SPIRIT LAKE HS
2026-2027
Student Handbook

EXHIBIT #13

2701 Hill Avenue
Spirit Lake, IA 51360

Phone: 712-336-3707 www.spirit-lake.k12.ia.us

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2026-27 Principal Letter

Dear Spirit Lake Students and Parents,

On behalf of the Spirit Lake High School administration, faculty and staff, we welcome everyone to the 2026-2027 school year. The Spirit Lake High School Handbook includes both Spirit Lake School District and school information, in addition to policies and procedures. Please review and refer to this document as a reference when you have questions throughout the year.

We are looking forward to welcoming our new and returning ninth grade students, as well as welcoming all of our new students to our school district. It's a true privilege to be part of a community where parents, teachers, and students care for each other and strive to build positive relationships that support academic success and social growth. We have an amazing staff that is guided on the principle of doing what is best for students! We consider ourselves a family, and we are excited to welcome all of you into the Spirit Lake High School family.

To stay informed of all that is taking place at Spirit Lake High School, please visit our website on a regular basis for current news and upcoming events. To review all district policies, current and recently adopted, please visit our website at: http://www.spirit-lake.k12.ia.us/. Infinite campus continues to be our classroom management system, please be sure to check it regularly for attendance, grades, and fees.

We recognize that this handbook has a lot of information. It is important that you review this document if you are a student or a parent in Spirit Lake High School. Revisions and updates to the policies in this handbook will continue through the school year and we will do our best to ensure you are updated about the changes that apply to our students and families.

My door is always open! Please feel free to call or email me to discuss any concerns you might have throughout the school year. I look forward to working with you and helping each student at Spirit Lake High School meet his or her goals and have a wonderful school year!

Sincerely,

Casey O'Rourke
corourke@spirit-lake.k12.ia.us

Communication Connections

TO REPORT STUDENT ABSENCE:

Please report your student's absence by calling (712) 336-3707 ext.1660 or emailing Becky Gaskill, rgaskill@spirit-lake.k12.ia.us, by 9:00 a.m. All appointments and excused early releases should be communicated through this phone number or email. If we do not have the information we need regarding your child's attendance, you will be contacted at the number(s) provided to us.

SCHOOL'S WEBSITE & SOCIAL MEDIA:

Please visit the school district's website at www.spirit-lake.k12.ia.us. Important district and building information can be found on this site, updated frequently.

@SpiritLakeIA

@SpiritLakeCommunitySchoolDistrict

spirit_lake_school_district

DAILY HIGH SCHOOL ANNOUNCEMENTS:

Daily announcements are posted to the school website, are viewable on Newsbreak and are emailed to each student. It is the student's responsibility to check the announcements each day. Important information regarding school and activities is shared through announcements and could be the only place that information is posted.

ONLINE PARENT INFORMATION:

You will be able to access your student's current academic progress, lunch balance and daily attendance through parent access to Infinite Campus. Please contact Jill Petersen, jpetersen@spirit-lake.k12.ia.us if you need help accessing this information.

SCHOOL CLOSURE:

Notifications regarding school closures and/or late starts will be posted on our school website, announced on KUOO and KICD radio stations, and posted on our school Facebook Page and Twitter accounts.

PARENTS/VISITORS/GUESTS:

Spirit Lake High School welcomes parents to be a part of our school community. Visitor parking is available in the high school parking lots in designated spaces or on Hill Avenue. All visitors must report to the high school office upon entering the building and sign in to receive a Visitor's Pass. Students who may wish to host a guest during school hours must request permission from the principal at least one day in advance. The principal reserves the right to withhold permission for the guest to visit SLHS.

Daily Schedules

Normal School Day Schedule		
Period	**Time**	**Minutes**
1	8:10 - 9:02	52
2	9:05 - 9:57	52
3	10:00 - 10:52	52
4	10:55 - 11:47	52
Lunch	11:50 - 12:20	30
5	12:23 -1:15	52
6	1:18 - 2:10	52
7	2:13 - 3:05	52
8 (MTSS)	3:08 - 3:45	37

2 Hour Late Schedule		
Period	**Time**	**Minutes**
1	10:10 - 10:45	35
2	10:48 - 11:23	35
3	11:26 - 12:01	35
Lunch	12:04 - 12:38	34
4	12:41 - 1:16	35
5	1:19 - 1:54	35
6	1:57 2:32	35
7	2:35 - 3:10	35
8 (MTSS)	3:10 - 3:45	35

Life Skills Academy Master Schedule

Block	Time	Minutes
Block 1	8:10 - 9:25	75
Block 2	9:30 - 10:45	75
Lunch	**Lunch: 10:50 - 11:30**	Lunch: 40
Block 3	11:35 - 12:50	75
Block 4	12:55 - 2:10	75
8th Period	2:15 - 2:45	90

8th Period: We will be using this time primarily for reassessments, study sessions, Key Club, Student Council, and grade checks.

Rotations for Life Skills Clusters

	Freshmen	Sophomores	Juniors	Seniors
Financial Foundations	**1**	**2**	**4**	**3**
Leadership & Service	**2**	**4**	**3**	**1**
21st Century Skills	**3**	**1**	**2**	**4**
Digital Citizenship	**4**	**3**	**1**	**2**

Block 1: 8:10 - 9:25 **Block 2: 9:30 - 10:45** **Block 3: 11:35 - 12:50** **Block 4: 12:55 - 2:10**

Week1:	October 20 - 23	4 days
Week 2:	March 8 -11	4 days
	Total:	**8 Days**

STUDENT ADVISORY COUNCIL

The student council (Student Advisory Council - SAC) provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration. (Board Policy 504.01)

SLHS Student Advisory Council (SAC) consists of twenty-seven elected members. The entire student body elects the President, Vice-President, and Secretary. Each class elects a President, Vice-President, Secretary, and 3 representatives. For a complete list of the SAC members, please contact the high school office or Mr. Schmidt (rschmidt@spiritlakecsd.org), the SAC advisor.

SCHOOL LUNCH and BREAKFAST

All students are invited to participate in the school meal program, which includes breakfast every day from 7:30-8:10 AM and lunch. Seniors, juniors, and sophomores have the privilege of leaving campus during their scheduled lunch shift. However, this is a privilege which can be revoked for attendance, behavior, and academic issues. All freshmen must remain on campus during their lunch period. Under extreme weather circumstances, campus may be closed for all grade levels by administration in order to protect the safety of students.

Monthly breakfast and lunch menus will be posted on our website. Lunch credit may be purchased from 8:00 a.m. to 9:00 a.m. in the kitchen any day of the week. Daily, weekly, and monthly lunch credit will not be sold in the lunch line. However, milk and juice may be purchased in the lunch line. Due to privacy issues, students may not pay cash in the lunch line, except at the very end of the line. This procedure is in place to protect the privacy of individuals and how much they spend on meals.

Breakfast cost $2.55 daily	Lunch cost	$3.35 daily
	Extra Milk	$.45

In accordance with state and federal law, the Spirit Lake Community School adopted a policy (Board Policy 710.04) to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. We want 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. When the balance in the family account reaches -$20.00 a family may charge no more than an additional $30.00 to the account. When an account reaches this limit (-$50), the school district has the option to deny students the ability to charge further meals or a la carte items until the negative account balance is paid and additional funds are deposited into the account. (Families may add money to student accounts via electronic payment through Infinite Campus or send payments to the school offices.)

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. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal. The district may charge $1.50 for the alternate meal. See Board Policy 710.04 for the full policy.

FEES

STUDENT FEES

Student fees will be assessed at rates determined by the SLCSD Board of Directors. See Board Policy 503.03 for more information.

