AC/GC High School

STUDENT and PARENT HANDBOOK
2026-2027

AC/GC HIGH
906 School Street
Guthrie Center, Iowa 50115
Phone: 641-332-2236
FAX: 641-332-2973

EQUAL EDUCATIONAL OPPORTUNITY

The Adair-Casey Community School District not to discriminate on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in any program or activity. (Not all prohibited basis will apply to all programs and/or employment activities)

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

The district is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in any program or activity. Further, the district affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

NONDISCRIMINATION STATEMENT

It is the policy of the Adair-Casey and Guthrie Center Community School Districts not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Karla Mahaffey, Curriculum Director, 3384 Indigo Ave Adair, Iowa or at 906 School Street Guthrie Center, Iowa 50115 (641) 746-2242 or (641)332-2972: or by email at kmahaffey@acgcschools.org.

AFFIRMATIVE ACTION POLICY

It is the policy of the Adair-Casey and Guthrie Center Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Adair Casey Community School District, please contact the Karla Mahaffey, Curriculum Director, 3384 Indigo Ave Adair, Iowa, (641) 746-2242 or 906 School Street Guthrie Center, Iowa 50115 (641)332-2972: or by email at kmahaffey@acgcschools.org.; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312-730-1560, fax 312/730-1576, e-mail: OCR.Chicago@ed.gov

HUMAN GROWTH AND DEVELOPMENT EXEMPTION

Each parent or guardian has the right to review the Adair-Casey and Guthrie Center Schools Human Growth and Development goals, objectives and materials. The child can be excused from a particular class period where parents object to material that is being infused into the curriculum. The child will incur no penalty but shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

As Parents/Guardians in the AC/GC Community School District, you have the right to information regarding your child's teacher's qualifications, state licensure status, special endorsements for grade level/subject areas taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 641-332-2972 or (641) 746-2242 sending a letter of request to: Office of the Superintendent, at 3384 Indigo Ave Adair, Iowa 50002 or at 906 School Street Guthrie Center, Iowa 50115: or by email at kmahaffey@acgcschools.org.

JURISDICTION STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office (332-2236) for information about the current enforcement of the policies, rules or regulations of the school district.

GRIEVANCE PROCEDURE

It is the policy of the Adair-Casey and Guthrie Center Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Karla Mahaffey, 906 School St, Guthrie Center, IA, 641-332-2972, kmahaffey@acgcschools.org.

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

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

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 10 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation.
Within 10 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

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

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal
The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within – 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.
The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.
This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.
If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.
Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by

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Welcome

Please feel comfortable contacting the High School for questions, concerns, or celebrations. The following resources are to support communication between district stakeholders and ACGC High School:

Main office:

High School Main Office: 641-332-2236

Administration:

Principal: Mr. Rhys Pate: rpate@acgcschools.org

Activities Director: Mrs. Taylor Tiernan: ttiernan@acgcschools.org

Secretary:

High School Secretary: Mrs. Christina Wilson: cwilson@acgcschools.org

Guidance Office:

Counselor: Mrs. Jennifer Betterton: jrbetterton@acgcschools.org

District Level:

Superintendent: Mr. Josh Rasmussen: jrasmussen@acgcschools.org

Business Manager: Ms. Brandy Rudy: brudy@acgcschools.org

Superintendent Secretary: Mrs. Michelle Halbur: mhalbur@acgcschools.org

Curriculum Director: Mrs. Karla Mahaffey: kmahaffey@acgcschools.org

Director of Human Resources: Mrs. Lindsay Jahde: ljahde@acgcschools.org

Visitor Policy:

All visitors to the building, please use the front doors. Please use the buzzer system to the right of the front doors to contact the office. All doors to the building will remain locked during the school day.

All visitors, including parents, should report to the office and receive permission to visit any teacher, classroom, or student.

Other High School Resources:

- ACGC High School Website-- Click Here!
- ACGC High School Activities Calendar-- Click Here!
- Twitter: @ACGChargers

MISSION STATEMENT

Mission: Expect the Best. Every Charger, Every Day.

Vision: Cultivate each individual and unlock their full potential.

Values: Empower-Engage-Inspire

OUR PURPOSE

All parents and school staff want all children to succeed in school, and we believe that all children are capable of succeeding. There are many ways to demonstrate success, and we provide many opportunities and resources for students to make positive accomplishments.

Success does not often come easily, and we hope that our students realize that it is most often achieved through setting goals and putting forth the effort to reach those goals. As a school, our main goals for our students are that they graduate with the skills and willingness to be lifelong learners, function in a constantly changing world, get along with other people and attain the skills which are fundamental to achieving their goals in life.

It takes a strong partnership between school staff and parents to help students experience success, and students must understand that they are responsible for their learning, successes and failures. We also understand that students will experience failures from which valuable lessons should be learned on the path to success.

We have many strategies for success at AC/GC HS. Many of these are taught by our faculty and available from our school counselor or our other Building Assistance Team members. Please contact us if you would like more information on strategies for success in academics or other areas.

SCHOOL PRIDE

Pride in our school demands a spirit of cooperation and loyalty to all aspects of the system. A loyal student supports his/her school and does the utmost to keep his/her scholastic and activity standards at the highest possible level. The school system is always moving. With your support, this movement can be in a very positive direction.

ATTENDANCE POLICY

A. ATTENDANCE

Philosophy

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption to the educational environment to a minimum. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after

leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of attendance and punctuality. Lifelong patterns of responsibility and self-discipline are fostered by regular attendance.

While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes. Absences cause disruption in the educational progress of the student who is absent. In order to maintain interest and understanding in a program of instruction, students should not be absent more than absolutely necessary. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work.

There are times, however, when school officials may determine that the problems associated with absence from classes are outweighed by the advantages of another school activity. Attendance at such approved activities trips will not be considered an absence from school. Every effort will be made by school officials to keep these absences from class to a minimum, and to see that they are not concentrated on a single class period.

Attendance Notification

Parents/guardians should notify the high school (641-332-2236) by phone or email before 9:00 a.m. if their student is ill and/or will be absent that day. Any students not at school, who is not reported absent, may receive a phone call or text to primary contact.

Students who are absent from school a day or any part of a day for any reason shall submit in writing the specific reasons for their absence, the specific days or times they were absent, verification by doctor or dentist, if appropriate. **Written documentation from a parent/guardian is due the day the student returns to school or the second day following an absence.** Notes submitted after the second day are not accepted and the absence remains unexcused and consequences will apply.

When a student knows in advance he/she will be absent from school, he/she needs to bring a note from parent/guardian and take it to the high school office, and have assignments planned out with instructors. **This should be done prior to all planned absences.**

The school designees will work with the students and families to increase likelihood that a student struggling with attendance will improve in this area. Each situation will be treated as unique. If a pattern of poor attendance exists, the school designee will:

- **Follow the district guidelines for attendance**
- **Meet with families and create and carry out plans to intervene and improve the situation**
- **Contact families frequently about improvement or lack thereof regarding attendance**

If the pattern of poor attendance continues, the school is legally obligated to reach out to the district attorney's office for students between the ages of 5-16.

College Visits

Juniors/Seniors are not counted absent when going on college visits IF they bring a note from their parents, get high school office approval, and pick up a College Visit Slip BEFORE THE COLLEGE VISIT. Juniors will be limited to one college visit, while seniors will be allowed 2 college visits. Extra college visits will be counted as excused absences with prior approval from the counselor.

Activities

ATTENDANCE AND ACTIVITY PARTICIPATION

A participant is expected to maintain regular school attendance as a prerequisite to participation in activities.

