

2023-2024

Junior/Senior High Student Handbook



Independence Jr-Sr High School
700 20th Avenue SW
Independence, IA 50644
Phone: (319) 334-7405 * FAX: (319) 332-1296
Independence Website: www.indeek12.org
Mobile app search: Independence Community School

Start Here...Succeed Anywhere!

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Independence Jr/Sr High School

700 20th Ave SW
Independence, Iowa 50644

(319) 334-7405 Phone
(319) 332-1296 Fax

I Ian Kleman, Principal
I Justin Putz, Activities Director

I Dewey Hupke, Assistant Principal

August 2023

Dear Students and Parents:

Welcome to Independence Jr/Sr High School and the 2023-2024 school year! Our district's mission statement is "educating people to be life-long learners and respectful, responsible citizens." To achieve this goal, we must work diligently and collaboratively with a common set of expectations.

This handbook, then, provides a set of expectations for students relative to the organizational policies and procedures at Independence Jr/Sr High School. We ask that you take some time to familiarize yourself with the information. Please note that school policies and procedures may change during the school year, and will be communicated in that event. We thank our parents and students for their partnership in education and look forward to a great year at Independence Jr/Sr High.

Go Mustangs!

Sincerely,

Ian Kleman, 7-12 Principal
Dewey Hupke, 7-12 Asst. Principal
Justin Putz, Activities Director

School Calendar

Independence Community School District 2023-2024 School Calendar

Start – Finish
August 23 – May 29

Summary of Calendar:

Days in classroom:
First & Second Term 92
Third & Fourth Term 87
TOTAL CALENDAR DAYS 179

Summary of Calendar:

Hours in classroom:
First & Second Term 556:00
Third & Fourth Term 523:00
TOTAL CALENDAR HRS 1079:00

Student Day: 6 hours, 30 minutes

CALENDAR LEGEND

No School–Prof Development ■
Early Dismissal & Late Starts ■
Parent/Teacher Conferences ■
End of Term ■
Holidays ■
Vacation Days ■

HOLIDAYS:

Labor Day (9/4)
Thanksgiving (11/23-11/24)
Christmas (12/25-12/26)
New Year's (1/1-1/2)
Spring Break (3/29)
Memorial Day (5/27)

179 Student Days
1079:00 Instructional Hours
+ 19 Conference Hours
1098:00 Total Hours
- 1080 Required Hours
18:00 Hours Built In

Note: In-service Days may be classified as Career Development, Collaboration and/or Professional Development depending on the content of the activities being performed.

Note: Any full days of school missed will be made up at the discretion of the superintendent.

This calendar was adopted by the Board of Education on 02/20/2023 and is part of each employee's contract for the 2023-2024 school year.

August					Days/Hours	
M	T	W	Th	F		
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25	3	13:30
28	29	30	31		7	39:30
September						
				1	8	44:00
4	5	6	7	8	12	68:00
11	12	13	14	15	17	98:30
18	19	20	21	22	22	129:00
25	26	27	28	29	27	159:30
October						
2	3	4	5	6	32	190:00
9	10	11	12	13	37	220:30
16	17	18	19	20	41	244:30
23	24	25	26	27	46	275:00
30	31				48	288:00
November						
		1	2	3	51	305:30
6	7	8	9	10	56	336:00
13	14	15	16	17	61	366:30
20	21	22	23	24	63	379:30
27	28	29	30		67	405:30
December						
				1	67	405:30
4	5	6	7	8	72	436:00
11	12	13	14	15	77	466:30
18	19	20	21	22	81	490:30
25	26	27	28	29		490:30
January						
1	2	3	4	5	83	501:30
8	9	10	11	12	88	532:00
15	16	17	18	19	92	556:00
22	23	24	25	26	97	586:30
29	30	31			100	606:00
February						
			1	2	102	617:00
5	6	7	8	9	107	647:30
12	13	14	15	16	112	678:00
19	20	21	22	23	116	702:00
26	27	28	29		120	728:00
March						
				1	121	732:30
4	5	6	7	8	125	756:30
11	12	13	14	15	130	780:30
18	19	20	21	22	135	811:00
25	26	27	28	29	138	830:30
April						
1	2	3	4	5	142	854:30
8	9	10	11	12	147	885:00
15	16	17	18	19	152	915:30
22	23	24	25	26	157	946:00
29	30				159	959:00
May						
		1	2	3	162	976:30
6	7	8	9	10	167	1007:00
13	14	15	16	17	172	1037:30
20	21	22	23	24	177	1068:00
27	28	29	30	31	179	1079:00
June						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

Date

Events

Note: All Fridays are 2 Hour Early Dismissal for Prof Development unless otherwise noted.

Aug 16 New Teacher Day
Aug 17-18 Non-Student Days - Prof Dev
Aug 21-22 Non-Student Days - Prof Dev
Aug 22 K-2nd Grade – Conferences
Aug 22 Gr 3-6 Open House 5-6:30
Aug 23 First Day of School (ALL Grades)
2 Hour Early Dismissal-Prof Dev
All Activity Parent Meeting 7:00 p.m.
Aug 23 2 Hour Early Dismissal-Prof Dev
Aug 24 2 Hour Early Dismissal-Prof Dev
Aug 25 2 Hour Early Dismissal-Prof Dev

Sept 4 Labor Day (No School)
Sept ?? Homecoming

Oct 19 2-Hour Early Dismissal
K-12 Parent Teacher Conf 2:15-7:45
Oct 20 Non-Student Day - Conferences
K-12 Parent Teacher Conf 8:00-12:00
Oct 27 End of 1st Term K-12 (275:00)

Nov 22-24 Thanksgiving Break (No School)

Dec 1 No School
Dec 21 2 Hour Early Dismissal
Dec 22-31 Winter Break (No School)

Jan 1-2 Winter Break (No School)
Jan 3 Non-Student Day - Prof Dev
Jan 4 Classes Resume
Jan 15 No School (Martin Luther King Day)
Jan 19 End of 2nd Term K-12 (281:00)

Feb 19 No School (Presidents Day)

Mar 7 2-Hour Early Dismissal
K-12 Parent Teacher Conf 2:15-7:45
Mar 8 Non-Student Day - Conferences
K-12 Parent Teacher Conf 8:00-12:00
Mar 22 End of 3rd Term K-12 (255:00)
Mar 28-29 Spring Break (No School)

Apr 1 Spring Break (No School)

May 15 Seniors Last Day of School
May 19 Graduation Jr/Sr High School Gym
May 27 Memorial Day (No School)
May 29 Last Day of School-2 Hour Early Dismissal
May 29 End of 4th Term K-12 (268:00)
May 30 Prof Dev

District Vision, Mission, Values and Beliefs

Vision: Creating a climate in which individuals of the Independence Community School District will strive to become effective communicators, problem solvers, responsible citizens, and productive people.

Mission: Educating people to be lifelong learners and respectful, responsible citizens.

To bring this vision and mission to life, we offer a rigorous academic program, a robust set of co-curricular activities, and a focus on *“Living the Mustang Way”*. The Mustang Way includes four character traits:

- Respect
- Responsibility
- Kindness
- Gratefulness

Students who consistently display these characteristics, and are nominated by a staff member, may be inducted into the MW Club, which has been established to celebrate and recognize students who Live the Mustang Way each day.

District Policies (Board policies are referenced for convenience)

The following Board Policies are linked in this handbook for your convenience. They are also referenced throughout the handbook, in the appropriate sections.

Related to	Link	Related to	Link
Bullying and Harassment	106	Open Enrollment	501.2
Complaints by Students	502.6	Publicly Shared Student Information and Opt-out	506.2R1
Equal Educational Opportunity	103	Reasonable Force	503.5
Equal Employment Opportunity	401.2	Rights of Students who are Homeless	501.17
Freedom of Student Expression	502.5	Search and Seizure	502.10
Interviews of Students by Outside Agencies	502.11	Student Conduct	503.1
Non-Discrimination and Section 504	103.E1 and 103.E3	Student Records	506.1
Board Policy Home			

Visit: [Independence Community School Board Policies](#) for a complete list of Board Policies.

Building Specific Procedures

Note that all procedures are consistent with Board Policy current as of Student Handbook publication. Building specific procedures are subject to change as Board Policy changes. Please refer to [Independence Board Policy](#) for the most recent adopted policies.

Absences/Tardies

Students are expected to be in school every day that school is in session. Regular attendance plays an important role in determining success in school. The regular school day is 8:15 a.m. - 3:20 p.m. Please check the school calendar for days with an altered schedule (late starts, early dismissals, etc.).

Students will be excused from school in cases of illness, family emergencies, and other cases deemed reasonable by the principal. If the absence is known in advance, your parent is encouraged to call the attendance secretary (334-7405, ext 767) prior to 9:00 a.m. If a call is not received, the office will attempt to contact the parents at home, on a cell phone or at work. School messenger (automated phone system) will contact parents twice during the day (approx. 10:30 a.m. and 2:15 p.m.), if the student's absence is deemed unexcused.

The attendance policy states that any absence not excused by a physician/dentist, school nurse, or building principal/assistant principal shall be considered as an unexcused absence from school. **Students who visit a doctor/dentist are to bring back documentation of the visit to avoid an unexcused absence.** The principal/assistant principal will excuse absences due to participation in school sponsored or approved activities. **Oversleeping is not an excused absence, even if called in by a parent.**

In cases of habitual absences, as deemed by administration, students may not be afforded the opportunity to make up the missed work and may be required to make up missed class time.

The following guidelines will be utilized for students with habitual absences:

- A letter from the building principal sent after the 5th absence from school.
- A letter from the building principal sent after the 10th absence from school.
- An attendance mediation meeting between the student, the parents, director of student services, and the building principal after the 15th absence.
- A referral to the Assistant Buchanan County Attorney after any absence following the 18th day that is not excused as per the ICSD attendance policy.

Non-mandatory attending students who are absent 10 times during a term may be placed on an individual attendance contract. An attendance meeting to address an attendance contract can take place prior to 10 days of absence if there has been an attendance concern in the past. This meeting will take place to help support the student in their pursuit of a diploma. The student's success and graduation is the ultimate goal for the meeting. The superintendent or designee shall notify the nearest office of the Department of Transportation at any time a student over the compulsory attendance age drops out of school without enrolling elsewhere, Iowa Code # 299.1B.

Students may receive detention and/or suspension for unexcused absences. Truancy issues will be referred to the student success coordinator. Missed class work may be made up in detention, Friday night school, or in-school suspension.

When students are going to be absent due to a scheduled school and/or family trip, homework should be completed **prior** to the student being absent, unless an agreement has been made with the classroom teacher.

Students will be given one day for each day of **excused** absence to make up work for full credit after being absent unless other arrangements are made with the teacher(s)/administration.

