, and Walker. We hope that parents are waiting for their son or daughter. If in the coaches' and/or bus driver's opinion the weather is too severe they may take the child to a phone and attempt to have the child call home. Activity buses are not allowed to stop at individual residences even if they are on the road that is being traveled.

The school and coaching staff will honor different requests brought up by parents/guardians concerning these guidelines. These requests, in writing, must be made by the morning of the day they are going to occur.

**USE OF DIRECTORY INFORMATION  
(CODE # 506.2R1)**

The student handbook or similar publication given to each student containing general information about the school shall contain the following statement which shall be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by October 1 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT 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.

DATED \_\_\_\_\_, 20\_\_

## **VANDALISM**

Students may be held responsible for damaged books or school property. Payment for breakage of equipment will be assessed immediately, while book fines will be assessed at the end of the school year. Defacing or maliciously damaging school property is in violation of state laws and district regulations. Such acts may result in detention, suspension, expulsion, required financial restitution to the district, and/or notification of local law enforcement officers.

## **VIDEO/ AUDIO RECORDING**

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 may 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 the consent of a teacher, coach, or school administrator.

## **VISITORS**

Students are allowed to bring visitors to school with them under certain conditions and with the approval of the principal. Generally no visitors are allowed the first two weeks and the last two weeks of each semester. Students are asked to give three days' notice prior to expecting a guest to visit school. Visitors will be expected to follow the same conduct procedures as our regular students. Visitors who fail to follow North Linn conduct procedures will leave the premises. Students will not be allowed to visit North Linn High School if the visitor's school is in session.

## **BEVERAGES AND FOOD IN BUILDING**

Eating of breakfast and the eating of lunch should occur within your building's cafeteria. Students are encouraged to have breakfast before arriving at school (if they are not having school breakfast) or eat in the school cafeteria. The same goes for a student who brings their lunch, it needs to be consumed in the cafeteria.

Teachers may set up beverage and food rules in their classrooms. Students must adhere to these rules as stated and plan accordingly. Beverage and food privileges may be suspended at any time by staff or administration if students can not handle the responsibility of cleaning up after themselves, or cleaning up accidental spills or drops.

Teachers will monitor their own classrooms and shared general spaces for misuse and may direct students to clean up around them, even if it's "not their mess". Teachers will assess the area before the end of each period to ensure the area is clean of any and all debris.

Students will be responsible for cleaning up their space and may be asked to contribute to cleaning even if they feel it's not their responsibility.

## **CELL PHONES**

Cell phones must not be a constant distraction, a hindrance to their access to the designed curriculum, delivery of instruction, or the engagement of the student in class and during work time.

Teachers may have, and enforce, classroom specific cell phone rules that limit access to a student's phone by:

1. Requiring phones to be stowed away on their person or in their lockers.
2. Asking for phones to be put on silent and/or face down.
3. Being placed in an agreed upon space in the classroom.
4. Setting phone face down on the teachers desk

\*\*All of these are for the period and students may get them back, and/or access them at permitted times.

Students will comply with a teacher's request or will go to the office and leave the phone there until the end of the period.

Failure to comply, or repeated violations will result in the following escalating discipline (each a week in duration):

- Student's phone will stay in the office for the remainder of the day on that specific day.
- Student having to turn the phone into the office at the beginning of the day and getting it back at the end of the day
- Student leaves the phone at home (with parental call and verification)
- Parent meeting to determine next course of action.

Phones are embedded in our lives and we must use them responsibly and comply with staff requests when asked to put them away.

#### **CHEATING AND PLAGIARISM**

Students found guilty of cheating on examinations, tests, quizzes, etc., shall receive "no credit" for the assignment involved in the cheating. Plagiarism is stealing and passing off as one's own work the words and/or ideas of others. While the focus will be on "prevention" rather than "punishment," such behavior is discouraged. Students should be prepared to provide evidence, such as notes, rough drafts, or other prewriting to prove that such work is not plagiarized. If plagiarism is suspected, the teacher will notify the student and the principal.

#### **EMERGENCY CARE SITUATION**

"911" (Medical, Police, and Fire)  
Unity Point Hospital: 319- 369-7105  
Mercy Hospital: 319-398-6041  
North Linn Jr/Sr High School: 319- 224-3291

In the event of a sudden illness or injury, the following procedure will be followed:

1. Office personnel (administrator) will be notified immediately in order to facilitate the procedure. A qualified staff member will also be called to assist. At no time will the student be left unattended.
2. Office personnel will call 911; giving name, location and address, telephone number from which you are calling, the nature of the illness or injury, and what is presently being done for the student.
3. The student's parents/guardians will be called or an alternate person as listed on the emergency form.

4. Explain the situation as thoroughly and quickly as possible and get any needed information or requests from them.
5. First aid will be given to the student as determined by a qualified staff member until the Emergency Medical Services Personnel and/or ambulance arrives.
6. The area/room is to be cleared of all students and other personnel not needed.
7. A staff member will be placed outside to direct the emergency vehicle to the injured student.
8. A designated school personnel will travel with the student to the clinic or hospital and remain with the student until parents/guardians arrive.

In the event that this situation arises outside of a regular school day, at a co-curricular practice, etc., start at step 2 if there are no office personnel on duty. Then call the school administrator as soon as possible.

#### **CONTRACT FOR STUDENT EMERGENCY PERSONNEL**

I \_\_\_\_\_ agree to respond to emergencies on the second page from the department. I will drive responsibly or ride with a licensed driver to the emergency. I understand that my school license does not permit me to drive to the emergency.

I agree to observe strict confidentiality guidelines by not sharing information I receive by my pager with non-emergency or non-administrative personnel in the school. I will not disrupt class, and I will be responsible for making arrangements with my teachers for making up work I miss on emergency calls.

Department Chief signature \_\_\_\_\_

Student signature \_\_\_\_\_

Parent or Guardian signature \_\_\_\_\_

Principal signature \_\_\_\_\_

Date \_\_\_\_\_