The following policy must be adhered to relating to school attendance.

1. A student must be present prior to the end of first period to participate in activities (plays, musicals, speech, athletics, tryouts, etc.).

2. Students will not be allowed to compete in a contest/activity, if on the day of the event, they've been:

   A. Ill (Excused or Unexcused)

   B. Suspended from school

   C. Have an unexcused absence from school

3. The student must be present prior to the end of first period to practice in an activity after school on that day.

- **EXCEPTIONS:** Funerals, scheduled medical appointments, and any family emergency (reason will be required) at the discretion of the building principal or activities director. Doctor's notes are required prior to returning to school and participation in activity. These are to be cleared by the building principal or the activities director.

Exemption: Students enrolled in less than 4 credits. (ie. Home School)

4. It will be the responsibility of the student to inform the coach, director, or sponsor of the absence and subsequent inability to participate in practice, competition, or public performances if the absence from class was without proper approval given by the activities director or building principal.

Leaving School

Students who wish to leave school during the day must notify the high school office before he/she leaves the building. Guidelines for excusable absences will apply. Students must sign out before leaving and sign in when returning. **The front entrance will be the only entrance to the building after 8:20am.**

Absences for the following reasons will be considered excused:

1. Personal illness.
2. Death or serious illness in the immediate family/household or an emergency at home vital to the family welfare.
3. The funeral of a relative or close friend.
4. Medical or dental appointments which cannot be made other than during school time, and for which verification of the appointment is presented prior to or immediately following the absence.
5. Court appearances.
6. Recognized religious observances.
7. Attendance at state sponsored activities in which AC/GC students are participating.
8. Any absence pre-approved by the principal.

All other absences are considered unexcused.

Unexcused Absences

Any absence not meeting the criteria for "excused" shall be considered unexcused. For unexcused absences, the following shall apply:

1st unexcused – Teacher discretion & Parent contact 2nd-3rd- Admin to Parent contact w/ detention

4th+- Parent meeting w/ detention (excessive UA's may lead to student suspension and possibly expulsion)

Teacher discretion: Teachers can ask a student to stay after school, arrive before school, or use lunch time to catch up on missed work/learning

1. Any absence not properly excused before occurrence, or at any time in the case of personal illness.
2. Leaving the building during the day without parental excuse and authorization of the office.
3. Haircuts

4. Oversleeping
5. Car trouble (a parental call will help determine if this absence or tardy is excused or unexcused with the final determination being made by the administrator)
6. Shopping Trips
7. Senior Pictures
8. Hunting (Unless it is a planned family outing that can not be scheduled at another time, must be pre-approved by the administrator)

The teacher will determine time allowed for make-up work in each class. It is an expectation for students to communicate with the teacher about what the expectations are for making up work missed. Incompletes remaining after 2 weeks will result in a failing grade for the course. Teachers may also set alternate guidelines for late work, and have the right to set a "last date" before the final day of a grading period for any late work. ***Example: No late work after one week (5 school days) before the grading period ends.*** **The 2 weeks guideline is only for special circumstances with administrator approval.**

Truancy
Truancy is defined as an absence from school without knowledge of a parent(s) or school officials. Students who leave school without signing out in the high school office and without parent permission are considered truant. Students found truant will be assigned in-school suspension. Excessive truancy may result in suspension or expulsion from school.

Failure to report to class without permission from the instructor or the office is a form of truancy. Two detentions will be assigned.

Majority Age - Only when a student of majority age (18 years or older, or married) is not residing with the student's parents or guardian may the student present his/her own excuse for absence without parental verification. The principal should be notified in advance of any such circumstances.

B. PUNCTUALITY

Tardiness
Just as future employers will expect today's students to be punctual on the job, the school expects the student to be punctual in arriving for class or study hall. With three minutes between classes there is no reason for a student to be tardy to class if he/she plans ahead. If a student is late for class, he/she must get a pass from the previous instructor, another instructor that he/she worked with during passing time, or a pass from the office to allow them into their next class. No student who is tardy will be allowed into their next class without a pass.

1. Tardies 1-3: Verbal warning and teacher's discretion on possible missed work
2. 4+: Detention will be assigned
3. 8+: Possible In-School suspension

Students who arrive after 15 minutes will be considered absent for that class period. Repetitive car trouble, continual transportation problems, oversleeping, etc. are not valid excuses for being tardy.
Teacher discretion: Teachers can ask a student to stay after school, arrive before school, or use lunch time to catch up on missed work/learning

C. PERMISSION TO LEAVE SCHOOL GROUNDS

Students leaving the school grounds for any reason must report first to the principal, counselor, or secretary if the principal is unavailable. In the high school office there is a sign in/sign out sheet that students must fill out when entering or leaving the building at any time other than before or after school. Failure to sign in or out will result in detention. We need to know, because we are responsible for your safety.

Students who need to leave school during the school day must receive permission from the office and present a note signed by the student's parents prior to leaving or upon their return. Students who return to class or arrive after the school day has begun must also present a signed note from their parent/guardian. Students are not released to anyone other than their parents during the school day unless the office has permission from the student's parents.

Students are never to leave school at any time during the school day without permission. **See Truancy.**

THE ONLY PERMISSION TO LEAVE SCHOOL GROUNDS FOR ANY REASON WILL BE DETERMINED THROUGH PARENTAL CONTACT WITH THE OFFICE!

COURSES and GRADING SYSTEM

A. SCHEDULING GUIDELINES (HS)

Students are encouraged to take classes at grade level. The class schedule is designed to maximize a student's opportunity to enroll in certain classes at certain grade levels. Varying from this can lead to scheduling conflicts later in their high school career.

Elective classes have a maximum enrollment. Should this enrollment be exceeded, priority is given on a grade level basis starting with seniors. To maintain balanced classroom numbers, students will be assigned to sections of multiple section classes.

In order to be considered a full-time student at AC/GC HS, a student must enroll in five classes each term and a minimum of 20 credits each school year.

Required Totals- 36

Math- 6 (Alg 1**, Geometry**, Alg 2**or other math class**)
Science- 6 (Physical Science**, Biology**, Environmental Biology*, +1)
English- 8 (English 1**,2**,3**, Speech* +1)
Social Studies- 5 + 3 (World Studies*, World History**, US History**, Government*, Economics*, Psych/Sociology*)
Business- 3 (Career Readiness*, Money Management*, Workplace Readiness*)
PE- 4 (Once all 4 years****)
Health-1 *

B. ADDING/DROPPING COURSES (HS)

Students may change their schedule for the term prior to the first day of classes for that term. There is no guarantee of class change after that. The parent, teacher, advisor and counselor signatures are necessary to add or drop a class. Students enrolled in a two-term class cannot drop the 2nd term without teacher recommendation. The change must be approved by the principal.

C. CHEATING/PLAGIARISM

CHEATING Students are expected to do their own schoolwork. Cheating is not tolerated and will be subject to consequences as determined by the building principal.

Other possible examples, but not limited to:

- Abusing group work
- Copy & paste information from the internet
- Using another person's work with or without permission
- Accessing someone else's computer files and taking their work
- Plagiarism
- Having someone else do your work and representing it as your own
- Looking at another student's answers during a test, quiz, or other assessment
- Using a cheat sheet or other unauthorized information during a test/quiz
- Using notes with permission
- Giving another student the answers to tests, quizzes, or other work
- Using AI in a manner not approved by classroom teacher
- Using any sort of technology not approved by classroom teacher (phones, watches, glasses)

PLAGIARISM Copying from other sources, submitting someone else's words as your own is not tolerated and will result in consequences as determined by the building principal.