If a student is absent, it is the student's responsibility to communicate with the teacher and make-up any missed work in a reasonable time. School administration reserves the right to adjust this provision according to individual student needs/situation. If a student has five unexcused absences from any particular class period, the student may be required to meet with the teacher, administrator, parent and student success coordinator to evaluate/review the student's academic progress in class.

If a student needs to leave the building during the school day, he/she must get permission and check out in the principal's office. Those students needing to leave the building for appointments, visits, family activities, etc. must have parent/guardian permission either through a signed note or phone call.

Do not leave the building without first checking out at the office. Failure to check out/sign out appropriately may result in disciplinary consequences. Administration may also limit individuals or groups of students from entering or leaving in certain situations.

Tardy/Truancy

The staff at Independence Jr/Sr High School believes it is imperative that students arrive to school/class on time and ready to learn. From our view, it is the student's responsibility to report to school/class on time.

The tardy policy is as follows:

- Any student who is late to school will be marked tardy by office personnel and kept cumulatively for each term of the school year. Administration will address those students who are late to school and may enact consequences for this behavior including but not limited to detention, Friday Night School, suspension, etc.
- Any student who is late to class shall be marked tardy in PowerSchool. Each teacher may create their own individualized plan for addressing student tardiness to their respective classes. The teacher is to address student tardies to his/her class initially through appropriate consequences. Administration may also address this behavior as needed.

Absences not excused by the school or parents are considered trancies. See Iowa Administrative Code for definition and consequences of truancy. At Independence Jr/Sr High School, any student who wishes to be absent without the necessary approval has, through that absence, consented to disciplinary consequences including, but not limited to, parental contact, limited make-up work privileges, detention, Friday Night School or suspension. Truancy issues will be referred to the truancy and liaison officer. When suspended out of school, students are not allowed on Independence Community School District school property, for any reason, unless granted permission by administration.

Academic Integrity

Student Guidelines:

When teachers assign papers and projects to assess student learning, teachers assume the work evaluated was produced by the student whose name appears on that assignment. Sadly, each year, some students will violate the rules of academic honesty and will cheat in an attempt to improve their grade.

Administration takes these allegations of academic dishonesty seriously because it is our responsibility to maintain the fairness of the system as far as possible. Further, any of these actions may result in a loss of credit for the assignment/assessment and could lead to the student losing credit for the course. The list below is not exhaustive, but is included to clarify what student behaviors are considered academically dishonest:

- Obtaining a copy of a test or scoring device.
- Accepting a copy of a test or scoring device.
- Copying another student's answers during an examination.
- Providing another student answers to or copies of examination questions.
- Having another student impersonate the student to assist the student academically.
- Impersonating another student to assist the student academically.
- Representing one's own work as the product of someone else's creativity.
- Using notes or other unauthorized materials during a "closed book" examination.
- Duplicating another student's project for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper project, laboratory report or take-home examination for which credit is given.
- Permitting another student to copy the student's homework, paper, project, computer program, lab report or take-home examination other than for a teacher-approved collaborative effort.
- Any other action intended to obtain credit for work not one's own.
- Altering grades.

All School Attendance: Sporting Events, Dances, Concerts, Plays, Etc.

Students **WILL BE ABLE** to attend events if they meet the following criteria.

- Students are not failing more than one class (reports at the beginning of each 2 week cycle)
- Students with fewer than 3 tardies each week
- Students with fewer than 3 periods of unexcused absences in a 2-week period
- Students with 1 or fewer suspensions
- Students who have not been suspended for fighting, drugs, alcohol, or a weapon (No Boosts for this)

Boosts (Ways to reinstate your eligibility to attend events)

- Students failing two or more classes must have teacher verify making progress towards passing attend and/or attend After School Study Table.
- Students with 3 tardies or more must go one week with no tardies.
- Students with unexcused absences must go one week with no unexcused absences.
- Petition to the administration to address unique circumstances. This will require 48 hours for administration to consider this petition.

Backpacks/Book Bags

Backpacks/Book bags are allowed to be carried to and from class for the 2023-2024 school year.

Bus

Many students at Independence Jr/Sr High School ride a school-owned bus to travel to and from school or school activities. To encourage the safety of our students and driver, as well as to promote a positive environment on the bus, the following are the student expectations:

- Obey the driver's instructions.
- Remain seated until the bus comes to a complete stop.
- Keep the aisles clear.
- Keep everything inside the bus.
- Talk quietly.
- Keep hands and feet to yourself.
- No weapons of any kind.
- No smoking, vaping, alcohol or drug use.

Students who don't meet these expectations may be subject to disciplinary measures, including losing their bus riding privileges (Board Policy 711.2). If the majority of students on a particular route are not meeting expectations, the district may suspend the route for a period of time.

Cafeteria Rules

All students are expected to know their lunch ID numbers. Deposits can be made in the lunchroom between 7:45 a.m.- 8:10 a.m. and can be brought to Food Service anytime during school hours or online at www.MySchoolBucks.com. The main line will consist of the communicated/published items. We also offer a separate salad option that is considered to be a "regular lunch" and will cost the same as a full lunch. The student must choose the salad option and register for it that morning. Students may also bring in his/her own lunch if they prefer.

The A La Carte line is available to students to purchase individual items during the specified lunchtime. The A La Carte line will be available during the entire lunch period for all grades. Students in the 7th-12th grade will not be limited unless lunch staff has been instructed by their parents to do so. The times available for A La Carte are designated by the kitchen staff. Students may only purchase A La Carte items during their specified lunch period. Administration may limit or eliminate students' A La Carte privileges at any time. Students can pay cash for any A La Carte item. Students are not allowed to purchase meals and A La Carte items for other students using their lunch account. If a student is caught doing so, the Food Service Director will contact the parents/guardians.

The meal prices for the 2023-2024 academic year at Independence Jr/Sr High School, per board approval are as follows:

- Breakfast- Student- \$2.00
- Breakfast- Adult- \$2.75
- Lunch- Student- \$3.00
- Lunch- Adult- \$4.85

In accordance with state and federal law, the Independence Community School District adopts the following board policy (710.4) to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have the opportunity to use a meal account. Families may add money to student accounts using electronic payment options, cash, or check.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Parents or guardians will be notified of an outstanding negative balance once the student owes five meals or more. Parents or guardians will be notified by personal phone calls to the number on file with the school, emails, and letters. Negative balances of more than the value of five meals not paid prior to end of the semester will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

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

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

Other Rules for Lunch

- Students are **not permitted** to leave the school during the lunch period, unless on senior release.
- Throwing food or any other objects may result in detention, restricted lunch, and/or other interventions including suspension.
- The use of another student's lunch number without permission will be treated as theft. Federal regulations do not allow students with free or reduced price lunches to buy food for other students.
- Sack lunches are allowed but no outside packaged food (McDonald's, Pizza Hut, Subway, etc.) is allowed in the Commons Area. If outside packaged food is brought in, students will be asked to eat elsewhere.
- Students must eat school lunch in the cafeteria. **Students are not allowed to have lunch tray/silverware outside of the cafeteria area, unless prior permission has been granted by a teacher or administrator.**

Cell Phones/Electronic Devices

9th – 12th grade students may have their cell phones in school. However, there are some parameters. High school students may use cell phones during passing times, lunch periods, and while on release. High school students may also use cell phones in the classroom if the teacher has an educational activity involving the use of one. If there is no educational activity in the classroom that requires a cell phone, they should not be seen or heard in the classroom. Individual teachers may have specific policies in his/her classroom regarding cell phones and other electronic devices. **At the junior high level, students are not allowed to use cell phones at any time during the school day (8:15-3:20).** Teachers and/or administration have the right to confiscate a phone if these expectations are not met. Further disciplinary action may also be taken in these situations. At no time during the school day, at school events, or on school property, shall a student record video/audio of a student or staff member/substitute without permission of the person being recorded. Cell phones are not to be out in the restrooms/locker rooms/dressing rooms, etc. for any reason. Doing so without permission may subject the student to school and/or legal consequences.

Child Custody

In most cases when parents are divorced, both parents continue to have equal rights in terms of their child(ren). If there is a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless there is a court order on file, we must provide equal rights to both parents. Any school information can be given to the non-custodial parent/guardian if requested.

Computer Use

Independence Jr/Sr High School offers its students access to computer technology, and with it access to the Internet, selected online services, and a school-wide network for educational purposes. This allows students to use resources that would otherwise be unavailable to them. We believe technology can greatly enhance the instructional program but, as with most things, it comes with some risks and can be used inappropriately. All computers and devices are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy, and any related regulations, may result in revocation of the user's privilege and other disciplinary consequences. Both students and parents will be required to acknowledge a Secondary Internet Access Form, as part of the registration process, before that student will be allowed access to the Internet through school computers.

When damage occurs to a student device, whether accidental or intentional, he/she may be held accountable for replacement costs on the following scale:

- First offense up to \$25.
- Second offense up to \$100.
- Third offense, up to the FULL replacement cost of the device.
- Lost or stolen devices may result in full replacement on the first offense.

Administration reserves the right to adjust these for individual circumstances.

Counseling and Guidance

The counselor is the person a student or staff member can go to when needing help understanding a circumstance or situation that creates a personal problem. The counselors are also excellent resources if students have questions about scheduling, career choices, or postsecondary education. Students may see the counselor before and after school or during class time as arranged with the counselor.

Cyberbullying

Cyberbullying is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. In addition, any communication of this form, whether on or off campus, that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying and could lead to consequences for the student(s). Use of personal communication devices or district property to harass, intimidate or bully another is prohibited.

Examples of **cyberbullying** include, but are not limited to, the following:

- Sending or posting mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Creating fictitious or parody accounts to demean a staff member/substitute or other student.
- Targeting the use of viruses to intentionally degrade, disrupt, or damage another person's file.

Consequences for Violation

The use of Independence Community School District technology is a privilege, not a right. Compliance is mandatory. Users who violate this policy may have their computer/technology privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action. The principal, assistant principal or their designee shall have the final authority to decide whether a user's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the user's prior disciplinary record and any other pertinent factors.

Supervision and Monitoring

Teachers, through appropriate means, including classroom management techniques/strategies and monitoring programs (GoGuardian) and or applications, are normally the first to address inappropriate class usage. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure appropriate usage and conformity with this policy.

Administrators reserve the right to confiscate, examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The time a student does not have access to technology or technical material is determined by administration. In some cases, laptops may be handed over to law enforcement for further investigation.