FEE WAIVER NOTICE

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may also be eligible for a temporary waiver of student fees. The District will grant either full waivers, partial waivers, or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria. Parents or students who believe they may qualify for temporary financial hardship should contact the school secretary at registration time or within the first week of enrollment for a waiver form. See Board Policy 503.03R1 for more information.

OPEN CAMPUS

Open Campus is a PRIVILEGE extended to students who meet certain requirements. This allows them to leave school during non-class time, rather than attend a study center. There are many situations in which the administration and/or parents could exercise their discretion to revoke open campus (including open lunch) privileges. This list includes, but is not limited to: academic performance, attendance, tardies, behavior, and in- or out-of-school suspensions. Upon revoking of open campus privileges, students will be assigned to a study center. Parents can revoke open campus privileges by contacting the high school administration.

Students are asked to stay in the commons until the passing bell rings. Students should not be at their locker or in the halls until passing time, unless you have an appointment with a teacher. If you prefer to stay at school, please go to the Commons or to a prearranged teacher.

HEALTH AND MEDICAL

EMERGENCY FORMS

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

HAWKI INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWKI) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 or go to the web site at https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-health-link/hawki for more information.

HEALTH AND IMMUNIZATION CERTIFICATES

Iowa Code 139A.8 requires all students enrolling in an Iowa school to submit proof of immunizations using an Iowa Dept of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted. Iowa Code further states that applicants without proper evidence of immunization or exemption are not entitled to enrollment in an elementary or secondary school. This applies to the first day of a child's attendance throughout their enrollment in school.

Because Iowa law requires parents and guardians to assure their children obtain the legally required immunizations, students must have the required Iowa vaccines and doses: Diphtheria/Tetanus/Pertussis, Polio, Measles/Rubella, Hepatitis B, Varicella, and Meningococcal to be enrolled. Returning students will not be allowed to attend school without up to date vaccinations, a valid provisional is obtained or a religious or medical exemption is filed. New students to the district will not be allowed to start classes until their immunization records have been reviewed and approved as up to date.

Students who wish to participate in athletics or are enrolling in the district for the first time shall have a physical examination (form available on school website) and provide proof of such an examination. See Board Policy 504.05 for

complete details. The certificate of health will be kept on file at the building in which the child is attending. See Board Policy 507.01 for guidelines on immunizations.

ADMINISTRATION OF MEDICATION

Students may be required to take medication during the school day. Medication shall be administered only by the school nurse or a qualified designee. A qualified designee is a person who has been trained under the State Department of Health guidelines. Training and continued supervision shall be documented and kept on file at school. A written record will be kept on any medications given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. Board Policy 507.02 outlines requirements (parent permission, labeled container, etc.), details of medication administration at school and the documentation kept for each student.

COMMUNICABLE DISEASE

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and as long as their presence does not create a substantial risk to other students/employees. The term "communicable disease" means an infectious or contagious disease spread from person to person, or animal to person. A student should notify the school district when the student learns the student has a communicable disease. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified. See Board Policy 507.03.

MANDATORY CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All of the District's employees are encouraged, and employees who are mandatory reporters are required, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. Mandatory reporters are trained every five years. See Board Policy 402.02.

GENERAL HIGH SCHOOL INFORMATION

PARKING

Parking regulations around Spirit Lake High School are in place to provide for smooth traffic flow for students and staff, as well as room for emergency, service and maintenance vehicles to easily gain access to the school building.

Students may park on city streets around the high school at any time as long as city regulations, such as no parking zones and time limitations are observed. Violations of city regulations will be enforced by the Spirit Lake Police Department and are separate and unrelated to any penalty imposed by the high school for parking violations.

The west parking lot (between the school building and Hill Ave) is for staff and visitors only. Staff members should have their school issued stickers to identify their vehicle. Students are not allowed to park in this lot during school hours and will be towed at their expense. Athletes who come early in the morning need to realize their vehicle should not be in the west parking lot past 7:45 am.
The main (east) parking lot is for student use with these reminders:

- The gravel parking lot may be used by any student to park, However, students should be mindful of pathways to the school and city park and should not block in other vehicles when parking.
- Students may not park in areas reserved for specific vehicles (sign posted) or in areas that are not designated as a parking spot, such as areas that have painted hash lines or areas of the lot without painted stall lines.

Violations of these parking regulations will be enforced by high school staff, administration or the School Resource Officer.
1st Offense - $5 fine
2nd Offense - $10 fine and parent notification by email
3rd Offense - $15 fine and parent discussion/meeting to discuss parking regulations with the student, as well as to make everyone aware of potential restricted parking/towing if violations continue.
4th and subsequent offense - Parent notification and student jeopardizes the right to utilize school parking areas and/or subsequent violations could result in the student's vehicle being towed from school property at the owner's expense.

The Spirit Lake High School reserves the right to tow any vehicle from school property at any time based on necessity (blocking entrance/exits, in no parking zones, etc) at the discretion of the administration or School Resource Officer.

WEIGHT ROOM

The weight room is open and supervised at various times for student use. Athletic teams will be given priority. Use of the weight room is only allowed when direct supervision is available.

FOOD AND BEVERAGES AT SCHOOL

Food and beverages (except bottled water) are to remain in the High School Commons. Students who have food or beverages other than water in the hallways will be asked to put the item(s) away or to dispose of it (them) immediately. Classroom teachers have individual classroom policies that must be followed. Recycling containers are provided in the Commons.

FAMILY NIGHT

To maintain good community and family relations, school-sponsored activities are generally not allowed on Wednesday nights between 6:00 p.m. and 8:30 p.m. during the school year.

SUNDAY EVENTS

School-sponsored practices and activities are generally not allowed on Sundays with the following exceptions: practice for a State competition the next day, long-standing events which are accepted by the community on Sunday, such as December holiday concerts, and other events approved by the administration.

OPEN ENROLLMENT

Parents considering the use of the open enrollment option to enroll their student in another public school district in the state of Iowa should contact the superintendent's office for appropriate forms &/or more information. More information and guidelines can also be found in Board Policy 501.10 for students wishing to open enroll out to another school district and Board Policy 501.11 for students wishing to open enroll into Spirit Lake School District.

POSTING OF INFORMATION

Students or others who wish to post or distribute school-related information must receive permission from the principal ahead of time. This includes, but is not limited to, posters, student publications, flyers, and handouts. The principal may designate the time, place, and manner of distribution for all student publications, school-sponsored or otherwise. Posting of information from non-profit organizations will be allowed at the principal's discretion.

DISTRIBUTION OF MATERIALS

The Board recognizes that students, employees, parents or citizens may want to distribute materials within the District that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution. This is in accordance with Board Policy 903.07 and Board Policy 903.07R1.

STUDENT PUBLICATIONS CODE

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The District, the Board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. Complete guidelines and policy can be found in Board Policy 502.02.

STUDENT FREEDOM OF EXPRESSION (Board Policy 502.02)

Student expression, other than student expression in student-produced official school publications, made on the District premises or under the jurisdiction of the District or as part of a school-sponsored activity may be attributed to the District; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students

learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the District.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy.

STUDENT RECORDS

Student records are maintained to facilitate the instruction, guidance, and educational progress of each student. The District understands the importance of maintaining student records and preserving their confidentiality. Parents and eligible students (a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level) will have access to the student's records to: review educational records of the student, obtain copies of the records, write a response to materials in the records, challenge the content of the records on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and have the records explained. For a complete policy information and guidelines for student records see Board Policy 506.01.

The District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The District will enter into an interagency agreement with the juvenile justice agencies involved.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. When a disclosure is made without parental or eligible student's written permission, it is disclosed on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student.

The Superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. The Superintendent will also keep a list of individuals, agencies, and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records.