For both cheating and plagiarism
1st offense: Required to finish an alternate assignment or retake the work. Detention
2nd offense: Detention. Required to finish an alternate assignment or retake the work.
3rd offense: Required to finish an alternate assignment or retake the work. Suspension with parent conference required to return to classes.

D. GRADE CLASSIFICATION SYSTEM (HS)

The single most important purpose for a student to attend high school is to earn a diploma of graduation. With the desire to help motivate students to achieve that goal and help them stay on track, the Adair-Casey and Guthrie Center School Boards approved the following policy. Under this policy, each student will gain grade classification based on the following number of credits successfully completed:

Sophomore Classification	16 credits
Junior Classification	33 credits
Senior Classification	49 credits
Graduation Requirement	65 credits

Exceptions to these classifications would be allowed at the justifiable discretion of the high school principal under certain circumstances.

E. REPORT CARDS AND GRADING SYSTEM

Report cards are issued every term and parent-teacher conferences are scheduled three times a year to discuss a pupil's progress. Grades in school subjects represent the teacher's best judgment, based on assessment, at that given time of the pupils' achievement in the academic standards. *To determine grade point average (GPA),*

The standardized grading scale for all classes is

grades are assigned the following numeric values:

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

as follows:

A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66

D-	.67	D-	60 - 62
F	0	F	below 60

G. REASSESSMENT POLICY

Each teacher has a reassessment/ retake policy. This includes the process it will take to gain the opportunity to reassess in that teacher's class. It may include meeting with the teacher, doing extra work, complete ungraded work that has been assigned, etc. **Students have 1 week, after original feedback of prior assessment, to initiate the reassessment policy with their respective teacher.** Any teacher can alter this policy if clearly stated in their classroom expectations, but a student can not wait until the end of the grading period to suddenly decide to retest. To do so is not fair to the instructor or the learning process.

H. ADVANCED PLACEMENT CLASSES (HS)

The following are guidelines for taking AP classes:
AP courses taken to fulfill high school required classes will be taken for credit and will be included in a student's GPA.
Students taking AP courses as elective credits will have the option of taking the course for credit or may opt not to receive credit. Students must make a decision on that option by the end of the class. Details of grading and credit options are available from the TAG Coordinator.
Students enrolled in an AP class as one of the four required classes may not drop the class. If an AP class is the fifth class on their schedule, students may drop one class any time within the first 10 days of the class.

I. POST SECONDARY ENROLLMENT OPTIONS ACT CLASSES (HS)

Under provisions of the Iowa Administrative Code, high school juniors and seniors (as well as freshman and sophomore TAG students) may enroll in college classes. Courses which are not available in the local district are the only courses eligible for this program. **Classes must be approved by the high school administration and must be taken through an approved post-secondary institution.** Students must complete a PSEO form for each course in which they are enrolled. Students taking PSEO classes will have credits for those classes included on their transcripts. However, students will have the option of whether or not to include the course grade in their GPA. That decision must be made by the end of the class or the course grade will be included in the student's GPA. Cost of the class is assumed by the district unless the student fails to successfully complete the course. In that case, the student is responsible for the cost of the class. Students should keep in mind the effect participation in this program might have on their graduation requirements and their high school schedule.
Details and other PSEO requirements are available from the Guidance Counselor. Please sign the form found in this handbook to acknowledge reading, understanding and agreeing to the guidelines. (pg. 23)

J. SUMMER/CORRESPONDENCE COURSES (HS)

Any student planning on enrolling in a correspondence course or any course other than AC/GC High School classes must have the course approved by the Principal. DO NOT take an outside course and assume you can transfer it in for credit nor that the school will pay any fees associated with the course, including PSEO classes.

K. EARLY GRADUATION (HS)

AC/GC schools offer the option of early graduation to any student meeting graduation requirements at the end of the first term of their senior year. In such cases, the student should visit with the counselor and principal prior to the junior year to determine eligibility. A written request must be approved at a meeting with the AC and GC Boards of Education and the student after his/her situation is discussed with the AC/GC high school counselor and principal. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except prom and graduation activities.

L. CHARGER TIME

Charger Time is a time students will be able to work on homework, attend meetings, and collaborate with other students or teachers. Charger time will primarily be used by students and teachers to catch-up, retest, and relearn. In its current state, students will report every Monday to their advisor. If a teacher has requested a student work with

them, that student will meet with the requesting teacher on a specified day/s. This time may be used to catch students up, retest, or relearn materials.

- Students who have not been requested may use it as a study hall, or ask to see teachers with whom they would like extension work.
- This is treated as a class. All rules and regulations for other classes are in effect during this time.
- Students with missing assignments are expected to work on those assignments during this time.
- There is a set schedule for teacher availability.

ACADEMIC ACCOUNTABILITY

Since we strive for academic excellence in education at AC/GC Schools, the idea of holding all students accountable for their academic progress on a regular and systematic basis is a must. The AC/GC School Boards have adopted the following.

All students are to be held accountable for all courses in which they are enrolled.

1. A student must pass ALL courses during the first, second, and third terms in order to be eligible during the term that follows. A student must pass ALL courses during the fourth term in order to be eligible for summer activities (i.e. baseball and softball)) or the 1st term of the next school year
2. During a period of ineligibility, a student will be withheld from participation in all co-curricular and extra-curricular activities.
3. While ineligible, a student may participate in practice sessions and rehearsals if doing so does not conflict with arranged programs intended to assist the student in regaining eligibility.
4. If a student is failing any class at the end of a grading period, the student is ineligible for a period of 20 calendar days in the interscholastic athletic event in which the student is a bona fide contestant. If a student is a contestant in baseball or softball, he/she is ineligible for the next 20 calendar days of that sport but has eligibility in the fall. (*State Guidelines*)

All students will be held accountable for their grades throughout the entire academic year.

1. Under our two-week accountability system, the student must pass every course in which he/she is enrolled.
2. If, at the end of the accountability period, a student is failing any course, the student will be placed on academic probation for the following accountability period.
   A. During the probation period, the student remains eligible, but must make an effort to improve the deficient grade.
   B. In cooperation with coaches and activity sponsors, the student on probation will be encouraged to participate in a study time with the teacher who will provide direct help to the student between 8:00 and 8:15 a.m. All teachers are available for all students before and after school. Students will also be able to use Charger Time.
3. If, after the period of probation, the student is still failing the course, the student will be declared academically ineligible for the following accountability period.
   A. While academically ineligible, the student is encouraged to arrange study time with the instructor(s) whose class s/he is failing.
   B. If the student improves the failing grade to passing at the end of the accountability period, he/she will return to probationary status for the following accountability period.
   C. If the student maintains the grade at a passing level during the period of probation, the student will then, once again, be considered academically eligible.

Communication from the school will notify parents of a student whose name appears on the academic accountability list. During the period of ineligibility, the student will not represent the school in any competition, exhibition or public performance. This applies to all extracurricular and co-curricular activities, including such things as field trips that are not considered to be class academic activities.

The purpose of the accountability system is to encourage students to maintain passing grades throughout the term. It will also enable a student to recover from a short period of time in which he/she has difficulties in a class and return to a status of eligibility. The long term periods of ineligibility will keep the school in compliance with state and

local eligibility standards. The shorter and longer systems are intended to complement each other and should enable teachers to keep more current with the academic standing of those students in danger of failing and assist them in rectifying the problem.

ACADEMIC RECOGNITION

A. ACADEMIC LETTER REQUIREMENTS (HS)

1. Students must be named to the honor roll for all four terms of the school year.
2. Students must be taking a full class load (full time student) in order to earn an academic letter.
3. Letter awards will consist of:
   a. 1st award will be the letter, gold bar, and certificate
   b. thereafter, the award will be gold bar and certificate
4. Awards will be made in the early fall of the year after the award was earned.