Daily Bulletin/Announcements

Students who want an announcement included on the daily bulletin need to write the announcement and submit it to the office for approval before 9:00 a.m. The principal, and/or designee, must approve all student-generated announcements. Daily announcements will be emailed to students and posted on the school web page, and are on the bulletin board in the office. **The expectation is that all students, grades 7th-12th, read the daily bulletin/announcements.** Administration also reserves the right to limit or reject announcements deemed inappropriate or not benefitting the school or school environment.

Dances

School-sponsored dances are open to students enrolled at Independence Jr/Sr High School. High School dances are open to students in grades 9-12. For Prom, 9th and 10th grade students may only attend if escorted by an Independence junior or senior. Students enrolled in grades below 9, from Independence or another school/district, are not allowed to attend high school dances. Students from other schools, as escorts of Independence students, need to ask for permission from the school administration before attending.

Guests of Independence students must be:

- A high school student, or
- A high school graduate not over the age of 20, and
- Receive permission from an Independence Jr/Sr High Administrator before attending.

8th grade school sponsored dances are open to the 8th grade students enrolled at Independence Jr/Sr High School and St. John's 8th grade students. Students enrolled in 7th grade are not allowed to attend.

Below are some additional expectations for dances:

- High School students are required to complete appropriate documentation for “outside” dates in the office prior to the dance.
- High School students may sign up one date only. The Independence student is responsible for the behaviors/actions of his/her date.
- Students may arrive NO later than 45 minutes after the scheduled/published dance start time unless administration gives specific approval. In the event a student purchases a ticket for a dance and does not arrive within this given time frame, administration may contact the parents/guardians.
- Law enforcement is present at all high school dances and will address any illegal student behavior.
- Any student who a staff member believes may be under the influence of alcohol or a controlled substance will be evaluated by law enforcement, or be asked to complete a breathalyzer test given by administration on duty and is subject to legal and school consequences.
- The cost for each dance is determined by the chaperone/sponsor.
- Student attire must be appropriate in the opinion of the sponsor/administrator. If a student comes to a dance with clothing that is deemed inappropriate or removes clothing while at the dance, he/she may be asked to take steps to address the issue immediately or leave the dance.
- High School students may not leave the site and return to the dance. If a student wishes to go to his/her vehicle, he/she must ask the sponsor/administrator.
- Dance sponsors or administration may contact parents/guardians of students who choose to leave the dance more than 30 minutes early.
- Junior High students may not leave the dance prior to its completion without a parent/adult picking them up from the dance.
- Students must dance in an appropriate manner. Dancing that is overtly sexual in nature or creates unsafe conditions is deemed inappropriate. School officials reserve the right to make decisions on suitable dancing and those who engage in this activity will be asked to leave the dance, with no monetary refund, and parents/guardians will be notified.
- High School dance tickets are pre-sold. Failure to purchase a ticket will prohibit students from attending.

District Newsletter

The district newsletter containing information and announcements from each building is available three times a year online at www.indeek12.org or a hard copy can be mailed by calling (319) 334-7400.

Dress Code

Appropriate school day dress is important in all endeavors, especially school. A student’s attire and personal hygiene must be conducive to the school’s educational atmosphere and not detract from one’s personal education or the educational opportunities of others. The dress code expectations and consequences listed below are designed to meet community norms as well as current style/practice. With that being stated, it is sometimes difficult to balance the scale between individual rights and institutional and/or traditional standards. There are four basic areas where schools have been given full authority over dress codes by the courts: disruption, health and safety, modesty based on community standards, and any type of clothing which may cause damage can and should be prohibited. Thus, the administration has the right and responsibility to address clothing that does not meet these expectations and has the final decision on these matters.

More specifically, the following are guidelines/expectations at Independence Jr/Sr High School that must be followed by all students (7-12):

- Shirts/Tops: must be respectable and non-revealing. Bare midriffs, cropped tops, see-through tops or tops/shirts with no sides are not acceptable. Tops/Shirts should extend to cover undergarments. Spaghetti Straps/Strapless Tops are not permitted. Shirts/Tops with drug, tobacco or alcohol-related slogans or symbols, suggestive slogans, violent, offensive or obscene messages are not permitted.
- Pants/Jean: May be considered inappropriate with any of the above messages or with rips, tears or holes. Pants/Jean must be pulled up/worn to cover undergarments.
- Shorts/Skirts: Minimum inseam for all shorts is 3 inches. In general, appropriate dress and skirt length is defined as the following: when a student is standing, in a normal fashion, the length of the shorts/dress/skirt should extend past the fingertips, when the shorts/dress/skirt is worn at the proper/common height.
- Footwear: Footwear must be worn. Safety may preclude some footwear items from being worn.
- Hats, Bandanas, Sweatshirt hoods, and Sunglasses: May not be worn in the school building.
- Accessories: Heavy chains, dog collars and studded bracelets are not permitted.
- Coats/Overcoats: May not be worn in the classrooms.

Violations

Students in violation of the dress code will be asked to obtain proper attire by administration, paraprofessionals or teachers. Admission to class may be denied until the student meets the dress code expectations. If a student is already in the class, he/she may be asked to rectify the situation immediately. Any time out of class for this purpose is unexcused, and disciplinary consequences may be issued. In addition, the administration reserves the right to impose additional consequences for verbal/written non-compliance by a student after a request to change clothes is made. Further, the administration may amend the dress code at any time during the school year for immediate enforcement if a disproportionate amount of time and effort is devoted to this issue or there is a general lack of cooperation.

Note: Dressing up for special events – Homecoming, Halloween, etc, must not interfere with the education of the normal school day. Administrators may communicate more specific requirements/expectations for these special events.

Due Process

Each student, before any disciplinary action is taken against said student, has a right to due process. A student, who is accused of a breach of discipline and is susceptible to consequence, has certain rights including notice of the inappropriate action, an opportunity to present a defense (either orally or in writing) and be notified of the consequences. If the student is dissatisfied with the findings of the assistant principal, he/she may request a meeting with the principal. If the student is dissatisfied with the decision of the principal, he/she may appeal to the superintendent. The student's parents/guardians may attend any of these proceedings. In addition, the parents/guardians may have their legal counsel present. During the appeal process, the consequences may be suspended until a final decision has been reached. However, a violation of the Activity Standards will not be suspended during the appeal process.

Emergency Procedures

Independence Jr/Sr High School makes the safety and well-being of students and staff our top priority. To achieve this end, emergency drills are held periodically throughout the school year to acquaint students

and staff with proper procedures in these situations. These drills are conducted in accordance with the Independence Community School District's Emergency Plan under the guidance of Independence Emergency Planning, Independence Police/Fire Departments, as well as other state and local law enforcement agencies. Students, staff, volunteers, and others in the building are mandated to complete these drills. Teachers/staff should notify students of the procedures to follow for these drills at the beginning of the year/term/semester. Staff members are expected to carry needed documentation during these drills.

More specifically, at Independence Jr/Sr High School, we may be doing the following drills: Lockdown, Lockout, Evacuation and Shelter. Evacuation and shelter drills are mandated- 2 per semester. In addition, the staff has been trained on ALICE procedures that also may correspond to these situations. The administration will train teachers/staff in the specific procedures associated with these drills. By state/district policy, drills will be recorded with date, time, and results.

Field Trips

Field trips, which correspond to the course of study, enhance the educational opportunities, and overall improve the academic programs, are encouraged. The principal authorizes trips unless superintendent or board approval is specifically required (Board Policy 606.7). The trip organizer is expected to communicate the site, date, time, and any costs to the students and parents/guardians. Individually signed permission forms are not needed if the parent/guardian completed the permission form during the registration process.

Student participation in field trips is a privilege. The organizer and/or administration reserves the right to deny participation to students who do not meet academic or behavioral expectations/requirements. In addition, all school rules apply to school-sponsored or school personnel chaperoned trips.

Food and Drink

Students are expected to consume all food and beverages in the cafeteria. Water will be allowed in the classroom as determined by the individual classroom teachers.

Commercially prepared/purchased food, (McDonald's, Subway, Burger King), cannot be consumed in the school by students during any lunch period. Exceptions may be granted by an administrator.

Grade Classification

Students will be classified as freshmen, sophomores, juniors, or seniors based on the following number of credits successfully completed:

Freshmen	0-11	Credits
Sophomore	12-21	Credits
Junior	22-37	Credits
Senior	38+	Credits

Note: A student who enters his/her fourth year of high school with less than 38 credits will be classified as a junior until the minimum credits are met to become a senior.

Grading Scale/Reporting

Independence Sr High School uses the following percentage scale to evaluate student performance/success on assignments, assessments and term grades:

<u>Grade</u>	<u>Percent</u>	<u>Grade Points (on term/final grades)</u>
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	Below 60	0.00

Report cards will be issued at the end of each grading period via PowerSchool. Paper copies may be sent to a parent/guardian, if requested. At any time during the nine weeks, a student may receive a progress report indicating a teacher's concern about academic performance in a particular class. Grades and transcripts are also available on PowerSchool's Parent Portal. All incompletes will be resolved by grade reporting time unless special arrangements have been made with the teacher or administrator. In general, a student is given two weeks to finish all incomplete coursework. Students are encouraged to review report cards immediately upon receipt to ensure all courses are reported and the GPA is properly calculated. Any errors in the student record are to be reported to the Counseling Office for correction.

Independence Jr High School uses standard referenced grading (SRG). For additional information about SRG, please refer to <https://www.indeek12.org/standards-referenced-grading/>.

Graduation Credit Requirements

For a detailed description of course/credit requirements, please see the 2023-2024 Course Registration Guide at following link: [2023-2024 Course Guide](#)

Graduation Participation

The completion of a student's academic program at any level may be marked with certain rites, ceremonies, and other methods of public recognition. These rites, ceremonies, and other methods of public recognition include commencement/graduation ceremonies. The school reserves the right to deny participation in these rites, ceremonies or other methods of public recognition for any one or more of the reasons listed within this policy.

- Failure to maintain an adequate academic progress due to lack of completed credits.
- Failure to meet locally established minimum requirements or grades.
- Failure to comply with student behavior standards established by the school handbook and/or board policy.
- Failure to pay all fees, fines or other financial responsibilities.
- Failure to complete all necessary course requirements for graduation.

- Failure to make restitution for damages to school or personal property as part of a disciplinary action.
- Failure to complete assigned disciplinary actions, which may include detentions, Friday Night School detentions, community service hours, or other actions.
- **Failure to attend graduation practice without proper notification and permission.**
- Seniors must complete all requirements for MAP (My Academic Plan) sometime during their senior year.
- Students must also complete any/all surveys given by the state or district.