DIRECTORY INFORMATION

Student directory information (student's name, address, telephone number, date and place of birth, email address, grade level, enrollment status, 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 educational agency or institution attended by the student, student ID number, user ID,photograph, and other similar information) is designed to be used internally within the school District. The District may designate that certain directory information is available to specific parties and/or for a specific purpose. For complete guidelines, see Board Policy 506.02, Annual notification is given through Board Policy 506.01E7. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing to the principal by the beginning of this school year or upon enrollment. The objection should utilize this form and needs to be renewed annually: Board Policy 506.02E1.

In most cases, information about eligibility for free and reduced lunch is not released. However, if a parent of a student eligible for Driver Education wishes to request a fee waiver, this information will be released to our Driver Education provider, Iowa Great Lakes School of Driving. If a parent opts to not have this information released, they will not be eligible for a waiver of the Driver Education fee.

STUDENT PHOTOGRAPHS/VISUAL IMAGES

Students may be involved in school-sponsored activities that may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to: performing in school productions or athletic

contests, displaying samples of student work, or representing a particular instructional program. These visual images may take the form of videos, photographic (film or digital) display, or pictures in newspapers, magazines, reports, or school-sponsored Internet sites. Students may or may not be identified.

Parents who do not want their student's directory information and/or photograph/visual image to be given out and/or published must make an objection in writing to the principal by the beginning of this school year or upon enrollment. The objection should utilize this form and needs to be renewed annually: Board Policy 506.02E1.

VIDEO SURVEILLANCE

Video cameras may be in use in school buildings, on school grounds and on school transportation as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used to record activity on vehicles used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the video recordings may be used as evidence in a student and/or employee disciplinary proceeding. Students will be held responsible for any violations of school discipline rules caught by the cameras. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child. Complete policy information can be found in Board Policy 804.05,

Students/adults who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

ACADEMICS

GRADUATION REQUIREMENTS (Board Policy 505.06)

Students must earn a minimum of 50 credits to graduate with a Spirit Lake High School diploma. One credit is earned for the successful completion of a semester of work in a full-credit class. See detailed graduation requirements and course descriptions in our Curriculum Guide.

Class of 2025 Graduation Requirements

8 credits in **Language Arts**
- 2 credits required in English I
- 2 credits required in English II
- 2 credits required in English III

6 credits in **Social Studies**
- 2 credits required in American History
- 2 credits required in American Government
- 1 credit required in World History

6 credits in **Science***
- 2 credits required in Biology
- 2 credits required in Earth Science
- Credits in Chemistry & Physics*
- **See Science for further detailed requirements*

6 credits in **Math**

3 credits in **Physical Education* -** continual enrollment
- *Students must take a minimum of 1 PE class each academic year. See Physical Education for more details about a senior year waiver option.*

1 credit in **Fine Arts**

2 credits in **Career and Technical Education (CTE)**

1 Health
1 Personal Finance
1 Financial Foundations
1 Personal Wellness
1 21st Century Skills
1 Leadership & Service
2 J-Term

Plus additional electives to total 50 credits*

Core Diploma and Special Education Certificate: A core diploma will be available for individual students, recommended and approved by the administration. Special education students must attend classes pursuant to Board Policy and have the option of graduating with a certificate per completion of their IEP.

Seniors who fail any 2nd semester course needed for graduation will not have the opportunity to take part in the graduation ceremony. This change is being made to emphasize the importance of academic achievement and ensure that all graduates have successfully completed their required coursework. We encourage all seniors to stay focused and seek assistance if needed to ensure they meet the necessary requirements for graduation.

Locally determined requirements may be waived by the building principal for those students with scheduling conflicts who carry a full course load for four (4) years. All students are required to carry a "full load," defined as six (6) classes plus physical education (PE), at least one semester per year. Exceptions must be approved by the high school principal. Seniors may be exempt from enrolling in PE when they are enrolled in eight (7) academic classes for the semester or during the quarter in which they are participating in a school sponsored sport.

HONORS RECOGNITION ON DIPLOMA (Board Policy 505.03)
Seniors with a cumulative GPA of 3.50 or higher will be awarded a gold seal indicating the student “Graduated with Honors”. Students with a GPA of 3.0 - 3.49 will be awarded a silver seal indicating the student “Graduated with Recognition”.

EARLY GRADUATION

Generally, students will be required to complete the necessary coursework and graduate from high school at the end of grade twelve (12). Students may graduate prior to this time if they meet the minimum graduation requirements stated in Board Policy 505.07. Students are required to give notice of their intent to graduate early. Students should notify the guidance counselor in writing by December 1 for mid-term graduation and April 1 for graduation at the end of the junior year. Students who graduate early may attend the next graduation ceremony (e.g., if they graduate at the end of their junior year, they may attend that spring’s ceremony or if they graduate at the end of the first semester of their senior year, they may attend the following spring’s ceremony). It will be the responsibility of the early graduates to check with the school, in advance of graduation, regarding the necessary items for graduation ceremony (for example, picking up an announcement package, distribution of cap and gown, and graduation practice).

SCHEDULE EXPECTATIONS

Students in grades 9-11 are expected to enroll in 7 courses per semester. Exceptions must be approved by the school counselor or principal. A course may be added to your schedule during the first week of the course. You may drop a course during the first 3 days of the course. If you wish to make a schedule change, contact the school counselor as soon as possible. If there are exceptional situations, please see the school counselor or principal to discuss these.

PHYSICAL EDUCATION

All students at SLHS are required by the State Department of Education to enroll in Physical Education courses each year unless you have an approved exemption. A written doctor’s statement is required for you to have a medical exemption from P.E. for health reasons. Class periods during a medical exemption do not have to be made up. An athletic exemption from P.E. is available for one semester per year to twelfth grade students during their active participation in a school-sponsored athletic program. An academic exemption is available for all twelfth grade students if the student is

enrolled in academic courses not otherwise available.

REPORT CARDS AND MIDTERM REPORTS

Teachers will post grades to each standard when they have enough evidence to post a grade. It is important to remember that this progress report is a snapshot in time of what has been completed/accomplished up to that point. It is not a final grade. When necessary, parents, teachers, and students are encouraged to work together to improve the student's progress before the end of the semester and/or in order to maintain eligibility for participation in extracurricular activities. Final semester grades are recorded on the student's permanent record (transcript) and utilized for athletic eligibility.

GRADE POINT AVERAGE (GPA)

Grade point values will be earned in each course based on the scale below. Please note that pluses and minuses are important when calculating GPA and official transcripts will include pluses and minuses as reflected by semester grades. Teachers should include their course grading scale in course syllabi.

Grade Point Average (GPA) is figured according to the following scale:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
F = 0.00		

To calculate GPA, multiply the credits by the points for the letter grade you earned.

HONOR ROLL

GPA determines honor roll at the end of each semester grading period. A student must have at least a 3.0 G.P.A. to be eligible for Honor Roll. An "Incomplete" grade in a course does not allow computation of your G.P.A. When the "Incomplete" is changed to a letter grade, the G.P.A. can then be computed.

HONOR SOCIETY

All juniors with a 3.5 GPA and seniors with a 3.25 GPA are invited to apply for Honor Society membership after completion of the first semester. High school teachers are involved in the selection process, which involves a rubric point system in four categories – scholarship, leadership, service, and character. Membership in the Honor Society is a distinction and a member is expected to maintain his/her academic standing and service leadership to school/community. Failure to do so may result in consequences and/or dismissal from the Honor Society.

INSTRUCTIONAL MATERIALS CONCERNS

Students or parents have the right to preview all instructional materials, including Human Growth and Development state-mandated instruction. Complete guidelines and reconsideration information is available in Board Policy 604.03R1. Arrangements to review curriculum can be made by calling Principal Casey O'Rourke, Ext. 1000. A student will be exempted from specific instruction when a written request is filed in the superintendent's office by the parent/guardian. Form to file is found here: Reconsideration of Instructional Materials Request Form. Alternative instruction will be provided for the student to maintain credit in the course.