B. HONOR ROLL GUIDELINES

The following guidelines for the AC/GC Jr./Sr. High School honor roll apply:

1. Grades in all subjects are to be considered for placement on the honor roll, with the exception of the following classes: Band, Driver's Education, Vocal Music, and Physical Education.
2. Students must be considered a full time student
3. Any students receiving a 4.0 term GPA will have that honor designated with two asterisks on the honor roll. Any student receiving "A's" in all subjects will have that honor designated with one asterisk on the honor roll. Any student receiving all "A's" and not desiring to receive said recognition shall notify either the principal or counselor. The student's name will be left on the honor roll, but with no asterisk.
4. A student must have a 3.00 GPA for the term to be placed on the honor roll.

C. NATIONAL HONOR SOCIETY (HS)

One of the highest honors a student can receive in high school is to be chosen for induction into the National Honor Society (NHS). To be eligible, a student must show exemplary behavior in the areas of Scholarship, Service, Leadership and Character. These characteristics are not something students experience just in their junior year but are areas that students should build on their entire lives inside and outside of school. A potential inductee will be expected to provide specific examples of experiences in each of the areas listed below:

SCHOLARSHIP – An individual who strives not only for high marks but knowledge.
SERVICE – Someone willing to work for the benefit of those in need, without monetary compensation or without recognition.
LEADERSHIP – An individual who will go forward when others hesitate. Someone who has the willingness to yield their personal interests for the interests of others.
CHARACTER – An individual who has demonstrated the values of honesty and truth; who possesses the qualities of respect, responsibility, trustworthiness, fairness, caring and citizenship.
Since the members of the Jean E. Safely Chapter of the National Honor Society are dedicated to the above values, they wish all new members to possess them as well.

Student Discipline and Classroom Disruption

The AC/GC School District is committed to providing a safe, respectful, and productive learning environment for all students and staff. Students are expected to follow school rules, respect others, and conduct themselves in a manner that supports learning.

Recent changes in Iowa law, including **Senate File 2428**, establish new standards and expectations regarding classroom disruption. The legislation identifies two general categories of classroom disruption:

- **Non-Violent Classroom Disruption** – Disruptive behavior that interferes with the educational environment but does not involve violence or the threat of violence.
- **Violent Classroom Disruption** – Behavior involving violence or the threat of violence that disrupts the educational environment or creates a safety concern for students or staff.

The District is currently working with guidance from the **School Administrators of Iowa (SAI)** and the **Iowa Department of Education** to develop procedures and disciplinary responses consistent with the new requirements.

As additional guidance becomes available and the District's procedures are finalized, this section of the Student Handbook will be updated to provide students, parents/guardians, and staff with more specific information regarding definitions, procedures, consequences, and due process related to classroom disruptions.

The District reserves the right to address student behavior through appropriate disciplinary measures in accordance with Iowa law, District policy, and the circumstances of each individual situation.

A. APPEARANCE

If the school is to educate students to lead full and better lives in harmony with the people around them, then the school has a responsibility for the appearance of its students. Students should learn to wear appropriate dress for each occasion. ANY PUPIL WHOSE APPEARANCE DISTRACTS FROM THE GENERAL INSTRUCTIONAL ATMOSPHERE OR CREATES A DISTURBANCE IS INAPPROPRIATELY DRESSED AND IS TO BE REMOVED FROM THE CLASSROOM.

Clothing worn by all students should be neat, clean, and modest in nature.
Clothing not allowed: Ladies clothing with spaghetti straps, sundresses, halter-tops, and similar apparel. Cut-offs, excessively short shorts, boxer shorts, shorts with holes. Clothing with alcohol and/or tobacco references, offensive language, double meanings of a sexual or offensive nature; shirts which bear a slogan which promotes one sport's activity at the expense of another activity; caps, hats, and headbands; shirts with sleeves that have been cut off; jeans/pants with holes above the knee. Blankets are not allowed.
Guidelines: Shirts must be long enough to meet the beltline. Tank tops and muscle shirts may be worn if they are hemmed and/or factory-made. NO undergarments should be showing (i.e. bra straps or underwear). Frayed jeans are allowed as long as no underwear is showing.

Guidelines for ladies shorts and skirts: Shorts and skirts should be fingertip length.

The Principal will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave school.

B. BEHAVIOR & RESPECT FOR SCHOOL PERSONNEL

The students at AC/GC JH/HS are excellent and we have high expectations for appropriate classroom behavior. Each teacher will explain his/her classroom rules in addition to the rules defined in this handbook. Students are responsible for their behavior, and order in classrooms must be maintained for learning to occur. In most cases, the teacher should handle classroom discipline. At times, students may be sent to the office for disciplinary reasons. ***Leaving class without teacher permission, or skipping a class, will result in detention.*** Removal from class may result in Saturday School or suspension. All students are ineligible for extracurricular activities while they are on any type of suspension.

If our school system is to function effectively, we need your cooperation. We expect each student to show all teachers and employees at our schools the proper degree of respect both in and out of school. This includes addressing them as Mr., Miss, Mrs. or Ms., whichever they prefer. Your language around an adult, or directed at an adult, should be of the highest standards. Your actions should be appropriate for the school setting. **When a teacher makes a reasonable request of a student, it is expected that the student will carry out that request without argument.**

If you disagree with the adult and do not feel you can discuss the problem in an adult manner, go to the principal or counselor during lunch period, between blocks, or before or after school. ***Do not fly off the handle and take matters into your own hands, which can lead to unforeseen consequences.*** Every student is not expected to personally like every teacher in our system. We do expect, however, that you respect the position the adult holds. Failure to do so could result in a suspension or expulsion.
Any adult in the system has the authority and the responsibility to discipline any student at any time it is necessary.

C. BULLYING, HARASSMENT, SEXUAL HARASSMENT and ABUSE POLICY

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

Students who feel that they have been harassed or bullied should communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
If the harassment or bullying does not stop or the student does not feel comfortable confronting the harasser or bully, the student should:

1. Tell a teacher, counselor or principal
2. Write down exactly what happened including:
    - *What, when, and where it happened
    - *Who was involved
    - *Exactly what was said or what the harasser or bully did
    - *Witnesses to the harassment or bullying
    - *What the student said or did, either at the time or later
    - *How the student felt
    - *How the harasser or bully responded.
3. Keep a copy and give another copy to the teacher, counselor or principal.

Harassment or bullying based upon factors other than sex include, but is not limited to:

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, job, etc.

4. Demeaning jokes, stories, or activities.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

5. Places the student in reasonable fear of harm to the student's person or property
6. Has a substantially detrimental effect on the student's physical or mental health
7. Has the effect of substantially interfering with the student's academic performance
8. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Sexual harassment includes, but is not limited to:

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

D. GETTING ALONG WITH OTHERS

Cooperation and mutual respect are important at AC/GC JH/HS and in society. This includes getting along with others, accepting responsibility for your actions, and treating others as you would want to be treated. Any put downs, name calling, or other acts of sexual or other harassment will not be tolerated. Threats (either direct or implied) will not be tolerated and may result in suspension or expulsion from school. Since we spend so much time at school and school activities, it is vital that we continually put forth effort to get along with others. In cases of harassment, bullying or hazing, disciplinary action will be taken as deemed appropriate by the principal.

E. STUDENTS EXPERIENCING DIFFICULTIES

The school district, in its educational program, has a process to assist students experiencing behavior and academic difficulties. The Building Assistance Team is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact the high school principal at 641-332-2236. Students are encouraged to visit with their advisor, counselor or principal when experiencing difficulties.