Iowa Department of Education requirement for CPR Healthy Kids Act; prior to graduating, a student in a school district or accredited nonpublic district must complete a course in CPR. There is no requirement that the student receive a certification for having completed the course. However, the course must include components one would find in a course that leads to certification. The purpose is to provide students with the skills to assist a classmate or staff member in cardiac distress. If a course meets that purpose, the DE believes the course is acceptable. The rules do not permit an infant-only CPR course for the reason that such a course would not equip a student with the skills necessary to assist a peer or adult. At Independence Jr/Sr High School, the CPR requirement is met in physical education class. If a student does not take physical education, due to satisfying one of the state criteria, he/she must complete the requirement outside of class time.

Students who have met the graduation requirements, but who are not allowed to participate in the rites, ceremonies or other methods of public recognition may receive their diploma or certificate of achievement in one of the following methods.

- Delivered to their registered address to be postmarked no sooner than the first business day following the distribution of the diplomas and/or other certificate of achievement presented in the rites, ceremonies or other methods of public recognition.
- Picked up in the main office of the school on the first business day following the distribution of the diplomas and/or other certificate of achievement presented in the rites, ceremonies or other methods of public recognition.

Early Graduation

It shall continue to be the policy of the Independence Junior-Senior High School staff to encourage students to attend high school for four full years, regardless of the number of credits a student will have earned at the completion of his/her high school career. A student may submit a written request to graduate prior to his/her scheduled date of graduation. Along with the written request, the student must have written/signed/dated approval from his/her parent(s)/guardian(s) on file in the school counseling office. The principal and school counselor will evaluate such requests, and if all the requirements have been satisfied, the Board of Education may approve the early graduation petition. Only the Independence Community School District Board of Education can approve these early graduation requests.

Health Services

Emergencies

The school needs to have the following on file for each child:

- The phone number of the parents'/guardians' home and place of employment. Cell phone numbers are highly recommended.
- Family physician contact information.
- Relatives or friends to be called in case of emergency who are aware of this responsibility and able to come and pick up the child, if needed.
- Authorization by the parent/guardian for school personnel to transport the injured child to the hospital and/or family physician.

Note: If the student's injuries are severe/life threatening, the decision to transport the student by ambulance shall be made by school personnel.

Food Allergies

If a student has a food allergy, it must be cited on the health information provided to the school. Please consult the nurse, teachers, and cafeteria staff, on an individual basis, if the situation warrants.

Illness or Injury at School

If a student becomes ill during the day, he/she should ask for a pass to the nurse. The nurse will determine if it is necessary for the student to leave school. All students must check out through the nurse and the main office when leaving school due to illness.

If your child becomes ill or is injured at school and personnel is alerted, the school nurse, administrative assistants or administrators shall attempt to contact the parents/guardians. Independence Jr/Sr High School has authorized personnel present to administer emergency and/or first aid. All ill or injured students will be turned over to the care of the parents/guardians, the parents'/guardians' designee or qualified medical personnel as quickly as possible.

Immunizations

According to Iowa State Law, a personal immunization record showing vaccine, date, and source or immunizations received must be kept on each child. **This certificate is required for entrance to school.** An Immunization Requirements table is available from the nurse.

The Iowa Code requirements are:

- **DPT** (Diphtheria/Whooping Cough/Tetanus) - At least three doses. One after 4th birthday.
- **OPV/IPV** (Oral Polio Vaccination/Injection Polio Vaccine) - At least three doses. One after 4th birthday.
- **MMR** (Measles, Mumps, Rubella) - First dose after one year of age. The second dose cannot be received until at least 30 days after the first vaccine.
- **Hepatitis B** - Series of three vaccinations: Dose #1; then one month later dose #2; five months after the second vaccine, the third shot is received completing the series.
- **T-Dap Booster** - All students entering 7th grade need proof of a T-Dap booster.

As with most rules, there are exceptions.

- If a physician signs an Iowa Department of Public Health Certificate of Exemption for medical contraindications.
- If parents submit an Iowa Department of Public Health Certificate of Exemption, it must specify the religion, be notarized, signed and returned to school.

Medications

When possible, medication should be scheduled so that it may be taken at home and not during school hours. If your child needs to take medicine at school, bring it to the nurse's or secretary's office and complete a Consent for Medication form. The school nurse or office staff may dispense medication with written permission from the student's doctor and parents. BY LAW, THE INDEPENDENCE COMMUNITY SCHOOL DISTRICT CANNOT DISPENSE MEDICATION UNLESS IT'S IN THE ORIGINAL LABELED CONTAINER. This applies to over-the-counter medications such as aspirin, etc. as well as prescription drugs. Information on the form includes the child's name, the dose, time of day to be taken, and expected duration of treatment.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their own inhalers and epinephrine auto-injectors. A written statement by the student's parent shall be on file requesting co-administration of medication, when this competence has been demonstrated. By law, students with asthma or other airway diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professionals, regardless of competency. For further information regarding the above, please see board policy 507.2.

Persons administering medication shall include authorized practitioners including licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion shall be maintained by the school. A written medication administration record shall be on file including:

- Date
- Student's name
- Prescriber or person authorizing administration
- Medication
- Medication dosage
- Administration time
- Administration method
- Signature and title of the person administering medication
- Any unusual circumstances, actions or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Nurse's Office

The nurse's office is equipped with first aid supplies and is used as an emergency center to give proper care to students who have had an accident or become ill at school. Students are not to come to school when they are ill or to expect injuries that occur at home to be cared for at school. Students wishing to see the nurse must have a pass. Nurse's office hours are 8:00 a.m.-3:00 p.m. If the nurse is not in the building, the office staff will assist you.

Homework

At Independence Jr/Sr High School, homework is a necessary element of many courses. This may include assignments, projects, readings, assessments or other activities related to the course standards/objectives. The grading and/or scoring of the homework is determined by the teacher. Students are responsible for completing homework in an appropriate time frame, unless special arrangements have been made with the teacher.

Honor Roll

Honor Roll designation (3.0 GPA or above) is determined at the end of each term/semester. Only a student's GPA for the specified term/semester is considered for this honor. All full-time students at Independence Jr/Sr High School are eligible for the honor roll.

Internet - Appropriate Use

Please refer to Board Policies [605.6](#) and [604.12](#) for appropriate use guidelines for 1 to 1 laptops and online resources. Please note there is no expectation of privacy relative to student and staff issued laptops and their usage.

Learning Resource Center

The Learning Resource Center (LRC) hours are from 7:40 a.m. through 3:40 p.m. on school days. The LRC generally remains open during the afternoons of scheduled early dismissal days. The LRC will not be open if school is dismissed for inclement weather. Students are welcome to use the LRC before and after school or on scheduled early dismissal days – no advance arrangements are required. To come to the LRC during the school day, students must have a pass from a classroom teacher. Upon arrival, students will leave passes at the circulation desk and sign in. Before leaving, students must sign out and have a return pass signed by one of the LRC staff, unless it is the end of the period. Administration or LRC staff has the right to limit access to the library for individuals or if group situations warrant.

The LRC contains over 10,000 volumes including fiction, nonfiction, and reference books. Any materials or equipment to be borrowed from the LRC must be checked out at the circulation desk. Most books have a 3-week checkout period and may be renewed once. Equipment may be checked out for use in the classrooms. All monetary fines must be paid before graduation.

Students are responsible for items checked out to them. Any damage to LRC materials or equipment should be reported to LRC staff as soon as possible. Students may be charged for the cost of repair depending upon the amount of damage. Students will be charged the replacement cost of lost items.

Students will be reminded of overdue items via notices sent home. If students do not return materials in a timely fashion, they risk limitation of LRC use and checkout privileges and additional disciplinary action including fines or complete reimbursement. Be responsible by returning items on time.

Living the Mustang Way

All students and staff at Independence Jr/Sr High School are to Live the Mustang Way. More specifically, each person is expected to:

- Be Respectful
- Be Responsible
- Show Kindness
- Live Gratefully

Lockers

All students will be assigned a book locker and a combination padlock. Students must keep their padlocks locked. The school is not responsible for lost, misplaced or stolen property/articles. Students who lose their padlocks will be charged a \$10.00 replacement fee. **Only school-issued padlocks may be used unless other arrangements are made through the administration.** Students are expected to keep the same locker for the entire year unless re-assigned by administrative personnel.

Each student is responsible for the care of his/her locker. The locker and combination lock issued to the student should be kept clean and undamaged. The student may be monetarily responsible for any damage to these items over the course of the school year. Students are expected to keep their school supplies, computers, books, water bottles, etc. in their lockers. If materials are left on top of the lockers, consequences may be issued to the student.

Although lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the Independence Community School District. The school district has a reasonable and valid interest in ensuring lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, P.E. lockers, laptops, laptop cases and other spaces are subject to both announced and unannounced inspections, and students have no legitimate expectation of privacy in the locker, desk, or other space. School officials and/or law enforcement may conduct periodic inspections of all or a random selection of lockers, desks, P.E. lockers, laptops, laptop cases or other spaces (including the parking lots). Specific space searches may be searched when a school official has reasonable suspicion that the contents contain illegal or contraband items or evidence of a violation of a school rule and/or law. All searches will be conducted in the presence of an adult witness. Any contraband discovered during such searches will be turned over to law enforcement officials, and students will be disciplined according to school policies.

Student lockers shall not contain pictures or posters which contain sexual themes, obscenity, vulgarity, or promote the use of alcohol or drugs. Administration and faculty reserve the right to remove such material or request the student to remove any such materials. Disciplinary action may be taken in these cases.

Lost and Found

A “lost and found” will be located in each of the locker rooms as well as the main office. Items will be held for the current month; and if not claimed in that time, those items will be donated to a charitable organization. Students should report lost valuables to the office as soon as possible (do not wait 2 or 3 days).

Motor Vehicles/ Parking/ Other Transportation

Students are permitted to park on school premises/grounds as a matter of privilege, not a right. The assistant principal or other designated administrative personnel may issue tickets for any parking and/or driving violations occurring entering/leaving school property. If administrative personnel deem it necessary to issue a ticket, each ticket will carry a fine of \$10. Repeated violations and/or unpaid tickets may result in a suspension or revocation of the student's driving and/or parking privileges by administration and possible towing of the vehicle at the student's/guardian's expense. In addition, any outstanding school parking tickets/fines may result in the student or students being denied the opportunity to attend school dances, graduation, and other extracurricular activities.

The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Independence Jr/Sr High School also allows the local law enforcement to conduct random and unannounced searches of our parking areas by trained dogs. Any controlled substance found, through these searches or ones previously stated, will be turned over immediately to the proper authorities. In addition, for these cases, school discipline will be enforced up to and possibly including expulsion from Independence Jr/Sr High School.