STANDARDIZED TESTING

Standardized tests, such as Iowa Assessments, are important in assessing educational programs and reporting our school's academic achievement to the state and federal Department of Education. These tests can identify strengths and weaknesses of individual students. They also provide us feedback concerning areas where students, as a group, need more instruction.

PARENTS RIGHT TO KNOW

Parents/Guardians in the Spirit Lake Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/ graduate certification/degree. Parents/Guardians may request this information

from the office of the superintendent by calling 712-336-2820 or by sending an email request to Jane Loveall at jloveall@spirit-lake.k12.ia.us.

The Spirit Lake Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

ATTENDANCE PROCEDURES

For full comprehensive attendance policy, see Board Policy 501.04

OBJECTIVES

Attendance is a critical factor in school success for students. Studies have shown that consistent school attendance, academic success, and school completion have a positive correlation. The educational process requires continuity of instruction and students need to experience classroom discussions, debate, and independent study in order to increase achievement. Regular participation in classroom activities fosters critical thinking, communication skills and responsibility, all of which are essential skills for future employment. Good attendance in school is also part of the self-discipline that we try to instill in our students to enable them to act as responsible members of the community.

The purpose of the District's Attendance policy is to ensure the maintenance of an adequate record verifying the attendance of all students during days of instruction, to establish a channel of communication, and to create an effective intervention plan. The goal of this procedure is not only for each school to know the whereabouts of every student for safety and school management reasons but also to help students succeed at meeting the Iowa Core learning standards and 21st Century Skills.

The school believes the responsibility for attendance rests with all parties: students, parents and school. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance in school results in greater success. Parents are expected to make sure that their children attend school on a regular basis. To implement a successful attendance policy, we need the cooperation of all members of the educational community, including parents, students, teachers, administrators, and support staff. Through the implementation of this policy the District expects to reduce absences and tardies. If responsibility is not assumed by the students and parents, the school will enforce the State of Iowa mandatory attendance laws and the following attendance policy. The following policy has been developed to encourage good attendance.

GENERAL PROCEDURES

Students earn credit to fulfill graduation requirements by attending class regularly and completing the requirements established by the curriculum and teachers. Attendance will be recorded every class period for all classes. Absences from school will be recorded as excused or unexcused, with a reason given for the absence. It will be the teacher's discretion on whether or not work will be allowed to be made up from unexcused absences.

The following are examples of unexcused absences but is not an all-inclusive list: work, shopping, hair appointments, tanning, senior pictures, oversleeping, missing the bus, car trouble (unless an emergency situation), skipping class, trips not approved in advance, birthday or other non-religious celebrations.

At times the student/parent and the school differ about whether an absence should be excused or unexcused. The State Department of Education has determined that local school districts have the right and authority to define by policy what absences will be excused. Administration will make the final decision of the absence being excused or unexcused.

ATTENDANCE POLICY

All absences from school will be covered by this policy when determining the total number of times absent. This policy shall apply to all students in grades 9-12 and to each period independently. If a student transfers from one class to another during the school year, their class attendance transfers to the new class. Students absent from class for more than 25 minutes, without a pass, shall be considered absent. Please see the "Notification Sequence" for the manner in which absences will be handled, as well as the communication that happens between school, student, and parent/guardian.

For the purposes of the policy, the following reasons for absence are exempt and <u>will not count towards the total absences, potentially impacting credit:</u> hospitalization or other extended treatment verified by a medical doctor, extended illness (such as mononucleosis) that is verified by a medical doctor, absence for mandatory court proceedings, absence to attend a religious service or ceremony, absence for approved college visits, absence to attend a funeral, absence for a school sponsored activity, absence due to school imposed in-school or out-of-school suspension, other absences at the discretion of the HS administration.

All other absences, whether excused by a parent/guardian by notifying the high school office, will count towards the total

of 12. Absences for things such as family vacation, routine illness, medical appointments and transportation problems will count towards the total of 12. ALL NON-EXEMPT ABSENCES WILL COUNT TOWARDS THE TOTAL OF 12.

Any absence, tardiness, or early dismissal must be accounted for. Parents/Guardians are important partners with the school in promoting and encouraging good attendance. It is the parent/guardian's responsibility to notify the school if the student is going to be absent. Please call the SLHS Office at 336-3707, ext 1660, or email Mrs. Gaskill. If notification is not received, the SLHS office will contact the parent/guardian. The school makes every effort to record accurate classroom attendance each period and to communicate with parents and students when students are absent.

NOTIFICATION SEQUENCE

Students and parents will be contacted by the HS administration if we see potential attendance concerns, based on per period attendance. A student and/or parent may be notified several different times if absences continue to occur. The communication shall notify the student and/or parent(s) as follows:

After the 4th absence: HS administration and/or school counselor will discuss with the student and parent/guardian the reasons for absences, course performance and potential consequences for future absences. Interventions will be discussed and if needed a plan will be created for the student and communicated to the involved parties.

After the 8h absence: HS administration and/or school counselor will discuss with the student and student's parent/guardian the reasons for absences, course performance, intervention plan in place (if applicable) and potential consequences for future absences. This includes potential referral to the Dickinson County Attorney if the student is of compulsory attendance age.

After the 12th absence: The student, on or after the 12th absence per period, will be in jeopardy of earning credit in the class and placed in a study center. A high school team (which may consist of HS Admin, school counselor, classroom teacher and/or nurse) will discuss the academic and success/life skill progress of the student. The HS team will communicate with the parent/guardian, as well as set up a meeting as deemed necessary. If it is determined to remove credit for the period/course in question, and the student could have earned or is earning a passing grade, students may appeal for credit in the class (appeal procedure outlined below). The student and his/her parent(s) may be referred to the Dickinson County Attorney for failure to comply with Compulsory Attendance Law, if the student is of compulsory attendance age.

APPEALS PROCESS

A parent has the right to file a written appeal for review by the Attendance Appeals Committee. The Attendance Appeals Committee will consist of one administrator, one school counselor, and one teacher. The written appeal, including all supporting documentation, must be received by the building principal within 10 days of the date of the loss of credit contact. The classroom teacher of the course in question will be asked to submit a recommendation for whether or not the student should be allowed to remain in the course and receive credit. The committee will then rule on whether the student will continue as a regular student in the class or be placed on audit. The final decision will rest with the principal. Any further absence during the appeals process may result in dismissal of appeal and loss of credit.

TARDIES

Being on time to class is a success/life skill valued by school administration and employees. Students miss valuable information and learning opportunities when they are not here or not on time. Students who enter school or class late will be marked tardy. Every two tardies will be counted as an absence and counted towards your total number of absences for the designated period.

CONDUCT AND BEHAVIOR

GENERAL GUIDELINES FOR BEHAVIOR

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.

Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; 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 District. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. Students who fail to abide by this policy and the rules supporting it may be disciplined by measures including, but not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral, or inappropriate behavior that includes, but is not limited to, the following:

- defiance of authority or school rules
- assault or threats of assault
- extortion or intimidation
- inciting others to violate law or school rules
- vandalism
- gambling
- theft or possession of stolen goods
- sale, manufacture or distribution of illegal drugs, controlled substance, imitation substance or drug paraphernalia (Addressed specifically in Board Policy 502.06)
- possession, use or under the influence of alcohol, tobacco, illegal drugs, controlled substance, imitation substance or drug paraphernalia (Addressed specifically in Board Policy 502.06)
- possession, use, or threatening use of any instrument that is considered a weapon (Addressed specifically in Board Policy 502.05)
- profanity
- possession or pornographic/obscene literature, items or material
- student dress which is suggestive, condones illegal activity or is disruptive to the educational process
- harassment or discrimination of others (Addressed specifically in Board Policy 104)
- destruction, damage, unauthorized use, inappropriate use or manipulation of school's electronic system, including internet (Addressed specifically in Board Policy 604.06)
- inappropriate sexual conduct including harassment, indecent exposure and visible display of affection (Addressed specifically in Board Policy 104)

The possible sanctions for misconduct include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. These are clearly outlined in Board Policy 503.01 dealing with student code of conduct. Administration reserves the right to appropriately handle code of conduct violations. (Board Policy 503.07R1)

APPROPRIATE DRESS Board Policy 502.01

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying

obscene material, profanity, or reference to prohibited conduct are disallowed.