F. DISCIPLINE

High School

1. In cases of inappropriate behavior, a staff member will complete a Discipline Referral form, which includes a description of the behavior. The student will be allowed to read the referral and is required to sign the referral form as an indication that he/she is aware of what is contained in the referral. A copy of the referral will be mailed/emailed to the parent.

Discipline referrals completed by a substitute teacher will result in the consequences being doubled.

All detentions will be served in the assigned detention room for the week. Students should check in the office if they received detention and do not know where to go. Some teachers will assign study tables in their own room in lieu of detention. When you receive detention, you will serve either that evening or the following evening unless different arrangements are agreed upon with the administrator/teacher. You must be seated by 3:45 in HS and 3:30 in JH and remain seated. Detention is 30 minutes in length. You must be busy either with schoolwork or reading a book. There will be NO sleeping, NO food, NO talking, and NO visitors. Students must leave the building immediately after being dismissed from detention. Extra Curricular participation is not an excuse not to go to detention or Study Table.

Excessive Detentions (HS)
More than 3 detentions in any school term is considered excessive and may result in suspension, or Saturday School, being assigned rather than after school detention.

2. **Saturday School** will be held on designated Saturdays from 8:00-11:00 a.m. in the designated area. A student assigned Saturday School will serve the Saturday of the week the referral is received unless other arrangements are made with the principal PRIOR TO THE ASSIGNED DATE. Students must be busy with appropriate schoolwork or reading a book. There will be NO sleeping, NO food, NO talking, and NO visitors. You will be allowed a 5-minute break at the end of each hour.

If you are late to Saturday School, you will serve 1 1/2 hours that day and an additional full day of Saturday School. If you miss the assigned date, you will be assigned 2 Saturday Schools. If you miss either of those 2 days, you will be suspended out of school for 3 days and 2 more dates of Saturday School will be arranged. Should you miss either of those dates, you will appear before the Board of Education for possible expulsion for non-compliance with school policy. Any student found in violation of law while on school property will be subject to prosecution.

If there is no school on a Friday due to weather, there will be no Saturday School that week.

G. DRIVING & PARKING PRIVILEGES

Students are permitted to drive their cars to school. Students are never to be in their vehicle at any time during the school day without special permission from the principal. Driving to school is a privilege that the principal may revoke if you are not mature enough to handle it. Students are not to drive behind the school at any time during the school year.
Underclassmen are to use the west or south parking lot. Seniors are privileged to park in the front row of the west lot. This is a privilege granted to seniors only. No one is to park around the school building without special permission. This includes students participating in extracurricular activities. All students must park in an orderly manner.

H. ELECTRONIC DEVICES

Only school-issued devices may be used by students during the school day. Laser pointers, iPods, laptops (other than school issued) and other electronic items are not to be brought into the school. Students found in possession of these items will have them confiscated by the principal with additional consequences possible.

Cell phone use is prohibited during class time. Use is interpreted as using any cell phone function or feature (not allowed by teacher, eg. calculator), not just sending or receiving calls or text messages. Students may NOT get a pass out of class to use their cell phone. Teachers may choose to have students place their cell phones in an assigned location in the classroom, and it is the expectation that students will comply.

The school has a legal right to seize/confiscate cell phones that are not being used properly. If a student is refusing to listen about cell phone procedures the intervention below will be followed:

1st offense: Verbal Warning
2nd offense: Teacher or administrator takes phone
3rd offense: Cell phone is held and parent/guardian must come to pick it up. Until then, the school will hold the phone.
4th offense: Phone is not allowed for the remainder of semester. If brought or used at school, school may hold for 2 weeks. If the student accidentally brings it, they must give it to the office for safe keeping until the end of the day.

Other unacceptable cell phone behavior:

- Taking pictures in locker room
- Taking any picture of another person for the purpose of ridiculing the other person (falling asleep, chewing food with mouth open…it doesn't have to involve nudity)
- Use of cell phone or any device to cheat

- Use of cell phone or any device to harass another person

The consequences of unacceptable use could result in (based on allegations):

- Device shall be confiscated
    - Duration depending on situation
    - May be turned over to law enforcement
    - Subject to search
- Other discipline (suspension from class/from activities)
- Parents will be informed
- Law enforcement will be informed where appropriate

Students bring electronic devices at their own risk. The school, faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones or personal electronic devices. If a student has a cell phone or electronic device that is damaged or stolen, the school will NOT utilize administrative time to investigate the incident, nor will the district take any financial responsibility for the device, cell phone or cell phone charger.

I. ILLEGAL ITEMS FOUND IN SCHOOL/STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, vaping or vaping products, nicotine pouches, or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Local authorities will be contacted if a student is found in possession of any illegal item.

Federal law mandates a one-year (12 months) expulsion from school upon conviction of possession of a weapon on school property.

In cooperation with the Guthrie Center Police Department, and/or other law enforcement agencies, the Guthrie Center Community School District may be conducting routine building inspections using a canine unit or "drug dog". These inspections may be done during class time, before school, or after school hours. If information is produced during an inspection that constitutes reasonable suspicion, the administration or law enforcement will conduct a search within the guidelines of established district policy and Iowa statute.

J. SCHOOL TRANSPORTATION

BUS RIDING

Riding the school bus is a privilege. Students are expected to follow bus rules and regulations at all times. If a student continues to disregard the rules, he/she may be assigned to a seat or suspended from riding the bus. Students will not be dropped off at stops that are not on the regular bus route unless the principal first approves the stop.

Students are to ride the bus they are assigned unless permission is granted from the office. This includes town bus stops.

SCHOOL VEHICLES

1. Students are to remain in their seats at all times when the bus is moving.
2. Students are never to extend anything out of the windows of the bus or suburban.
3. Food and drink will only be allowed on the bus/suburban with permission. If you are given this permission, it will be your responsibility to take care of all trash. Do not throw paper or other items on the floor. The vehicles should be trash free when you depart.
4. When you are riding in an AC/GC school vehicle, you are expected to act in a manner that is beyond reproach. Loud, disruptive behavior will not be tolerated.
5. When a passenger in a school vehicle, you are expected to comply with requests of the supervising instructor or driver. Failure to comply may result in suspension from school transportation.

Transportation Conduct

Riding the school bus is a privilege and carries the obligation of proper conduct by the riders. Each student is held accountable for his/her own behavior. Upon boarding the bus, students come under the jurisdiction of the district's administration, and violation of school bus rules shall be treated as a violation of any other school rule. The primary authority for enforcement of conduct belongs to the bus driver, but in situations where a member of the faculty or other adult is assigned by the building administrator to accompany students on the bus, the conduct and general supervision of the students, shall be that adult's responsibility. The driver, when the only adult employee on the bus, shall assume responsibility for the student's conduct and shall generally exercise his or her authority through instruction and direction.

Inappropriate bus behavior shall result in:

1. Drivers will contact parents/guardians and the transportation supervisor about the inappropriate behavior and identify the preventative disciplinary measures implemented or measures that plan to be implemented.This disciplinary action may include an assigned seat for a time or contact with parent/guardian.

2. If misbehavior continues despite measures implemented, the building principal, transportation director, and bus driver will determine disciplinary actions depending on the age of the student and the severity of the behavior. Parents/Guardians will be notified of the disciplinary action via phone.

3. Upon subsequent instances of misbehavior, the above procedures shall be followed but additionally, the student will be suspended from bus riding for one (1) to five (5) days under the direction of the principal.