Students are generally assigned to the south lot or north gravel lot, during regular school hours, and must display their school issued parking permit for \$25 or \$12.50 per semester. Administration reserves the right to amend the fee being charged depending on the number of school days left in the year. Each student is assigned a numbered spot at all times based on the parking permit. A student is expected to park in his/her designated spot. Failure to do so may result in a fine, suspension, revocation of parking privilege, or towing of the vehicle at the student's expense. No student is to use the areas set aside for faculty or visitors without written permission from the principal/assistant principal.

Skateboards are permitted on school property but must be stored in a locker during the school day. Bicycles are not allowed inside the school and should be parked in the designated bicycle rack areas/locations. The school accepts no responsibility for loss, damage, or theft of personal property of students.

National Honor Society

The constitution of the National Honor Society (NHS) provides clear guidelines for selecting and retaining members. Selection is based on four criteria: scholarship, leadership, service and character. Membership is an honor bestowed upon a select group of students by the faculty/staff. At Independence Jr/Sr High School, membership is granted only to eligible 11th and 12th grade students. To fulfill the scholarship requirement, students must have a cumulative grade point average of a 3.5 on a 4.0 scale from the semester/term preceding the induction. Students who meet this grade point criterion are informed of this and are given forms to be filled out for use by the faculty representatives/council in evaluating the other criteria. Failure to submit the required materials completely, and in a timely manner, may eliminate the student's opportunity. The faculty representatives or committee will evaluate the candidate and make the final decision on membership. The administration, including the activities director, may also give input into the process. Failure to abide by the expectations in the NHS Constitution, including behavioral and GPA requirements, will result in disciplinary action up to and including dismissal from NHS.

Physical Education

Please refer to Board Policy [603.5](#) for Physical Education requirements and expectations.

Property

Outside of School

Any destruction of or vandalism to any property of another student, district employee, or community member, which has an adverse effect upon the learning environment of the district, may result in appropriate discipline up to and including suspension or expulsion from school and/or extracurricular activities. The administration, based on the situation, will make the final decision regarding student behavioral consequences as it pertains to this rule.

Personal Property

The school accepts no responsibility for loss, damage, or theft of personal property of students. If, however, the staff member has reasonable suspicion of a student/group of students who has committed theft, he/she has the right to investigate and enact behavioral consequences. In these situations, students may be financially responsible for the damage.

School Property

Each student is expected to care for the buildings, facilities, books, and materials provided for use. Deliberate (vandalism) or accidental (in some circumstances), damage to school property (i.e. walls, floors, desks, tables, books, lockers, equipment and materials) will be repaired at the student's expense and appropriate disciplinary action will be implemented. Local authorities may be called if deemed appropriate. At the end of the year, the condition of textbooks and other academic books or materials will be evaluated and fees assigned for damaged or lost items.

Postsecondary Course Information

Independence Jr/Sr High School offers postsecondary classes. Per the state of Iowa, through a program entitled Senior Year Plus, eligible public high school students are entitled to enroll in classes at Hawkeye Community College, or other colleges during the school year to earn high school and college credit.

Permission to enroll must be obtained from the appropriate high school official and the student's parent or guardian. Students should consult with the high school counselor to determine which classes are appropriate for the individual student. These classes count toward their high school and also their college GPA (Grade Point Average). The student is responsible for transportation to and from the campus. Before enrolling in postsecondary classes, it is the student's responsibility to check with his/her counselor and the institution being considered for transfer to determine which classes will be accepted for credit. Once the classes are determined, the appropriate postsecondary enrollment forms must be completed by the student/parent and received by the college, parents must also sign the registration form. Any student interested in enrolling in postsecondary classes should first contact his/her high school counselor for additional information.

Registration Preferences (Hawkeye Community College)

- Preference is given to 11th and 12th graders for all course registrations.
- Per state requirements, students have to be proficient (based on National Standard Score) in all three state reported areas- English/Language Arts, Mathematics and Science-- on the ISASP to be eligible for most concurrent courses. Career and Technical Education (CTE) courses are exempt from this state provision. In addition, district personnel may use scores from other standardized tests (MAP) or other school district criteria to determine student eligibility.
- Per Hawkeye requirements, all 9th – 12th grade students must achieve a specified “cut” score on the Accuplacer test or ACT to take the course. Hawkeye Community College determines these “cut” scores.
- Due to our regional agreement with East Buchanan, Dunkerton, and Jesup, class space is limited. Only a specified number of Independence students may take certain courses.
- Hawkeye Community College may have additional criteria for students who want to take a specified course.
- Hawkeye Community College sets the deadlines for enrollment and acceptance into any/all classes.

Note: Although summer coursework is not specifically addressed in the Senior Year Plus Program, students may earn both high school and college credits for summer courses through Hawkeye Community College or other colleges, in certain instances. In these cases, the parent/guardian is responsible for all tuition, fees and other expenses associated with the class(es). Students wanting to take summer college courses, and receive high school credit as well, must get pre-approval from the counseling office and administration.

Textbook Policy for Concurrent Enrollment Courses

Please refer to Board Policy [604.8](#) for information regarding Concurrent Enrollment Course textbooks.

Public Displays of Affection (PDA)

At Independence Jr/Sr High School, students are expected to observe proper protocol and etiquette. Holding hands, kissing, and other displays of affection are inappropriate and are subject to disciplinary action.

Scheduling/Schedule Changes

At Independence Jr/Sr High School, developing an appropriate schedule is the shared responsibility of students and their parents/guardians, with possible assistance from teachers and counselors. It is recommended that a student’s schedule is developed, again with the help and support from the above listed individuals, with his/her future in mind.

As schedule adjustments are often difficult, **changes will only be considered under the following conditions:**

- A student has failed a high school class or specified college course.
- There is an open period with no class scheduled.
- A student has already received a credit for a course and was scheduled to retake the course.
- There is space in a course and the proposal will not cause rearranging of a student's schedule.
- There is valid and reliable documentation from teacher(s) and parents requesting a different course level.
- There is an academic/social/behavioral or emotional need in the opinion of the counseling staff/administration.

All schedule changes, meeting the above listed criteria, must be done before the start of the school year for the 1st and 2nd term courses and before the start of 3rd term for 3rd and 4th term schedules.

Notes: The school counselors may deny any requests that don't meet the criteria. The administration reserves the right to make schedule changes not listed here in certain instances for the benefit of the student.

School Cancellation

The Independence Community School District utilizes School Messenger to communicate with stakeholders through phone messages, texts and/or e-mail regarding weather announcements, schedule changes, event cancellations or postponements as well as other emergency and non-emergency situations. This system has proven to be very effective in meeting the goal of relaying important information in an accurate and timely manner. At registration, parents/guardians will have the opportunity to provide the district with appropriate contact information for School Messenger.

In addition to School Messenger, the Independence Community School District notifies the following radio and television stations in the event that school is closed, starting late or dismissing early due to inclement weather. These entities may also be contacted for other emergency situations, if the situation warrants.

Television Stations

KCRG- TV	Channel 9
KGAN-TV	Channel 2
KWWL-TV	Channel 7

Radio Stations

Q92.3	92.3 FM
KOEL	950 AM
KOKZ/KXEL	1540 AM/105.7 FM
KHKE	89.5 FM
KUNI	90.9 FM
WHO	1040 AM
WMT	600 AM/96.5 FM

School Cancellations (Hawkeye Classes)

The Independence Center classes will not be held when school is cancelled for Independence. If there is a late start due to weather, Hawkeye morning classes are cancelled, but night classes would be held. Also, if Hawkeye Community College closes for weather or opens late because of weather, the Independence Center will not have classes.

For non-weather related closings:

Hawkeye classes will follow the college's holiday/break schedule, not the schedule for Independence Jr/Sr High School. In addition, Hawkeye courses will be held on district professional development days. Instructors are expected to communicate this information to all students taking these classes during the first week of class.

School Time and Hours

The school day runs from 8:15 a.m. to 3:20 p.m. Breakfast is available from 7:50 a.m. to 8:10 a.m. in the cafeteria. **It is expected students arrive no earlier than 7:45 a.m. unless involved in a school activity/meeting with a teacher or administration.** This time may be adjusted by administration as needed.

Senior/College Release

Senior students may apply for, and be eligible for senior release. Schedules cannot be changed to place the excused block wherever the student wants it to be for the term/year. This privilege may be revoked at any time to the discretion of the administration.

Qualification for Senior Release

- Good standing in terms of behavior and attendance as deemed by administrative personnel.
- Cumulative GPA of 2.5 or higher on a 4.0 scale.
- Proficient in the majority of content/subject areas of ISAP during the student's junior year.
- Signed parent/guardian permission is required for a student to have any senior release.

Regulations for Senior Release

- Students agree to attend any special meetings or events scheduled for them during their excused block.
- Students who choose to remain in the building during senior release should not cause a disruption and should remain in the library, Main Street or Commons Area.
- Senior students may apply for four senior release blocks per year, unless special arrangements are made with the school counseling office and administration.

Infractions that may result in loss of Senior Release during any one of the four terms:

- The second time a student is found guilty of truancy.
- Disturbance of classes in session.
- The third tardy for the block following the excused block.
- Failure to turn in signed permission slip to the office.
- Failure to sign out and in at the office.
- Any other infraction in which the administration deems suspension/revocation of senior release is warranted.
- Failure to attend any special meetings or events scheduled for them during their excused block.

Silver Cord

Independence Jr/Sr High School staff believes in helping individuals understand the importance of volunteering. The Silver Cord Program is a program dedicated to honor students who give time to others in the community. Through this leadership, students learn giving back to others is enjoyable. The program also allows students to develop relationships with individuals in the community who could be job references or even future employers. It also creates opportunities to receive scholarships. Seniors who have achieved an accumulated total of 200 hours of service by May 1st of the student's senior year, are recognized at the commencement ceremony.

Note: Guidelines and hours required can be found on the [Silver Cord website](https://sites.google.com/a/independence.k12.ia.us/silver-cord-program/home) (<https://sites.google.com/a/independence.k12.ia.us/silver-cord-program/home>).

Student Behavior

Per [Iowa Code 279.66](#), the Board of Directors has established guidelines for student conduct and those guidelines can be found in Board Policy [503.1](#). Our response to student conduct not consistent with these expectations will be guided by the [Independence CSD Behavior Matrix](#).

Student Bills

All bills and fines involving students will be handled through the office. All student bills need to be turned into the office as soon as possible. A student's bill must be paid before graduation from Independence Jr/Sr High School. The administration reserves the right to reduce/eliminate fines for extenuating circumstances.

Student Council

Independence Jr/Sr High School has a student council for both high school (9-12) and junior high school (7-8). The purposes of this organization are to organize student and school activities, promote better relations between the student body and administration, advance citizenship and enhance school spirit. The sponsors of each council will decide the process/procedure for having students be on student council. Student council is considered an extracurricular/co-curricular activity and therefore is governed under the state/school academic requirements and the school's Activity Standards. Seniors who have participated in student council are recognized at the commencement ceremony.