ELECTRONIC DEVICES

The use of electronic devices during school hours should not interfere with academics. Starting immediately, students will be required to turn in their cell phones upon entering each class. Teachers will have designated areas for students to securely place their phones. If a student refuses to turn in their phone or if the phone becomes an issue at school, parents and guardians will be contacted by school administration to address the situation.

Laser devices present a threat to the health and safety of students and are not allowed in school or at school activities. Devices will be confiscated and turned into the high school office. HS administration will be responsible for any disciplinary action assigned.

CHEATING AND ARITIFICIAL INTELLIGENCE

SLHS promotes work ethic, honesty and integrity. Therefore, cheating will not be tolerated. Classroom teachers have the discretion to handle each situation as deemed appropriate for the given situation. Communication of the situation will be shared with HS administration and parents. Continued cheating and/or repeat offenses could result in additional consequences, including loss of credit, suspension or expulsion, as deemed appropriate by HS administration. (Board Policy 604.09)

STUDENT LOCKERS/SEARCHES

Student lockers are the property of the District. Students will use the lockers assigned to them by the District for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged. To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regarding search and seizure. (Board Policy 502.04)

All students are encouraged to bring locks and should lock their lockers. The school is not responsible for the contents of the locker. Anything lost or stolen is the student's responsibility. The student is also responsible for anything that appears inside the locker or on the locker door or walls. Inappropriate pictures, signs, or posters, which promote such things as alcohol, drugs, tobacco, and nudity, will not be allowed.

District authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. See Board Policy 502.07 for complete rules and regulations regarding search and seizure.

Upon reasonable suspicion that a violation of the school's rules or policies has occurred, including violation of the substance abuse policy, or upon reasonable suspicion that a person is in possession of contraband or unauthorized items, authorized school officials may inspect lockers, desks, and work areas and anyone entering or leaving the school premises, including students, school employees, employees of contractors or their subcontractors or agents doing business with the school, and others such as visitors and guests. Entry onto school property is deemed consent to inspection of person, vehicle, and personal effects. Students will not be subjected to the following: strip searches, body cavity searches, searches of their bodies or clothing by a person of the opposite sex, or having their bodies subjected to a search by a drug-sniffing dog.
From time to time, school officials will patrol the parking lot. Items of contraband that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. If the apparent contraband is illegal, law enforcement will be contacted. The administration will, to the degree possible, protect the identity of any individual who provides information to school administration suggesting the need to search a student, his/her belongings, a locker, or vehicle.

DISCIPLINE

DISCIPLINE:

Administration reserves the right to discipline students in the most appropriate manner, ensuring a safe, learning environment for all. The following are possible consequences, outlined more thoroughly in Board Policy 503.01, imposed for student behavior and break of school conduct code.

Before/After School Detention: the student's presence is required before school (7:30) or after school (3:30) for disciplinary purposes.

Suspension: the student is temporarily removed from school (classes and activities) or classes. See Board Policy 503.01R1 for complete explanation of in and out of school suspensions.

Expulsion: the student is removed by the Board from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the Board, but no longer than one school year. See Board Policy 503.02 for complete explanation of expulsions.

POSSESSION AND/OR USE OF ILLEGAL SUBSTANCES

The Board prohibits 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 District property or on property within the jurisdiction of the District; while on District owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District. School officials will notify law enforcement.

Each violation of this policy shall be reviewed by the appropriate administrator within a reasonable time after the alleged violation. Both the student and their parents shall have the opportunity to discuss the matter with the administrator before the administrator makes a decision. The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, shall also be prohibited during any period of suspension or expulsion. See Board Policy 502.06 for outlined rules and regulations regarding possession and/or use of illegal and/or controlled substance.

THEFT/STOLEN PROPERTY REPORTED STOLEN:

Any items that do not belong to you should be turned into the office. Failure to do so could be grounds for suspension and/or expulsion, notification of law enforcement and a Good Conduct Policy violation. All consequences are at the discretion of administration.

POSSESSION AND/OR USE OF WEAPONS

The Board believes weapons, other dangerous objects and look-alikes in 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 District premises or property within the jurisdiction of the District. District facilities are not an appropriate place for weapons, dangerous objects, look-a-likes, or any instrument used as a weapon. Weapons, other dangerous objects, look-a-likes, and any instrument used as a weapon will be taken from students and others who bring them onto District property or onto property within the jurisdiction of the District or from students who are within the control of the District. Students bringing a weapon, look alike, other dangerous object, or any instrument used as a weapon onto District property or onto property within the jurisdiction of the District may be suspended or expelled from school. Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The Superintendent or the Superintendent's designee has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. See Board Policy 502.05 for a detailed explanation of what constitutes a weapon, look alike, dangerous object or firearm as well as potential consequences of having them on District premises.

FIGHTING OR PHYSICAL THREATS

Fighting with another student, fighting with a staff member or threatening the safety or life of another student or staff member could result in the following consequences: law enforcement officials may be contacted, conference with parent(s), student(s), and administration, suspension, a psychological evaluation may be required before returning to

school and/or possible expulsion.

PHYSICAL RESTRAINT

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. State law also places limits 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.

If you have any questions about this state law, please contact the office. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

DUE PROCESS

In the case of a violation of school policy, all students are entitled to due process, which includes the right of students to be:

- Notified of charges/fault in situation
- Given the opportunity to admit or deny such charges/fault
- Given an explanation of the evidence against the student if he/she denies the charges/fault
- Given the opportunity to explain the situation

INTERROGATION BY OUTSIDE AGENCY

As a general rule, individuals other than school staff may not interrogate students. Exceptions must come through the administrative office. That request will only be honored if the administration deems it to be in the best interest of the student or that request is mandated by the legal system. Prior to the interrogation, the administrator shall attempt to contact the parent/guardian to ask if they wish to be present (unless forbidden by the legal system to do so).

DISTRICT INFORMATION

MULTICULTURAL AND GENDER-FAIR EDUCATIONAL OPPORTUNITY (Board Policy 603.04)

The District shall strive to make the educational program as informative as possible for the students. Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, gender, marital status, national origin, sex, sexual orientation, gender identity, age or disability.

The District and the Board shall encourage and engage in multicultural approaches to the educational program. The education program will foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, disability, religion, creed and socioeconomic background, to society. The educational program shall also include the contributions and perspectives of Asian Americans, African Americans, Hispanic-Americans, American Indians, European Americans and persons with disabilities.

The education program will engage in gender fair approaches to the educational program, which shall include approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society; shall reflect the wide variety of roles open to both women and men; and shall provide equal opportunity to both sexes.

NOTICE OF NONDISCRIMINATION (Board Policy 102)

The Spirit Lake Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws directives and regulations of federal, state and local governing bodies. The school district shall take affirmative action in recruitment, appointment, assignment and advancement of women, minorities and the disabled. Employees will be given notice of this policy

annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and the Iowa Department of Education for the position for which they apply. In employing school district personnel, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, marital status, socioeconomic status, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine

whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Spirit Lake Community School District is an Equal Employment Opportunity/Affirmative Action employer." The statement will also appear on application forms.