4. Bus riding privileges, if suspended, may only be restored after a meeting with the parents, bus driver/transportation director, principal and an agreement regarding the following of rules is signed by all involved.

5. Any student who continues to violate rules after signing the agreement shall be suspended until a meeting with parents, principal, and the superintendent can determine whether to reinstate the student's privilege, or to enforce the suspension for the remainder of the school year.

6. Any habitual offenders will begin the following school year on probation.

7. Types of misconduct for which a student may be put off the bus for first offense would be fighting, harassment, anything that threatens the safety of those on or outside the bus, use of drugs, alcohol, or tobacco on the bus, or failure to follow the directions of the bus driver or someone under their authority. This type of behavior may result in a minimum of ten (10) school days suspension or as much as the suspension of bus riding privileges for the entire school year. (The length is to be determined by the principal, transportation director, and superintendent.)

8. For any suspension of riding privileges, parents will be notified by the principal. Inability to notify the parent shall not interfere with student suspension.

9. Rules regarding activity buses are the same. The student will return on the bus unless parental permission is communicated in writing to the event supervisor before the bus leaves the event regarding the student leaving with an adult.

RECORDING DEVICES

The Adair-Casey/ Guthrie Center Community School District Board of Directors has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order

on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recording may be used in a student disciplinary proceeding. The content of the recording are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child if the recordings are used in a disciplinary proceeding involving their child.

K. SEARCH AND SEIZURE

School district authorities may, without a search warrant, search students, the contents of a locker (even if the student provides the lock), desk or other facility or space owned by the school, based on reasonable suspicion. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Possession of such materials will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

Any student at a school-sponsored event suspected of consuming alcohol or using illegal drugs will be asked to submit to a breathalyzer or drug testing. Refusal to comply will result in parental notification and removal from the event. The principal may perform random locker searches to maintain school safety and cleanliness.

L. SPORTSMANSHIP

All students are expected to exhibit excellent sportsmanship to opposing teams, coaches, officials, and our visiting guests. We should treat them as we want to be treated if we were visiting their school. Think of the following guidelines to sportsmanship:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Censure fellow students whose behavior is unbecoming.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when he or she is removed from the contest.
6. Do not applaud errors by opponents or penalties inflicted upon them.
7. Do not heckle, jeer, or distract members of the opposing team.
8. Never criticize the players or coaches for the loss of a game.
9. Respect the judgment and strategy of the coach and judgment of the officials.
10. Never use profanity or exhibit obnoxious behavior.

M. THREATS

When a spoken, written, or symbolic threat is made to individuals or groups of students or staff or the district as a whole, a school team will determine if the threat has a low, medium, or high-level probability to be carried out. Law enforcement will be contacted as necessary.

If administration and/or law enforcement determine that the school community needs to be aware of a threat, parents will be notified via Infinite Campus text. (To ensure you will receive these Infinite Campus texts on your cell phone, log in to Infinite Campus, go to your contact information and edit contact information, and enable SMS text message by clicking in the box.) Text characters are limited, so parents may be texted to read an email sent from Administration.

A threat of high-level probability includes, but is not limited to

- Specific and plausible details such as a specific victim, time, place, and method
- Repeated over time or conveyed to differing individual
- Involves planning, substantial thought, or preparatory step
- Recruitment or involvement of accomplices
- Invitation for an audience to observe threat being carried out
- Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled

with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Level	**Escalating Response**
Level 1	● Requires parent or guardian notification. ● Requires individualized educational program (IEP) meeting, if the student has an IEP. ● Responses to an incident may include the following: ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary removal from extracurricular activities; ○ Temporary removal from class; ○ In-school suspension; and/or ○ Suspension of transportation, if misconduct occurred in a school vehicle.
Level 2	● Requires parent or guardian notification. ● Review of response to prior offense, if applicable, to inform increased level of response. ● Requires individualized educational program (IEP) meeting, if the student has an IEP. ● Response to an incident may include the following: ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	● Requires parent or guardian notification. ● Review of response to prior offense, if applicable, to inform increased level of response. ● Requires individualized educational program (IEP) meeting, if the student has an IEP. ● Response to an incident may include the following: ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s);

	○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or ○ Recommendation for expulsion

N. Senior Open Campus Privileges

Seniors will be allowed open campus privileges during lunch time to begin the school year.

Privileges will be lost if:

- Students have been put on accountability list (For duration of time on accountability)
- A student receives multiple tardies (Lose for 3 weeks)
- Student receives a behavior detention (Lose for 45 school days)
- Violation of Good Conduct Policy (Permanent Loss)
- Unexcused Absence (Lose for 3 weeks)
- Reports of misbehavior during open campus (Discretion of Administrator)

Things to aware of:

- Students are either in school or not, no roaming the school during lunch, or deciding to leave after lunch period has begun.
- Arrive on time, not so early that you are hanging around waiting for class to begin.
- A late food order is no excuse for being late.
- BE RESPONSIBLE. If senior open campus privileges become too big an issue, the administration can choose to end it for all students.

STUDENT RESPONSIBILITIES

A. BREAKFAST/LUNCH

Breakfast is served starting at 7:30 a.m. and ending at 8:10 in Guthrie Center at the High School building. Families with low income may qualify for reduced meals. A form must be filled out every year to determine eligibility. Anyone approved for free lunch is also approved for free breakfast.

All students are to bring money to the high school office in the morning. This amount is credited to the student's personal or family account. In addition to the regular meal or salad bar, students are able to choose ala carte items at an additional cost. After food has been selected, each student enters his/her own four-digit PIN (Personal Identification Number) on a numeric keypad. Students must purchase a regular meal before they can buy ala carte items. Each account is maintained by dollar amount of credit rather than by number of meals.

PAYMENT OF MEALS POLICY

Students have a meal account. When the balance reaches $0.00 a student may not be allowed any ala carte items or seconds. A families' balance may not exceed negative $25.00. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Families may add money to student accounts by using PayForIt electronic payment system or by paying with cash or check at the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a 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 families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance by notes or letters sent home, email, telephone calls or texts. Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

B. FEES

In the fall High School students pay $60 for textbooks and classroom supplies. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

Students whose families meet the income guidelines for free lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent's office by Sept. 15 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Students in high school marching band are required to pay a ~~$12~~ $20 fee to have uniforms and robes cleaned. There is a $5 optional padlock fee for students wishing to secure their gym locker. This fee will be reimbursed WITH the return of the padlock. We are not responsible for stolen items.

C. INTERNET - STUDENT ACCESS

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet and through the 1:1 Initiative will give all students in grades 7-12 access to a computer 24 hours a day, 7 days a week. This allows employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses are issued to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records.

Parents will be required to sign a permission form to allow their student to access the Internet. In addition to signing the Laptop Agreement, students will sign a form acknowledging they have read and understand the Internet

Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

D. MEDICATIONS

If a student must take prescribed medication during school hours, written authorization and instructions must be provided to the school office by the parent or legal guardian of the student. All medication is stored in a secure area and is distributed by trained personnel. Refrigeration will be available if necessary. It is the parent's responsibility to ensure safe delivery of any medication to and from the school.

E. ORGANIZATIONS (HS)

The main goal of student government and organizations is to help develop student leadership in working with the educational goals of the school. The means for accomplishing this include developing student leaders by guiding students through the proper chain of command (workings of an organization) and development of student skills involved with specific offices.

The class and organization sponsors are responsible for the functioning of actions taken by the student groups. Final approval on projects, fundraisers, and activities must come from the principal at the building level. Class and organization sponsors need to be present at all meetings held. Any money raised for the class or organization needs to be handled by the class or organization treasurer and deposited through the high school office. The transactions of the account will be made available to sponsors and student officers on a regular basis.