Telephones

The office and classroom phones are primarily for school-related business. Students are allowed to use the office phone with permission from office personnel. Students may only use classroom phones in an emergency situation. Phone messages for an emergency situation will be delivered to students during class. Other messages will be delivered to students at lunch, after school or students may be called to the office.

Therapy Dog

The Independence Jr/Sr High School will have a therapy dog at school from time to time. Students may be allowed to visit with the dog when appropriate. If there are student concerns about allergies, please inform the administration of those concerns.

Tobacco, Alcohol, Vaping, and Drug Policy

The Independence Community School District prohibits a student from being under the influence of, possessing, consuming, distributing, or manufacturing alcoholic beverages, tobacco products, vaping, controlled substances, or imitation substances (i.e. huffing) on school district property, vehicles, or on property within the jurisdiction of the school district or associated with a school event home or away.

In order to be more proactive against student use of these substances, the Independence Community School District has installed detection devices in specified areas.

Students may have the following consequences:

- Police notification/ticket
- Recommendation for Suspension up to 10 days
- Expulsion

For incidents with illegal drugs, students may be suspended for the first offense from 5-10 days. If the student violates the ICSD Policy a second time, the administration may recommend expulsion.

Incidents involving vaping or other substances illegal for minors to possess, the consequences may be as follows:

- 1st offense: 3 days ISS/OSS
- 2nd offense: 6 days ISS/OSS
- 3rd offense: 9 days ISS/OSS
- 4th offense: Administrator recommendation for expulsion

These incidents are cumulative throughout a student's junior high (7th-8th) and high school (9-12) career. With these violations, along with the consequences described above, students who participate in extracurricular activities are also subject to the school's Activity Standards. Administration has partnered with Pathways and local law enforcement for an educational opportunity for students cited for vaping, which may decrease their legal and school consequences.

Students cited for possession of marijuana/THC substances and/or other illegal drugs, or use of marijuana/THC/illegal drugs, on school property will attend a 4-hour class offered through Pathways.

Distributing alcohol and drugs on school district property, vehicles, or on property within the jurisdiction of the school district or associated with a school event home or away will result in a recommendation for expulsion. In all cases legal authorities will be contacted. The principal and designee(s) will meet with the parent or guardian. Evidence of follow through for professional counseling assistance may be necessary for readmission to school.

Use of District Transportation

As a School District, we need to make sure everyone is properly restrained in vehicles at all times. This applies to teachers and coaches who may be transporting students in school vehicles other than buses. If a student refuses to buckle up, the staff member should refer that student to the principal.

In accordance with Iowa Code 321.446 Child restraint devices. A child at least six years of age but under eighteen years of age who is being transported in a motor vehicle subject to registration, except a school bus, shall be secured during transit by a child restraint system that is used in accordance with the manufacturer's instructions or by a safety belt or safety harness of a type approved under section Iowa Code 321.445. Please encourage and support the school district's transportation staff by sharing with your child that school staff will be securing them in seats on school provided transportation.

Video Cameras

Independence Jr/Sr High School has a video camera system that is utilized to enhance the safety of our students and staff and to address discipline issues/situations when needed. The administration, liaison officer, and technology personnel have access to the system as well as local law enforcement. Cameras record activity in the hallways, commons, locker pod areas, entrances, parking lots, and trails. Our goal is to keep our building and all stakeholders safe. The students and staff have agreed to be recorded in these areas and these recordings may be used in disciplinary issues.

Visitors

In our continuing effort to promote safety at Independence Jr/Sr High School, all visitors are expected to enter through the main doors during the school and be buzzed into the office upon entering the building. Upon checking into the office, the visitor is required to sign in and wear a visitor badge. Visitors will not be allowed further access to the building without a visitor badge.

Students who wish to bring visitors to school shall obtain approval of the administration before the visit. The teacher has the right to dismiss a visitor from class if he/she causes a disruption in the classroom setting. The Independence Jr/Sr High School student is responsible for the behavior of his/her guest at all times.

Weapons

Please refer to Board Policy 502.8 for information related to weapons on school grounds. Please note that both weapons *and* look-a-like weapons will be treated in the same manner.

Independence Behavior Matrix

ICSD District - Wide Behavior Response Matrix				
Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.				
	Incident Type	Behavior Examples	Range of Responses	Incident Level
Abusive or Inappropriate Language	Abusive and/or Inappropriate Language	Name calling (making fun) Use of Profanity Nonverbal Gesturing Spreading Rumors	Warning Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Detention	Minor
	Abusive and/or Inappropriate Language	Inflammatory Language Nonverbal Gesturing or Sexual Language Hate Speech	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension	Major
Bullying/Harassment	Bullying	Repeated, Unwanted Aggressive Behavior that involves an Imbalance of Behavior : Examples include intimidation, teasing, taunting, threats or name calling that leads to fear, or detrimental effect on health	Loss of Privileges Counseling Services In-school suspension Out-of-school suspension Safety Plan	Major
	Harassment	Unwanted Aggressive Behavior that involves an Imbalance of Behavior and is Related to Race, Color, National Origin, Sex, or Disability	Loss of Privileges Counseling Services In-school suspension Out-of-school suspension Safety Plan	Major

ICSD District - Wide Behavior Response Matrix				
Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.				
	Incident Type	Behavior Examples	Range of Responses	Incident Level
Communication of a Threat		Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written). <i>Required responses occur whether the threat is initially perceived as credible or non-credible.</i>	Reteaching Loss of Privileges Counseling Sessions Mental Health Counseling Sessions In-school suspension IEP Meeting Required for Students with IEPs Out-of-school suspension Expulsion Alternate Learning Environment Safety Plan	Major

ICSD District - Wide Behavior Response Matrix

Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.

	Incident Type	Behavior Examples	Range of Responses	Incident Level
Defiance, Insubordination, Non-compliance, Disrespect, Disruption	Defiance: Quiet refusal (Minor) Disruption: Short term (Minor)	Alternate activity, head on desk Using materials to cause noise, low intensity, ex. pencil tapping	Warning Reteaching Restorative Conversation Collaborating with Colleagues Discipline or Log Entry Loss of Privileges Peer Mediation Detention	Minor
	Defiance: Prolonged duration (Major) Disruption: Sustained (Major)	Prolonged refusal, refuses all redirects, loss of instructional time Prolonged loud talk, noise with materials; horseplay or rough-housing, and interferes with learning of others Reckless behavior (including motorized vehicles) on school grounds that does not result in property damage or physical injury. Indecent exposure. Refusal to follow directions in crisis response situations Interferes with the regular operation of the school building or event. Includes behavior that requires crisis plan to be activated.	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension	Major

ICSD District - Wide Behavior Response Matrix

Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.

	Incident Type	Behavior Examples	Range of Responses	Incident Level
Illegal substances: Alcohol, Drug, Tobacco	In the presence of use and/or distribution	Student is knowingly in the presence of a peer who is using and/or distributing drugs on school grounds and/or at school events and does not remove self when given the opportunity	Warning Reteaching Restorative Conversation Loss of Privileges Counseling Services Detention Suspension	Minor
	Possession and/or use (Major)	Student is under the influence or in possession of drugs or other controlled substances on school grounds and/or at school events	Change of schedule Contact and/or referral to outside agencies as applicable Support/counseling services Formal behavior agreement Loss of privilege Restriction Suspension Long-Term Suspension Expulsion	Major
	Distribution (Major)	Student is giving out/sharing/selling drugs or other controlled substances to students or others on school grounds and/or at school events.	Change of schedule Contact and/or referral to outside agencies as applicable Support/counseling services Formal behavior agreement Loss of privilege Restriction Suspension Long-Term Suspension Expulsion	Major

ICSD District - Wide Behavior Response Matrix

Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.

	Incident Type	Behavior Examples	Range of Responses	Incident Level
Physical Aggression/Physical Fighting	Physical Aggression/Physical Fighting with Injury	<p>Student engages in actions involving serious physical contact (including from a mutual fight) (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)</p> <p>Serious physical contact (including from a mutual fight) (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death.</p> <p>Sexual violence where either the offender(s) or victim(s) require off-site professional medical attention. "</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p> <p>Contact law enforcement</p>	Major
	Physical Aggression/Physical Fighting without Injury	<p>Physical contact that is not serious but is inappropriate and unwelcomed.</p> <p>Serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where the offender(s) or target(s) do not require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)</p> <p>Serious, non-accidental, and non-consensual physical contact of a sexual nature (e.g., groping, intimating sexual acts, touching private areas, exposing other's private areas) where the offender(s) or target(s) do not require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.). Includes any intentional contact with private areas of an individual, regardless of intent.</p> <p>Mutual physical fight where the offender(s) or target(s) do not require professional medical attention, regardless of intent. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>In-school and Out-of-school suspension</p> <p>Removal from school activity or extra curricular activity</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p> <p>Contact law enforcement</p>	Major

LCSD District - Wide Behavior Response Matrix

Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.

	Incident Type	Behavior Examples	Range of Responses	Incident Level
Property Damage/Vandalism/Misuse/Theft	Property Damage: Temporary	Writing on property, coloring, pulling property off walls.	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension Removal from school activity or extra-curricular activity	Minor
	Property Damage: Permanent & Beyond Use Theft	Engraving, writing with a permanent marker, breaking lunch trays, bending utensils beyond repair, Breaking computer, window, chairs, tables, Hiding items from owner (pencil, assignment, eraser), Entering an individual's personal space or desk, bag, purse, or locker to take an item of value.	Reteaching Restorative Conversation Loss of Privileges Peer Mediation Counseling Services Removal From Learning Environment In-school suspension Out-of-school suspension	Major

ICSD District - Wide Behavior Response Matrix

Response Considerations: Age and Development, Impact on Others, Intensity, Frequency, Preventative Response, Purpose or Intended Outcome, Contextual Factors, Implementation of Services and Supports.