Employees or applicants for employment having inquiries regarding compliance with equal employment opportunity and affirmative action are directed to contact:

Affirmative Action Coordinator
Spirit Lake Community School District
2701 Hill Avenue
Spirit Lake, Iowa 51360
Telephone Number: 712-336-2820.

Inquiries may also be directed in writing to the Iowa Civil Rights Department or to the Director of the Office for Civil Rights, Chicago Office, US Department of Education, John C. Kluczynski Federal Building, 230 South Deerborn Street, 37th floor, Chicago, IL 60604. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

DISTRICT DIRECTORY INFORMATION

The following people have been assigned by the Spirit Lake Community School District as contact people in the event you have concerns in the following areas:

EQUITY COORDINATOR	Ashley Weber, 336-2820, Ext. 3010
504 COORDINATOR	Natasha Nelson, 336-3707, Ext. 1740 Jill Dielschneider, 336-1370, Ext. 2580 Kim Johnson,, 336-2822, Ext. 4290
AFFIRMATIVE ACTION COORDINATOR	Ashley Weber, 336-2820, Ext. 3010
HARASSMENT INVESTIGATOR	Casey O'Rourke, 336-3707, Ext. 1000 Brady Dicks, 336-1370, Ext. 2000 Jane Loveall, 336-2820, Ext. 3010
LEVEL ONE SEXUAL ABUSE INV	Brady Dicks, 336-1370, Ext. 2000 Casey O'Rourke, 336-3707, Ext. 1000 Katy Stokke, 336-2822, Ext. 4380

TITLE I CONTACT	Jessica Vancura, 336-2822, Ext. 4000
FOSTER CARE POINT OF CONTACT	Kim Johnson, 336-2822, Ext. 4290

HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, eliminate existing barriers to their receiving an education which may exist in district policies or practices, and comply with all state and federal policies on homelessness. See Board Policy 501.12 for complete definition of homeless children and youth.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEE

It is the policy of the district that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.
The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper, and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

For full policy and regulations please see Board Policy 402.03 and Board Policy 402.03R1. Forms for a complaint can be found here: Board Policy 402.03E1.

Resolution of the Complaint: The principal, upon receipt of the investigator's report, may conduct further investigation &/or determine disciplinary measures, which may include suspension and expulsion. The principal may interview both the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action or other action taken.

ANTI-BULLYING / ANTI-HARASSMENT

Harassment and bullying are against federal, state and local policy and are not tolerated by the Spirit Lake Community School District. The school is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. There are policies, procedures, and practices designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. For complete board policy see Board Policy 104, including forms to report harassment (Board Policy 104E1)
Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Bullying is the activity of repeated, one-sided behavior intended to hurt another person, physically or mentally. The Spirit Lake School District prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

See Board Policy 104R2 for complete definitions/reporting procedures and Board Policy 104R1 for investigation procedures for students who feel they have been harassed and/or bullied. This procedure includes:

- tell a teacher, counselor or administration

- write down exactly what happened - keep a copy and give a copy to the teacher, counselor or administration
- If the harassment continues, the student should file a harassment complaint with Casey O'Rourke, the district's harassment investigator, at 336-3707, Ext. 1000.

Harassment and bullying include any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, which creates an objectively hostile school environment.

This policy is in effect while students are on property within the jurisdiction of the school district, while on school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

EXTRA- and CO-CURRICULAR ACTIVITIES

EXTRA- and CO-CURRICULAR ACTIVITIES

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in students during their school years and for their lifetimes.

Students may participate in interscholastic athletics, music, speech, and other contests or events approved by the administration subject to the rules and regulations which govern participation in general for each event or contest. Any such events must be supervised by licensed school personnel.

Students who participate in extracurricular activities serve as ambassadors of the school District throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of this policy.

Students wanting to participate in school activities must meet the requirements set out by the District for participation in the activity. See Board Policy 504.04.

ELIGIBILITY

Students must have a current physical on record in the office for athletics, meet the state's academic requirements, and be in good standing with the Good Conduct Policy. During ineligibility, the student may practice, but may not compete or perform in extra-curricular activities. See Board Policy 503.04 for full eligibility guidelines.

ACADEMIC ELIGIBILITY

Academic eligibility is now determined by a state law known as the Iowa Scholarship Rule, which states the following:

All contestants shall be enrolled students of the school in good standing. Each contestant shall be passing all coursework for which credit is given. If at the end of the semester, a student earns a failing grade, the student is ineligible for a period of 20 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.
For greater clarification, please see the information from the Iowa High School Athletic Association at:
https://www.iahsaa.org/wp-content/uploads/2019/09/DOEIHSAABasics.pdf

If an "I" (incomplete) is entered into the semester grade for any particular course the student must complete an agreement with the teacher to complete the course requirements. The student maintains eligibility as long as sufficient progress is being recorded.

If an "NP" (not progressing) or "F" is entered into the semester grade for any particular course, the student is academically ineligible. The student will be responsible for completing the course requirements as established by the classroom

teacher for credit in the course.

ATTENDANCE REQUIREMENT FOR PARTICIPATION

A student must be in school 1/2 of the day of a performance, practice, scheduled contest, program, or trip if he/she expects to participate. The student should be present in the afternoon. Any exception to this requirement must be approved by the administration.

TRANSPORTATION OF STUDENTS TO AND FROM ACTIVITIES

All participating students will normally be provided transportation by the school to and from out-of-town, school-sponsored activities. If a parent is not at the activity and that parent wishes to have the student use other transportation, the following conditions must be met:

1. The student must provide a written note from his/her parent describing the request. This request should be presented prior to the time of departure.

2. The driver of the vehicle to transport the student must be the student's parent or the parents of another student. Other drivers will be considered, at the parent's request.

3. Approval from the supervising instructor/coach must be secured.

4. The written note from the parent should state that the school district is released from liability if the request is to be granted.

5. A coach/sponsor will have the option of allowing a student to ride home from a school-sponsored activity with the student's own parent. A written note is preferred but a coach can accept a verbal request made by the parent to the coach/sponsor at the event.

EXTRA-CURRICULAR SCHEDULING CONFLICTS

In the event that a student is a participant in two school activities scheduled for the same date/time, it is the student's responsibility to inform both activity sponsors/coaches of the conflict. The student is expected to attend a "state" competition first. Coaches/sponsors will inform students in advance of any consequences for missing a scheduled event. Coaches/sponsors will work out the conflict without putting the student in the uncomfortable position of making a choice.

ATHLETIC TRAINING SERVICES

Lakes Regional Healthcare will collaborate with the Spirit Lake School District on our athletes well being and health as well as provide a licensed athletic trainer to oversee the prevention and care of injuries to athletes and to provide coverage of events periodically. The athletic trainer must be our official trainer for evaluation and recommendation purposes for parents and athletes. (Note: This does not mean that we will have an athletic trainer at all events.)

CONCUSSION

The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C,

Brain Injury Policies:
(1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

(2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.
(3) Key definitions:

- “Licensed health care provider” means a physician, physician assistant, chiropractor, advanced registered nurse

practitioner, nurse, physical therapist, or athletic trainer licensed by a board.
- "Extracurricular interscholastic activity" means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

GOOD CONDUCT POLICY

Spirit Lake High School offers a variety of extracurricular and co-curricular activities for high school students, designed to enhance their classroom education. Participation in school extra-curricular and co-curricular activities is a privilege and students are expected to abide by not just the eligibility requirements but also a code of conduct, as outlined in the Good Conduct Policy, Board Policy 503.04. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

APPLICABILITY

The following activities are covered by the board's policy and these rules: school-related activities and events outside the school day in which the student represents the school, the activities (e.g., all types of competitive sports, speech contest) which are optional to students and do not affect a student's grade in a course. Students in these activities must also follow the academic eligibility policy outlined previously and as directed by the Scholarship Rule by the IHSAA.

