AC/GC Junior High School



2026-27 Student and Parent Handbook

EQUAL EDUCATIONAL OPPORTUNITY

The Adair-Casey Community School District is 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) 746-2241 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 Districts 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 Karla Mahaffey, Curriculum Director, 3384 Indigo Ave Adair, Iowa, (641) 746-2241 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.

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 junior high school office (641-746-2241) 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, 3384 Indigo Avenue, Adair, Iowa, 641-746-2241, 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.

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 Junior High School. Many of these are taught by our faculty and available from our school counselors 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 junior high (641-746-2241) by phone or email before 9:00 a.m. if their student is ill and/or will be absent that day.

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 junior high school office, and have assignments planned out with instructors. **This should be done prior to all planned absences.**

STUDENTS WHO ARE ABSENT FROM SCHOOL DURING ANY PART OF THE DAY ARE NOT ALLOWED TO ATTEND OR PARTICIPATE IN SCHOOL-SPONSORED ACTIVITIES THAT NIGHT UNLESS DISCUSSED **IN ADVANCE** WITH THE PRINCIPAL AND APPROVAL IS GRANTED TO DO SO. (Students with an unexcused absence are not allowed to participate, excused absences are allowed.)

Leaving School - Students who wish to leave school during the day must notify the junior high office before he/she leaves the building. Guidelines for excusable absences will apply. Students must sign out before leaving and sign in when returning.

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.

Truancy - Truancy is defined as an absence from school without knowledge of parent or school officials.
Students who leave school without signing out in the office and without parent permission are considered truant.
Failure to report to class without permission from the instructor or the office is a form of truancy.

B. PUNCTUALITY

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 to allow them into their next class. The office will not write passes to excuse a tardy to class. Students who accumulate 5 tardies in a term will be assigned a detention.

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 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.

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.

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

COURSES and GRADING SYSTEM

A. CHEATING/PLAGIARISM

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork or submitting work done by someone else is not tolerated and will be subject to consequences as determined by the building principal.

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

B. REPORT CARDS AND GRADING SYSTEM

Report cards are issued every term and parent-teacher conferences are scheduled twice 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.

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.

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

1. Under our four-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, getting an IE, the student will be placed on academic probation for the following accountability period.
   A. During the probation period of one week, 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.
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 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.

A letter 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.

STUDENT BEHAVIOR

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.
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.
Hats are not to be worn inside the building. This also includes stocking hats and hoods.
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 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. 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.

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 and in society. This includes getting along with others and accepting responsibility for your actions. 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. 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 junior high principal at 641-746-2241. Students are encouraged to visit with a teacher, counselor or principal when experiencing difficulties.

F. DISCIPLINE

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 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.

Behavior Rubric 6-12

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 may be revoked by the principal if you are not mature enough to handle it. Students are not to drive behind the school at any time during the school year.

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.

In compliance with House File 782, it is the policy of the AC/GC Junior High that students may not use or possess personal electronic devices during classroom instructional time. Students will check in their phones at the beginning of the school day and they will be locked up until the end of the day.

A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's health such as the device is used to monitor blood sugar for a diabetic, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access of a personal electronic device contrary to school policy.

Taking photos of others without their consent is illegal. Use is interpreted as using any cell phone function or feature, not just sending or receiving calls or text messages. Students may NOT get a pass out of class to use their cell phone. If a student needs to make a phone call from their personal device, they may do so from the main office area. 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.

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 or look-a-like substances. Use of any of the aforementioned substances on school grounds will result in a suspension or expulsion. 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.

J. SCHOOL VEHICLES

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. Permission must be obtained from the principal or transportation director to ride another bus, or to be the guest of a student on the bus. If permission is granted, a pass slip or note will be issued to the student. Bus drivers will be instructed not to allow unauthorized students on the bus without the signature of the principal or transportation supervisor.

10. Rules regarding activity buses are the same. If a student rides the bus to an event, the student will return on the bus unless parental permission is provided in writing to the event supervisor before the bus leaves from the event.

The Adair-Casey 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.

L. SPORTSMANSHIP

All students are expected to exhibit excellent sportsmanship to opposing teams, coaches, officials, and our visiting guests. 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. THREAT

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 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)

AC/GC Schools Threat Plan is a work in progress in conjunction with state and local agencies and will be amended as needed.

STUDENT RESPONSIBILITIES

A. BREAKFAST/LUNCH

Breakfast will be served from 7:40 ending at 8:20 at the Junior High 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 junior high office in the morning. This amount is credited to the student's personal or family account. In addition to the regular meal, 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 the 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 Junior High students pay 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. <u>This waiver does not carry over from year to year and must be completed annually</u>.

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.

INFORMATION

A. ANNOUNCEMENTS

They will also be made over the intercom system at the beginning of the school day. 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.

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 email when school is closed, has a delayed start or an early dismissal.

JH 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.

Every student will be assigned a locker. Students are responsible for taking care of their assigned locker. Students will be expected to use these assigned lockers only. Padlocks WILL BE REQUIRED FOR THE LOCKERS IN THE HALLWAYS. Padlocks are available in the junior high school office for a refundable $5.00.

CODE OF CONDUCT FOR ACTIVITIES

A 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.

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 junior 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 training 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.

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

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.

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.

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 in the 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 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.

Board approved- 10/19/26