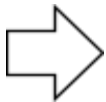
	Incident Type	Behavior Examples	Range of Responses	Incident Level
Weapon Related	Weapon: Possession	<p>Student possesses weapon or realistic-looking fake weapon.</p> <p>A weapon is defined as an object that is specifically designed and/or ordinarily used to inflict injury and/or generally regarded as a weapon in most contexts. (Examples: gun, knife, mace. Nonexamples: chair, crowbar, pencil, fire extinguisher).</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Out-of-school suspension</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p>	Major
	Weapon: Threatening aggression	<p>Using a weapon to threaten aggression with other individual(s) or self.</p> <p>A weapon is defined as an object that is specifically designed and/or ordinarily used to inflict injury and/or generally regarded as a weapon in most contexts. (Examples: gun, knife, mace. Nonexamples: chair, crowbar, pencil, fire extinguisher).</p>	<p>Change of schedule</p> <p>Contact and/or referral to outside agencies as applicable</p> <p>Support/counseling services</p> <p>Formal behavior agreement</p> <p>Loss of privilege</p> <p>Restriction</p> <p>Suspension</p> <p>Long-Term Suspension</p> <p>Expulsion</p>	Major

Independence Junior Senior High School Student & Parent Handbook Signature Form

The Student and Parent Handbook is intended to serve as a resource to students, parents/guardians, and staff. This document defines the rights and responsibilities of each member of the school community and provides general information regarding the Independence Junior Senior High School's policies, practices, and procedures. The handbook is not an all-inclusive document and may be altered periodically.

Student Acknowledgement Form

I, _____, have received a copy of the current Independence Junior Senior High School Student & Parent Handbook. I have/will read and agree to abide by its stipulations. I understand that if I have questions about the contents of the handbook, it is my responsibility to ask questions for clarification.

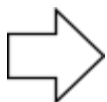


Student Signature

Date

Parent/Guardian Acknowledgement Form

Please acknowledge in writing that you have reviewed a copy of the Student & Parent Handbook, which contains school discipline policies. *Failure to sign or return this form does not affect the student's responsibility to act in accordance with the policies outlined in the handbook.* However, it is the goal of the Independence Junior Senior High School to have acknowledgement forms returned to the Junior Senior High School no later than one week after the start of school.



Parent/Guardian Signature

Date

****Please return this form to the Junior Senior High School, indicating that you and your parent(s)/guardian(s) have received the handbook and have read the contents and agree to abide by it. This form is to be returned within one week following the start of school.**

Appendix A - Activities Participation

Academic Eligibility

In order to participate in activities, a student must comply with all rules and/or regulations regarding student eligibility established by the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa High School Girls' Athletic Union, Independence Community School District, and any other entity that may establish applicable rules and regulations concerning student scholastic eligibility to participate in activities.

Activity Awards (High School only)

In all sports and many activities, coaches or sponsors recommend participants for awards based on the level of participation and dedication. Unless there are unusual circumstances, participants that do not finish a season for any reason, other than injuries, do not qualify for awards. Coaches or sponsors consider training, cooperation, sportsmanship, and attitude in making the list of participants recommended for awards.

Students that do not earn a varsity letter award will receive a participation certificate. Coaches or sponsors, especially the head coach, of each sport will determine which students earn a varsity letter. Each head coach has the prerogative to set up criteria to earn a varsity letter which will be given to students prior to the start of the season.

Students that have participated in a particular sport (for example Cross Country) for 4 years that would not "letter" by meeting the criteria, would receive a letter following their 4th year of participation. Students should ask the coaches or sponsors for the lettering criteria prior to the start of the season. Some coaches or sponsors have very detailed criteria; others may simply leave it to "coach's/sponsor's discretion". In any case, communication with the coaches or sponsors before the start of the season is critical, so the students know how the varsity letter can be obtained.

Activity Standards

The following Activity Standards establish the rules/expectations by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in activities. Students participating in activities shall commit themselves to meet these standards, and any/all relevant Independence Community School District board policies, at all times and in all places (365 days a year).

I. STATEMENT OF PHILOSOPHY

Activities are an integral part of Independence Community School District grades 7-12 because participation in these provides students with the opportunity to develop skills in communication, conflict resolution, decision-making, goal setting, and leadership as well as using their own abilities.

Participants in school-sponsored activities will be held to a higher standard than other students throughout the school year, because they are representing the Independence Community School District to our public. The activities director and/or designee may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set forth in these standards.

II. APPLICABLE ACTIVITY PROGRAMS

Students who are participating in school activities are subject to the school rules, which apply to all students as well as to the Activity Standards. These standards for behavior apply to all extracurricular activities, including but not limited to:

- All athletic teams
- Fine Arts
- Speech contests
- All co-curricular clubs
- Jazz Band
- AV Tech Club
- Class Officer
- Cheerleading
- FFA
- All honorary offices, including but not limited to, royalty
- Dance Team
- Student Council
- National Honor Society
- Any other school activity where the student represents the school outside the classroom. (i.e. overnight trips)

III. DEFINITIONS

- Competition/performance means a specific event that is a component of a program whether it is a contest, a social activity (including, but not limited to, prom and homecoming), performance, or a school-sponsored trip that is part of the activity, etc.
- Offense occurs when a student is determined by a school official to have violated the Activity Standards. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific standard that is violated. Junior high students must also abide by these standards. However, any violations incurred prior to ninth grade will not be carried forward to ninth grade.
- Possession with regard to alcohol, drugs, simulated controlled substances, tobacco, and vaping is not allowed. Possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control, or accessible to the student and the student has knowledge of the prohibited substance's presence.
- School days shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holidays).
- Board Policy 503.1, referencing student conduct, is a body of school rules and regulations independent from these Athletic Standards. Any student behavior that violates 503.1 as well as Board Policy 503.4, referencing behavior of activity participants, will incur penalties under both sets of rules and regulations.
- Year as it is used in this policy is to mean any twelve-month period.

IV. APPLICATION OF THE ACTIVITY STANDARDS

Appropriate student behavior is required by and impacts all activities in which a student participates. If a student is participating in multiple activities at the time of a violation, the student loses privileges in all activities. If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first activity or activities in which the student participates. Thus, disciplinary action may carry over from one activity to another and may carry over

from one school year to the next. A student must finish the activity in good standing with the head coach/sponsor for the eligibility to count.

V. CONDUCT REQUIREMENTS

Students shall abide by these Activity Standards at all times and in all places during their high school careers. Expected behavior, for activity participants, reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, and a respect for their rights, property, and dignity.

VI. VIOLATIONS

Violations of these Activity Standards include but are not limited to the following prohibited conduct and actions.

Students shall not:

- Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
- Possess, use, or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
- Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, vaping, or drug paraphernalia.
- Possess, use, or be under the influence of alcoholic beverages.
- Assault or physically or sexually abuse any person.
- Use, possess, and/or transmit tobacco or imitation substances.
- Damage, destroy, vandalize or steal school property, and/or personal property of employees, students, visitors to the school, or district patrons.
- Participate in any conduct that, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.
- Have founded cases of bullying, harassment, or discrimination based on 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.
- Have other conduct, in the view of an administrative council composed of Jr/Sr High Principal, Jr/Sr High Assistant Principal and Jr/Sr High Activities Director, that portrays our school, district or the Independence community in a negative manner.

VII. DETERMINATION OF VIOLATION

Prior to making a final determination on any violation of the Activity Standards, the activities director and/or designee shall: (i) be informed of the allegations and (ii) perform an appropriate investigation; and the student shall (i) be notified, orally or in writing, of the allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations.

The Independence Community School District may determine there has been a violation of its Activity Standards whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a violation.

Once the determination is made that a student has violated the Activity Standards, the activities director and/or designee shall impose the appropriate consequence(s). The student and his/her parent(s)/guardian shall be informed in writing of this decision (the nature of the violation and the determination of the consequences(s)) by mail to the address the school/district has on file within five school days. In addition, the parent(s)/guardian(s) will be notified orally, if possible.

VIII. PENALTIES FOR VIOLATION(S)

Any student who, after an appropriate investigation and communication, is found to have violated any Activity Standard, is subject to a loss of eligibility as follows:

First Offense: First offense within the student's high school career will result in a 20% ineligibility period of activity contest, or performance. In the case where there are limited performances (musicals, plays, or speech contests) the penalty will be one (1) contest or performance. This may be reduced to 10% if the student attends an approved professional counseling session within the two weeks of ineligibility and provides proof of attendance (except in case where penalty is already only one (1) contest). The student will also be required to complete four (4) hours of community service approved by administration outside of regular school hours.

Second Offense: Second offense within the student's high school career will result in the student being ineligible for 50% of the activities contests or performances. In the case where there are limited performances (musicals, plays, and speech contests), the penalty will be two (2) contests or performances. The student must attend an approved professional counseling session within the two weeks of ineligibility and provide proof of attendance. The student will also be required to complete eight (8) hours of community service approved by administration outside of regular school hours.

Third Offense: Third offense within the student's high school career will result in a one (1) year ineligibility period.

Fourth Offense: Fourth offense within the student's high school career will result in the student being prohibited from participating in activities for the remainder of the student's high school career.

IX. SUSPENSION/EXPULSION UNDER THE ACTIVITY STANDARDS

If a student receives an out of school suspension or expulsion because of a violation of board policy (503.1), the student will not be allowed to participate for the comparable period of time in any activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings, and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives an in-school suspension (per the board policy 503.1), the coach/sponsor will determine whether attendance at a practice, a meeting, and/or competition/performance is permitted during the length of the in-school suspension.

X. STUDENT APPEAL

Any student who is found by the administration to have violated the Activity Standards may appeal this determination to the superintendent by contacting the superintendent within three (3) 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 Independence Community School School Board of Education by filing a written appeal with the board secretary at least five (5) days prior to the next board meeting. The review by the Board will be in closed session unless the student's parent(s)/guardian(s) (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 Activity Standards; the student was given inadequate due process; or the penalty is in contradiction to any board policy or Activity Standard. The penalty will remain in effect pending the outcome of the meeting with the Independence Community School District Board of Education. If the 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 his/her record.

Attendance

Under normal circumstances students must attend classes no later than 12:00pm to be able to participate in practice, contests and/or performances. Furthermore, a student that has been in attendance at school cannot incur an unexcused absence during the day to practice/compete in activities. Unexcused absences include, but are not limited to: leaving the building without permission ("skipping out" during the school day), failure to report to classes prior to appropriate dismissal times for away contests, and falsified parent notes or calls. Participants are also subject to regular school discipline for unexcused absences.

If a student incurs an unexcused absence on the day of competition and the coaching staff, sponsor, or administration is aware of the infraction, the student will not be allowed to compete or perform that day or evening. Absences that are exceptions to the rule include, but are not limited to, doctor/dentist appointments, college visits, family emergencies, and funerals.

Concussion Guidelines

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION and IOWA GIRLS HIGH SCHOOL ATHLETIC UNION CONCUSSION MANAGEMENT PROTOCOL

IHSAA/IGHSAU Recommended Protocol When a Student Has Sustained a Concussion or other Brain Injury as Defined in Iowa Code Section 280.13C

1. No student shall return to play/competition or practice (RTP) on the same day s/he sustained a concussion or brain injury.
2. A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion or brain injury on the same day the injury occurs.
3. After receiving medical clearance by a licensed health care provider as defined in Iowa Code Section 280.13C, RTP shall follow a stepwise protocol with provisions for delayed RTP based upon the return of any signs or symptoms.
4. Education of contest officials, school coaches and other appropriate school personnel, contestants, parents, and licensed health care providers.