CO-CURRICULAR ACTIVITIES

Course-related activities and events which may be outside or during the school day in which the student represents the school and participation is expected or recommended as part of a curricular class; being withheld from such activities (e.g., marching band performance, Pan Am Club activities) for a Good Conduct Rule violation will not affect the student's grade in the course, although alternative activities may be required to maintain the student's grade. Activities subject to this policy shall also include all activities of the district where there is a sponsor or coach who receives compensation from the district.

GOOD CONDUCT RULE

To retain eligibility for participation in Spirit Lake High School extra-curricular and co-curricular activities, students at all levels of participation, in grades nine (9) through twelve (12), must conduct themselves as good citizens both in and out of school at all times. The Good Conduct Policy shall go into effect for high school athletes when they begin participating in high school activities. (This means incoming freshmen playing baseball and softball during the summer fall under the High School Good Conduct Policy). Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

The Board, the administration and other employees of the District have no control or responsibility for any student when the student is in the custody and control of the student's parent, guardian or other non-school related agency, except as outlined below. Some conduct, although it may occur after school hours and/or off school premises, is severe and it may cause a student to lose eligibility for participation in high school extra-curricular and co-curricular activities. See Board Policy 503.04 for full good conduct policy.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors (this list is not exhaustive):
- Possession, use or purchase of tobacco, alcohol, drugs, vaping devices and look-alikes of any of the foregoing.
- Any act that would be grounds for arrest or citation in criminal or juvenile court
- Inappropriate conduct at school
- Failure to follow training rules by sponsors or coaches

If a student transfers to Spirit Lake Community School from another high school or school district and the student has 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 at Spirit Lake High School until the full period of ineligibility has been completed. Once that time

period of ineligibility has been completed, the student is then immediately eligible at Spirit Lake High School as far as the Good Conduct Rule is concerned. Any violation of the policies of the Spirit Lake Community School will be separate from violations at prior school districts.

JOINT POSSESSION – ADDITIONAL INFORMATION

Joint possession is defined as “A student who is in a car or in attendance at a function or party where alcohol or other drugs are being consumed illegally by minors and who has "knowledge" of the alcohol or other drugs but "fails to leave," despite having ample opportunity to do so, is in "joint possession." The student knows there is alcohol and/or illegal drug use at the function and may not be participating in the illegal activity, but he/she has chosen to stay. This student could be charged by law enforcement and is in violation of the Good Conduct Rule.”

See Board Policy 503.04for full definition and additional information/guidelines on joint possession.

If a student finds him/herself in a situation where minors are consuming alcohol or other drugs illegally, the student's options are:

1. Leave immediately. An "intention" to leave is not a defense nor is being the "designated driver."
2. Stay and risk loss of eligibility for extracurricular and co-curricular activities.

These actions could result in the following possible scenarios:

1. If a student without transportation calls home or calls someone else for a ride and waits outside the party and off the property, that will be interpreted as "leaving."
2. A student who accepts a ride from an adult, who has groceries in the car, including beer, is not in violation.
3. A student would have to be drinking, using drugs or in attendance at a social function or party where alcohol or other drugs are being consumed illegally by minors to be in violation.
4. A minor who drinks wine at the family Christmas dinner or drinks champagne at a wedding, assuming the student's parent/guardian is also present, is not in violation, because parents can legally provide alcohol to their minor children.

PENALTIES FOR VIOLATION OF GOOD CONDUCT POLICY

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

First Offense (within the student's high school career): 1-event suspension plus consultation of parents, students and administration.
Second Offense (within the student's high school career): 3-event suspension plus consultation of parents, students and administration.
Third or Subsequent Offense (within the student's high school career): 10-event suspension plus consultation of parents, students and administration.

Events must be missed in the order in which they occur, without student selection.

Students who go 14 months without a subsequent good conduct policy will have their initial good conduct offense(s) erased from their good conduct record. This reset can only be used one time during a student’s high school career. An event canceled due to inclement weather will not count as an event missed for the good conduct policy.

The period of ineligibility from extra-curricular and co-curricular activities begins immediately upon a finding of a violation, and events must be missed in the order in which they occur, without student selection, unless the student is already under violation. In this case the second violation starts after the first one is completed. An ineligible student shall attend all practices or rehearsals, but may neither “suit up” nor perform/participate.

If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks participation in another activity, subject to a 12-month limitation above. When a student under suspension for a violation seeks to join a new extracurricular activity without completing the previous activity, the coach of the new activity will have discretion whether to allow the student to participate, the decision subject to

review by the Activities Director.

If the offense results in an out-of-school (O.S.S.) suspension, any events during the O.S.S. would count towards the Good Conduct Rule penalties.

ACADEMIC CONSEQUENCES FOR VIOLATION OF GOOD CONDUCT POLICY (Board Policy 503.04)

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

The National Honor Society has its own separate policies with regard to good conduct.

APPEALS (Board Policy 503.04)

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 three days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary 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 determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

TECHNOLOGY APPROPRIATE USE Board Policy 604.06

VISION STATEMENT – TECHNOLOGY APPLICATIONS IN THE SPIRIT LAKE CSD

The Spirit Lake Community School District is taking bold and innovative steps to dramatically transform teaching and learning. By infusing, integrating and making technology accessible to every student, the Spirit Lake Community School District will become a model for K-12 education in the 21st Century. Technology is an integral component in the lives of students; Technology also directly impacts the future of students. All students must have access to technology and technology must be a safe and appropriate tool for learning. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

STATEMENT OF PURPOSE

The District uses technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as lifelong learners. Technology includes, but is not limited to, the electronic transfer of voice, video, data and Internet connectivity. Technology provides unequaled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school's available technology must do so in a way that is consistent with the District's educational mission.

This Acceptable Use for Technology Policy applies to all forms of technology and all methods of accessing the District's technology, computer network systems, and the Internet. This policy is intended to provide general guidelines and examples of prohibited uses, but does not attempt to state all required or prohibited activities by users.

Students and employees will sign a form acknowledging that they have read and understand the Acceptable Use Policy for Technology, that they will comply with the policy, and that they understand the consequences for violation of the policy.

ACCEPTABLE USES OF TECHNOLOGY

The Board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets and/or smart phones), computer network systems, and the Internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication.

The District's computers, computer-like equipment, computer network and/or Internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network and/or Internet connection.

Access to the District's computers, computer-like equipment, computer network, and Internet shall be available to all students and staff within the District. However, access is a privilege, not a right. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology.

Parents and students will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the Internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the Internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the Internet, the District will obtain written permission from the student's parents to do so.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the Internet.

Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the Internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the Internet in guided curricular activities at the discretion of their teachers.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the Internet. Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred. Individual electronic mail addresses will be issued to students.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and Internet access. Student and staff member use of the District's computers, computer-like equipment, computer network and Internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network and Internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network and Internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final.

Every computer and/or computer-like equipment in the District having Internet access shall not be operated unless Internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The Director of Technology may close a user account at any time as required and administrators, faculty, and staff may request the Director of Technology to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the Internet. Students and staff members will be instructed by the District's Director of Technology or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment, computer network and the Internet.