The main class projects include prom, magazine sales, the senior class trip, and other senior class activities. Students will be involved in the planning of prom and the class trip within guidelines set forth by the administration.

Class Dues/Fundraisers

During the high school years each class sets the amount for class dues and participates in fundraisers. The purpose of dues and fundraisers is to raise money for Homecoming, prom, senior trip and graduation expenses. Failure to pay class dues or participate in class fundraisers may result in the student being denied the privilege of attending Homecoming dance, prom, and/or senior trip.

INFORMATION

A. ANNOUNCEMENTS

Announcements are posted daily on the bulletin board in the front hallway and on the school website. Announcements should be made available at the beginning of the 2nd block. Students are responsible for information in the daily announcements.

B. POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the Principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

C. DIRECTORY INFORMATION

Directory information (name, grade, birthdate, address, phone number) is generally not given out to anyone. However, the No Child Left Behind Act of 2001 requires us to provide directory information of the juniors and seniors to the military if they request it. Parents of juniors and seniors do have the option of not allowing that information to be released by signing a form. The form is available in the High School office and needs to be returned by September 1.

D. RELEASE OF STUDENT RECORDS

One school district may release a student's records without parental consent to "officials of another school [or] school system…where the student seeks or intends to enroll" provided the sending school has a policy that "includes

a notice that the [school] forwards educational records to other [schools] that have requested the records and in which the student seeks or intends to enroll" or provided the parent or eligible student is the person who initiated the request to forward the records. 34 CFR & 99.31 and 99.34 (federal regulations implementing the Family Educational Rights and Privacy Act, 20 USC & 1232g, the Student Records law).

E. EMERGENCY PROCEDURES

All procedures for actions in cases of fire, weather, and health emergencies are posted in each classroom. Each student should become familiar with these procedures on the first day of classes. We will also conduct emergency bus evacuation drills early in each school year, so that each student knows what to do in case of an emergency.

In the event of a late start or early dismissal due to weather conditions, notification will be broadcast on these radio and television stations:

Radio	K-107.9FM	Stuart	KKRF
	96.5 FM	Atlantic	KSOM
	1220 AM	Atlantic	KJAN
	1040 AM	Des Moines	WHO
T.V.	Channel 5	Ames/DM	WOI
	Channel 8	Des Moines	KCCI
	Channel 13	Des Moines	WHO

You may also sign up and receive notification by e-mail when school is closed, has a delayed start or an early dismissal.

JH AND HS PARENTS: will be notified through the Infinite Campus system by text message and email if there are any weather related or emergency notifications needed. Sign up is available for parents at registration.

CARE OF SCHOOL PROPERTY

During the next nine months, Monday through Friday, you will spend approximately one-half of your waking hours in school. Certainly, you will want to spend this time in neat, clean and well-kept surroundings. To achieve this goal, the cooperation of all students is necessary. Only through the proper care of your present equipment and facilities, can you expect to secure new materials. Destruction or defacing of school property in any way will not be tolerated. Carving or writing on lockers, desks, tables, chairs, walls, etc. is inexcusable and students will be disciplined for such acts and required to pay for damage done.

A. CLASSROOM MATERIALS

Students may be issued textbooks at the beginning of each term. These books should be well cared for, as students are accountable for any damage done. It is recommended that the books be protected with covers. The guidelines for fines on damaged books include $.05 per page for writing or marking in the text, $.25 per page for missing and torn pages, $4.00 for books the binding fixed or replaced, and for books that are totally unusable, the fine is the replacement cost of the book. (No fine will exceed this replacement value.)

Students are responsible for all books/materials/assignments until they are returned or submitted in person to the appropriate instructor.

B. JUICE/WATER VENDING MACHINES (HS)

The juice/water vending machine can be used before/ after the school day or at lunchtimes. **It is not to be used by students during the school day.**

C. LOCKERS

HIGH SCHOOL

Every student will be assigned a locker. In some cases students will need to share a locker. Students are responsible for taking care of their assigned locker. Students will be expected to use these assigned lockers only. Padlocks are available in the high school office if a student wishes to purchase one for his academic locker.

Students will not be allowed to loiter in the locker areas or outside of the building. The area is to be used when picking up or leaving books in your locker. Students are to enter the building upon arriving at school. Students are to stay in the commons before school and during lunch periods. If you need something from your locker, get permission and return to the commons or to the classroom in which you are working. **PE/Athletic locker rooms are off limits during the school day, unless needed for PE class.**

ACTIVITIES HANDBOOK- Linked HERE

The ACGC High School activities handbook is linked above. It includes all information for participants, coaches, administration, and parents regarding expectations within activities. Please reference this document if you have any questions about activities.

CODE OF CONDUCT FOR ACTIVITIES

An AC/GC Jr./Sr. High School student who is involved in extracurricular activities is considered to be under the Code of Conduct year-round and not simply during the particular season in which he/she is involved. Once you have elected to represent AC/GC through extra-curricular activities and you are identified and recognized as such, you will be expected to abide by these rules and regulations at all times until you finish school – throughout the school year and the summer. The Code of Conduct is based on your participation over a high school career and does not change every year.

A student whose conduct in and out of school during both the school year or summer months is such as to make him/her unworthy to represent the ideals, principles, and standards of his/her school may be ruled ineligible to participate in extracurricular athletics and activities. The determination of ineligibility is the responsibility of the school administration and staff, subject to stipulations and procedures described in the following paragraphs:

GOOD CONDUCT RULE

ATHLETICS AND CHEERLEADING
1st offense: Suspension from 50% of the existing or next extracurricular activity season in which he/she is participating. Participation in practice is required.
2nd offense: Suspension from 100% of the existing or next extracurricular activity season in which he/she is participating. Participation in practice is required.
3rd offense: Suspension for 12 calendar months from the time of the declared ineligibility. Participation in practices is encouraged.
4th offense: Deny participation in all extracurricular activities for the remainder of the high school career.

NON-ATHLETICS
1st offense: Suspension from 33% of the existing or next extracurricular activity in which he/she is participating. Participation in practice is required.
2nd offense: Suspension from 66% of the existing or next extracurricular activity in which he/she is participating. Participation in practice is required.
3rd offense: Same as for athletics.
4th offense: Same as for athletics.

Some examples of violations would include use or possession of alcohol, tobacco, vaping, and other drugs or other inappropriate behaviors as determined by the principal, activities director, coaches, or sponsors. A student will not be brought under the Code of Conduct for minor traffic violations.

If a student comes forward voluntarily and admits to a violation or if, at first confrontation, admits to involvement or if, within 24 hours of the initial confrontation with the principal (or by the next school day) the student comes forward, the penalty for the 1st offense will be cut in half.

Example: A student is stopped by a police officer and is found to be in possession of alcohol. When this is brought to the attention of the school officials, they will invoke the Good Conduct Rule. If the student comes forward and admits his/her guilt to the high school principal within 24 hours of being confronted or the next school day, the punishment will be reduced by one-half.

- If you are present at a party involving alcohol and the police file charges, you have violated the Code of Conduct.
- If you are present at a party and leave immediately upon learning alcohol is being served to minors, you have not violated the Code of Conduct. Should you choose to stay at that party, whether you consume alcohol/tobacco/drugs or not, you have violated the Code of Conduct.
- If you at any time consume alcohol illegally, you have violated the Code of Conduct.

A student brought before the principal on a second offense may have the option to reduce the 100% suspension to one-half by admitting the violation to the principal as previously described and agreeing to submit to and complete an approved counseling program for the offense. This counseling program is at the discretion of the principal.