The Iowa High School Athletic Association and Iowa Girls High School Athletic Union will provide educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.

5. Removing students who exhibit signs, symptoms, & behaviors of a concussion or brain injury from participation, and their return to participation.

- **Coach Removal** - If the student's coach observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during any kind of participation, i.e. practices, scrimmages, contests, etc., the student shall be immediately removed from participation and shall not return until the school's designated representative receives written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C.

Contest Official Removal - If a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during scrimmages, contests, etc., the student shall be immediately removed from participation and a designated contest official at the contest/event must receive the written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event, including an event that takes place over multiple days.

Before allowing a student who has been exhibiting signs, symptoms, & behaviors of a concussion to return to participation (practice and/or competition), licensed health care providers as defined in Iowa Code 280.13C shall follow the return to participation protocol as provided in Chapter 54 of the Iowa Administrative Code.

6. At events where the Iowa High School Athletic Association or Iowa Girls High School Athletic Union have provided licensed health care providers as defined in Iowa Code 280.13C, those licensed health care providers have final authority regarding RTP when a student has exhibited signs, symptoms, and behaviors consistent with a concussion.

Adopted 122012

Amended 032719

NOTE: Generally, each step should take a minimum of 24 hours. If post-concussion symptoms occur at ANY step, the student must stop the activity, and their health care provider should be contacted. If any post-concussion symptoms occur during this process the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.

Hazing

Many athletic and activity programs today promote time-honored traditions in their sports and activities. Many of these traditions are wholesome and a positive part of the program. Unfortunately, some traditions are both dangerous and illegal. Many times these "traditions" are nothing more than disguised forms of hazing. These events can get out of hand and the physical and emotional welfare of all involved is at great risk.

Some examples of hazing are as follows, but not limited to:

- Assigning pranks such as stealing, painting objects or harassment of other groups.
- Modifying one's appearance with unusual haircuts, shaving, tattoos or skin markings.
- Apparel that is embarrassing, lewd or interferes with the educational atmosphere.
- Agreeing to do demeaning tasks for others.
- Spanking, swatting or hitting with great force.

- Spreading of false rumors.
- Any act that produces mental anguish.
- Any act that could pose a safety risk to the student athlete.
- Any act that could bring shame to or discredit the team or school.



Important Phone Numbers

Independence Junior/Senior High School: 319-334-7405
West Elementary School: 319-334-7430
East Elementary School: 319-334-7425
Administration Office 319-334-7400



WaMaC Conference Schools

EAST DIVISION

Independence: 319-334-7405
Marion: 319-377-9891
Mount Vernon: 319-895-8843
Solon: 319-624-3401
West Delaware: 563-927-3515

WEST DIVISION

Benton Community: 319-228-8701
Center Point-Urbana: 319-849-1102
Clear Creek-Amana: 319-545-2361
South Tama: 641-484-4811
Vinton-Shellsburg: 319-436-4728
Williamsburg: 319-668-1050

Recognized Conference Sports and Activities:

Cross Country, Volleyball, Boys Basketball, Girls Basketball, Wrestling, Bowling, Boys Golf, Girls Golf, Boys Tennis, Girls Tennis, Boys Soccer, Girls Soccer, Boys Track, Girls Track, Baseball, Softball, Band Festival, Chorus Festival, Large Group Speech, Individual Speech, Art Show.

Sports Schedules located online at:

www.wamacconference.org

then select Independence

Independence School Board Policy Regarding Club Sports and Activity Participation

Board Policy 504.8

STUDENT ACTIVITY PROGRAM

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

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Participation in a non-school sponsored activity shall not conflict with the school sponsored activity.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Activity Schedule

The current all-activity schedule and rosters can be found on the school's website, or by following this link: <http://www.wamacconference.org/> and then select Independence. You can see schedules and sign up for notification for changes by using the "Notify Me" link.

All-Activity Meeting

An All-Activity meeting is held on the first Tuesday of each school year. Parents/guardians and students involved in activities are required to attend this meeting or watch the recorded video. Please contact Activities Director Justin Putz at 319-334-7405 or jputz@indeek12.org if you are unable to attend.

Communication

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other person and provide greater benefit to students. As parents/guardians, when your child becomes involved in our program, you have a right to understand what expectations are placed on your student. As a coach/sponsor, you have a right to understand any conflicts and concerns that your participants and their parents/guardians may have. This begins with clear communication between the participant, the parents/guardians, and the coach/sponsor of the program.

Communication parents/guardians expect from coaches/sponsors

- Program parameters of the coach/sponsor.
- Expectations the coach/sponsor has for your student as well as team expectations of the program.
- Locations and times of all practices, contests, and performances..
- Team requirements: fees, special equipment, out-of-season work, etc.
- Procedures to follow if your student becomes injured or requires medical attention during participation.
- Discipline that may result in the denial of your student's participation.

Communication coaches/sponsors expect from parents/guardians

- Concerns expressed directly to the coach/sponsor.
- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to the program and/or expectations.

Appropriate concerns for parent/guardian to discuss with coaches/sponsors

- The treatment of your student, mentally and physically.
- Ways to help your student improve.
- Concerns about your student's behavior.

Issues that parents/guardians should NOT discuss with coaches/sponsors

It is very difficult to accept when your child is not participating as much as you may hope. Coaches and sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach/sponsor. However, the following should be left to the coach's/sponsor's discretion:

- Playing time or participation time
- Team strategy
- Play calling
- Other participants

Conference between coach/sponsor and parent/guardian

There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged and should be appropriate in nature. It is important that both parties involved have a clear understanding of the other party's position. When these conferences are necessary, the following steps should be followed to help promote a resolution to the issue of concern:

- Call to set up an appointment. Independence Junior/Senior High School's phone number 319-334-7405. Ask to leave a message for the coach/sponsor.
- If the coach/sponsor cannot be reached, call the activities director and a meeting will be scheduled.
- Please DO NOT attempt to confront a coach/sponsor BEFORE or AFTER a contest or practice. These can be emotional times for both the parent and the coach/sponsor. Meetings of this nature do not promote resolution.

If the meeting with the coach/sponsor does not provide a satisfactory resolution, call the activities director at the Junior/Senior High School at 319-334-7405 and make an appointment to discuss the situation.

Spectator Guidelines

We ask for your cooperation in enforcing the following rules:

1. There will be cooperation with referees and officials.
2. There will be no objectionable cheers or unsafe or unsportsmanlike behavior.
3. All spectators will respect our coach and players. Spectators will not shout out instructions from the sidelines, tell the team or players what to do or berate our players for their errors. Spectators will let the coach do the coaching and the players do the playing.
4. Team benches are for official players in uniform, coaches and designated manager(s) only.
5. Smoking, drugs, and alcoholic beverages are not allowed on school grounds.
6. Please report any emergency to the Scorer's table or the administrator on duty.
7. Direct all energies to encourage your team.
8. Avoid actions which offend visiting teams or individual players.
9. Show appreciation of good play by both teams.
10. Learn the rules of the game in order to be a more informed spectator.
11. Treat all visiting teams in a manner in which you would expect to be treated.
12. Accept the judgment of coaches and officials.
13. Encourage other spectators to participate in the spirit of good sportsmanship.
14. Spectators are requested to follow the directions of all school related officials. This includes administrators, teachers, coaches, security personnel and maintenance staff.
15. Be Positive.

Your cooperation in following these Spectator Guidelines will be greatly appreciated, and anyone failing to cooperate with these guidelines will be required to leave the premises. Removal from the premises will require an administrative meeting with the activities director and/or principal before attending future events. Further actions may result in consequences that may include, but are not limited to, removal from the event, temporary suspension of your right to attend events, or possible permanent expulsion from all Independence extracurricular events per Independence Community School District Board Policy 904.4.

Pre-participation Information for Athletics

All students wishing to participate in Independence Mustang Athletics must fill out the district's forms BEFORE practice begins. These forms include concussion management protocol waiver and proof of a valid physical examination. Physical exams are valid for one calendar year (365 days).

Travel Expectations

Students are requested to travel with the team on school provided vehicles to away contests. Students riding home with parents must be cleared with coaches/sponsors and/or a written clearance from parents/guardians. Students riding home with parents/adults (including older siblings), other than their own, must get administration approval. Coaches reserve the right to require students to ride school transportation home from activities.

Weather Cancellations - Contests and Practices

SCHOOL DELAY—NO MORNING PRACTICES

Common sense prevails in this situation. If the weather prohibits school transportation from getting students to school on time, we CANNOT expect the student or their parents to drive to practice. We understand the decision to delay school may often come just before or at about the same time practices are scheduled to begin. Coaches/Sponsors utilize a phone tree or text messaging group so that information regarding practice cancellation can be delivered quickly to avoid students on the roads in adverse conditions.

SCHOOL EARLY RELEASE—NO AFTERNOON PRACTICES, NO CONTESTS

Again, if weather conditions deteriorate during the day to the point that school officials have concluded it is unsafe to transport students and be in session the entire day, we CANNOT have practices or contests. Optional workouts may be permitted at the discretion of the activities director in consultation with the superintendent. Student safety is our utmost priority and we will not place students in dangerous situations on behalf of sports or activities.

SCHOOL CANCELLATION—NO PRACTICES, NO CONTESTS

If the weather is bad enough to cancel school, the district will NOT allow practices or contests to take place. However, if conditions significantly improve as the day progresses, voluntary workouts may be permitted at the discretion of the activities director in consultation with the superintendent. Student safety is our utmost priority and we will not place students in dangerous situations on behalf of sports or activities.

Only in extreme situations will consideration be given to playing contests on days of early release and/or school cancellation. Those situations may include, but are not limited to, IHSA and IGHSAU State competitions. Those considerations will be made by the activities director, principal, and superintendent.

HEAT RELATED DECISIONS REGARDING PRACTICE/EVENTS

IHSA/IGHSAU have guidelines for unsafe heat indexes for outdoor practices. This guideline is based both on the temperature and humidity level, and can be found at this link:

<https://www.iahsaa.org/wp-content/uploads/2019/09/HeatIndexChart.pdf>

In the event that the heat index is above these guidelines at the end of the school day, junior high sports will not hold outdoor practices/events. High school outdoor practices/events may occur later in the evening if the heat index drops to a safe level. Each occurrence will be evaluated independently, and a decision, from the high school and junior high administration, will be made in conjunction with the appropriate in-season coaches.

If you have any questions, please contact your building administration or Activities Director Justin Putz at jputz@indeek12.org or 319-334-7405.

GO MUSTANGS!