The District has the right, but not the obligation, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing e-mail. The administration and the Director of Technology shall have both the authority and right to examine all computer and computer-like equipment and Internet activity including any logs, data, email, computer disks and/or other computer related records of any user of the system. The use of email is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the Internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data, including their District electronic mail. The District is not responsible for the accuracy of information users' access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

UNACCEPTABLE AND/OR INAPPROPRIATE USES OF TECHNOLOGY

Inappropriate use of the District's computers, computer-like equipment, computer network and Internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not transmit your credit card information or other personal identification information, including your home address or

telephone number from any District computer without prior permission from the building principal, the superintendent or other appropriate personnel. Do not publish personal or private information about yourself or others on the Internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

- Do not use the District's computers, computer-like equipment and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either a floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the Director of Technology or other appropriate personnel.
- Do not download any programs from the Internet without prior permission from the District's Director of Technology or other appropriate personnel. Any programs downloaded from the Internet shall be strictly limited only to those that you have received permission from the Director of Technology or other appropriate personnel to download.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers, computer-like equipment or computer network systems or use the District's Internet connection from a non-District computer without prior authorization from the Director of Technology or other appropriate personnel and/or without providing confirmation that the user has reviewed the District's Acceptable Use Policy.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's Director of Technology or other appropriate personnel.
- Do not play any games or run any programs that are not related to the District's educational program.
- Do not vandalize the District's computers, computer-like equipment or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the Director of Technology or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment or computer network systems or any network connected to the Internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or Director of Technology. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account.
- Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to Internet radio, printing web pages without prior permission from the Director of Technology or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).
- Do not use the District's computers, computer-like equip(ment and/or computer network systems for any commercial or for-profit purposes, personal or private business, including but not limited to shopping or job searching), product advertisement or political lobbying.
- Do not use the District's computers, computer-like equipment, computer network systems and/or the Internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the

Director of Technology or other appropriate personnel of the contact with inappropriate information

. Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the Internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the Internet.

Students shall protect District laptop computers, tablets and related equipment from damage. Each student will be responsible for and/or assessed a fee for damages of any component of the laptop computer, tablet, and/or related equipment.

Student Repair Fee Structure:

	1st Offense	2nd Offense	3+ Offense
Student's Responsibility of Repair Fee	25%	50%	100%

* *per school calendar year*

TECHNOLOGY - BRING YOUR OWN DEVICE (BYOD)

Board Policy 604.07

HIGH SCHOOL STUDENTS AND ALL EMPLOYEES

Students attending the Spirit Lake Community School District (SLCSD) high school and employees of SLCSD will be allowed to bring acceptable personally owned electronic devices ("device" or "devices"), as defined below, that are Internet aware for use during the school day.

- All devices attached or connected to the SLCSD network and/or Internet are subject to the same policies and procedures established for the use of district owned equipment.
- The use of devices, including connecting to the SLCSD network and/or internet, must adhere to the Acceptable Use Policy. The student and parent/guardian or the employee must have signed and returned the Acceptable Use Policy prior to using devices and accessing the district network and/or Internet.
- District staff will not service, repair, or maintain any device.
- SLCSD will not be held liable for any content housed on the device.
- Any software and/or other information residing and/or stored on the device must not interfere with the normal operation of district owned resources.Any software and/or other information residing and/or stored on the device must be legal and properly licensed.
- Internet usage or other data charges are the sole responsibility of the student or employee who brings the device.
- Students or employees are responsible for keeping the device in a secure location when not in use.
- Student use of the device must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.
- Students may use the device during non-instructional time only in adult supervised areas.
- Any student's or employee's ability to use a device is a privilege and not a right. The SLCSD may revoke any student's or employee's privilege of using a device, either temporarily or permanently, at any time.

ACCEPTABLE DEVICES

Computers

Laptops and netbooks with either Windows, Apple, or Linux operating systems are permitted on the SLCSD network and/or Internet. It is expected that these devices will have 1) an updated web browser from which the individual is able to access necessary tools, including, but not limited to, Google Apps For Education; 2) current antivirus software; and 3) be fully charged and maintained to work properly during the school day.

Mobile Devices – Tablet Technology

Tablet technology is useful for productivity purposes and will enhance instruction, so they are permitted for use on the SLCSD network and/or Internet. This category includes, but is not limited to, iPads and Android tablets (Samsung Galaxy, Asus Transformer, etc.).

Mobile Devices – Handheld Devices

Handheld devices are not permitted for use on the SLCSD network and/or Internet. This category includes, but is not limited to, iPods, MP3/4 players, and smartphones. The SLCSD understands that many of these devices offer some of the same features as the more conventional wireless technology; however, at this time handheld devices are not identified as approved 'learning tools', and therefore, are not permitted.

Devices with 3G/4G Access

Any devices, including, but not limited to, laptops, tablets, e-readers or smartphones, equipped with 3G/4G wireless accessibility are not permitted to access the device's 3G/4G network and/or Internet access during the school day. Students and employees who bring 3G/4G-enabled devices must access the Internet only via SLCSD's filtered wireless Internet connection!

DISCIPLINE

Students and/or employees who violate any provision of this policy may have their devices confiscated, their participation in the BYOD program restricted, and be subject to other disciplinary action. For students, violation of the Acceptable Use Policy WILL be considered a Good Conduct Policy violation and consequences imposed.

SF 2428

Spirit Lake Community School has a goal that teachers will maintain a safe, respectful learning environment while helping every student learn from mistakes and return successfully to class. Students and parents should understand that teachers have the authority to maintain a safe and orderly classroom, request the removal of a student who commits a violent or nonviolent disruption, and continue instruction for the remaining students

.

The expectation is that students abide by the general classroom expectations outlined by each teacher. Students may be removed from class for, with each level explained in Board Policy 503.09 :

- Administrative intervention
- Nonviolent disruptions that substantially interfere with teaching and learning
- Violent disruption

When students are removed from class, school administrators will determine the appropriate next steps, which may include:

- Investigation
- Intervention and/or appropriate disciplinary consequences
    - Consequences may include, but are not limited to: interventions, temporary removal, loss of privileges, detention, suspension, expulsion. Consequences will depend upon severity, frequency, safety concerns, and board policy.
- Restorative practice
- Administration and teacher meeting to discuss readmission
- Parent notification (required when removed from class)
- Development or revision of a behavior support plan when appropriate (required after repeated removals).

All threats of violence will be immediately investigated, may result in immediate removal from class, additional disciplinary action, and law enforcement contact when appropriate.

Students receiving special education services or services under Section 504 plans remain subject to district behavior expectations, in alignment with their BIP. Disciplinary decisions involving students with disabilities will comply with applicable state and federal law, including IDEA and Section 504.

Detailed procedures governing the removal of students for violent and nonviolent disruptions are contained in Board Policy 503.09 and Administrative Regulations 503.09R1 and 503.09R2.

Electric Scooter/E-Bike School Regulation

For the safety of our students, staff and community personnel who utilize the Spirit Lake School district facilities, electric scooters, e-bikes, or other motorized personal transportation will not be permitted to be ridden on school grounds.

Students may ride electric scooters and/or electric bikes to school, but once on school property (including the sidewalks and parking lots), all riders must immediately dismount and walk their e-bike, electric scooter, skateboard, or other motorized personal transportation. Riding an e-bike, scooter, skateboard, or other motorized wheeled device on school sidewalks, driveways, parking lots, or other school grounds is prohibited during the school day and at school-sponsored events unless specifically authorized by school personnel.

Students who fail to comply with this expectation may be subject to school disciplinary action and may lose the privilege of bringing the device to school. The district is not responsible for loss of or damage to personal transportation devices brought onto school property. There will be racks in the parking lots for students to park their bicycles, e-bikes or electric scooters in.

This expectation is intended to reduce the risk of injury in areas with heavy pedestrian traffic and is consistent with safety practices being adopted by many school districts as student use of e-bikes and e-scooters increases.

Remember: **"Dismount at the property line. Walk your bike or scooter on all school grounds."**