A student brought before the principal on a third offense may have the option of reducing the penalty by 6 months if they come forward and admit to the violation within 24 hours or the next day after the initial confrontation with the principal and volunteers to submit to an approved counseling program for the violation. The counseling program must have the approval of the principal.

Definition of activities a student may be held ineligible for include:

Non-Athletic/Competitions	**Athletics and Cheerleading**
Show Choir	Baseball
Flags	Basketball
FFA & FCCLA	Bowling
Speech (Large and Small Group)	Cross Country
School Plays	Football
Mock Trial	Golf
Club Activities (Art Club, FCCLA, etc.)	Softball
Academic Decathlon and Quiz Bowl Team	Track
Dance Team	Volleyball
	Wrestling
	Cheerleading

*Band and Vocal performances, such as school concerts and marching band, will not be subject to these ineligibility guidelines.

A Prom Server or member of the Homecoming Court receiving a code violation before or after election will be withheld from the event. This will not count towards the number of extra-curricular activities from which a student is suspended.

A student that is declared ineligible will be held out of all public performances. Final responsibility in determining for what activities a student will be ineligible and during what activities he/she may work ineligibility off will rest with the principal. It is understood that, in the event a student is involved both in athletics and non-athletic activities, an effort will be made to base the ineligibility on athletic time. Athletics will take precedence in a suspension situation.

A sophomore, junior, or senior declared ineligible shall:

1. serve the suspension during an activity in which he/she has previously participated

A freshman, or student who has transferred into the district after their freshman year and not previously participated in an activity in our district, who has been declared ineligible will serve the suspension during the first activity in which they choose to participate in high school. A student is classified as a freshman on the last day of 8th grade.

When an ineligible student expects to work off some of the ineligibility by going out for an activity, it is understood that he/she will participate in that activity for the entire season. A student may not quit the activity before the scheduled end of that activity. The student must meet all requirements set by the sponsor of that activity. Failure to meet these requirements will result in the student not being allowed to use the time toward working off the ineligibility.

The high school Code of Conduct goes into effect on the last day of school for eighth graders. Code violations received in junior high will not carry over to high school. Eighth graders who are involved in summer baseball or softball are subject to the High School Code of Conduct.

STUDENTS SEEKING HELP

Information received from students and/or parents who voluntarily seek help from school authorities concerning a student's use of alcohol and/or other controlled substances before being found to be using or possessing such substances by school or law officials will be maintained in confidence and will not serve as a basis for disciplinary action. However, this does not provide immunity from disciplinary action should the student continue to use, possess, or distribute alcohol and/or other controlled substances.

Note: *Students who voluntarily seek help for a chemical abuse problem by talking confidentially with a school official, counselor, teacher, or coach will not face disciplinary action. However, should students not volunteer for assistance and are then found to be involved in chemical usage, then disciplinary action will be taken. It is the district's hope that this will open the door for more young people to acknowledge their use and to take positive steps to correct the situation.*

RUMORS

In any small community there will always be rumors involving some of our students. We encourage you not to place yourselves in a position that could cause rumors to get started. It is always easier for people to believe the worst than to believe the best. It shall be the duty of the coaches to report these to the administration to investigate these rumors completely and to then make a decision based upon the investigation.

ACTIVITY SPONSORS

In addition to the Good Conduct Rule, the sponsors of the various activities will establish such rules and regulations as are necessary to develop and administer their programs.

DUE PROCESS

Whenever a student is declared ineligible the following shall apply:

1. The student and his/her parents may be invited to the school for a conference. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be given in writing. Open discussion will follow and due process will be explained.
2. Should the student and his/her parents feel the penalty is unjustified or unfair, they may appeal in the following manner:

   A. A five-member panel shall review the case. The review panel shall be appointed by the school principal and shall consist of five (5) disinterested school staff members. Two (2) of these five (5) staff members may be chosen by the student if he/she so desires.

   B. The student and his/her parents shall be notified when and where the review panel will meet and they shall be allowed to appear before the review panel.

   C. The review panel shall consider the circumstances and evidence and make its findings and recommendations in writing to the student and parents and to the school principal.

   D. Following the decision, the student and/or his/her parents shall be given three (3) school days to file an appeal with the superintendent and the Board of Education. The appeal shall be heard at the earliest possible opportunity but no later than seven (7) days following the filing of the appeal.

E. The appeal may be conducted in a closed session. However, any formal action by the Board of Education must be taken at an open meeting.
F. During the appeal procedures, the student will be ineligible.

AC/GC COMMUNITY SCHOOL DISTRICT PARENTAL/STUDENT ACKNOWLEDGMENT & RELEASE FORM FOR STUDENT ACTIVITIES

Please read thoroughly, answer, sign, and return the Code of Conduct form that is made available during registration (as printed above). This form is designed to help your child by providing coaches and sponsors with medical information needed at events held out of town and by making sure that you are aware of policies involved in participation. Participating in school-sponsored activities is a very enjoyable and valuable part of youth and the staff wants the experiences to be as rewarding as possible. If you have any questions or concerns, please contact your respective principal or the school activities director.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll unless there is a good cause as defined by the law for which the deadline is June 30. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

VISITORS TO THE SCHOOL

All visitors to the building, please use the front doors. Please use the buzzer system to the right of the front doors to contact the office. All doors to the building will remain locked during the school day.

All guests to our school must register at the High School principal's office before going to any class. Students are discouraged from bringing other student guests with them to visit. In the rare instance that this request would be approved, the student must make arrangements and obtain approval well in advance from the high school principal.

ASBESTOS

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

COLLEGE COURSE GUIDELINES

1) Student(s) must have approval of the administrator before registering for any college credit courses.
2) If AC/GC HS offers a comparable course, the student must complete the local course before taking an on-line course. (Example: our local Psychology class must be completed before registering for a College Psychology course.)

3) Juniors shall be limited to one on-line course per semester. Seniors shall be limited to two on-line courses per semester. Students will be allowed to enroll in extra on-line classes with approval of the administration.
4) Students may elect to take an on-line course "pass/fail" for the high school grade. All grades assigned by the college will be recorded on the respective college transcripts.
5) Any student failing a college level class will be responsible for the cost of the class. (Typical cost is $400. This student will be denied enrollment in any other college level class until the fee is paid.
6) Students are bound to the registration and drop deadlines of the colleges.
7) Students are responsible for their college transcripts. Students must file a request with the college to forward transcripts to other institutions.

Bell Schedule

Daily Bell Schedule		1.5hr Early Dismissal		2hr. Late Start	
Warning Bell	8:05a	Warning Bell	8:05a	Warning Bell	10:05a
Warning Bell	8:15a	Warning Bell	8:15a	Warning Bell	10:15a
1st Block	8:20a-9:32a	1st Block	8:20a-9:13a	1st Block	10:20a-11:09a
2nd Block	9:35a-10:47a	2nd Block	9:16a-10:09	2nd Block	11:12a-12:01p
3rd Block	10:50a-12:02p	3rd Block	10:12a-11:05a	Lunch	12:01p-12:31p
Lunch	12:02p-12:32p	Lunch	11:05a-11:35a	Charger Time	12:34p-12:54p
Charger Time	12:35p-1:00p	Charger Time	11:38a-12:08p	3rd Block	12:57p-1:46p
4th Block	1:03p-2:15p	4th Block	12:11p-1:04p	4th Block	1:49p-2:38p
5th Block	2:18p-3:30p	5th Block	1:07p-2:00p	5th Block	2:41p-3:30p
*each block is 72min.		*each block is 53min		*each block is 49min	