



# Urbandale High School Student & Parent Handbook 2017-2018



**DISTRICT MISSION:** *Teaching all—Reaching all*

**DISTRICT VISION:** *Urbandale will be a school district that brings learning to life for everyone.*

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## Contact Information

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### [Urbandale High School](#)

7111 Aurora Avenue  
Urbandale, IA 50322

**Main Office:** (515) 457-6800

**UHS 24 hour Attendance Line:** (515) 457-6805

**Counseling Office:** (515) 457-6814

## Administrators

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Tim Carver, Principal

Dania Wilson, Associate Principal

Derek Wilkins, Student Support Specialist (A-K)

Dr. Kristi Powers, Student Support Specialist (L-Z)

Dr. Bill Watson, Director of Activities and Community Education

## Counselors

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(Students' last names beginning with...)

Jill Duffield	A - E
Tracy Edwards	F - K
Darlene Wagner	L - Q
Eric Sackett	R - Z
Julie Gibson	Counseling Secretary

## Urbandale High School Mission Statement

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Focus on Learning

## Mission Statement

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Teaching All—Reaching All

## Vision Statement

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Urbandale will be a school district that brings learning to life for everyone.

## Educational Equity Statement

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No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

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 office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The district's Equity Coordinators are Dr. Keri Schlueter, Coordinator of Student Services, [schlueterk@urbandaleschools.com](mailto:schlueterk@urbandaleschools.com), Mark Lane, Director of Human Resources, [lanem@urbandaleschools.com](mailto:lanem@urbandaleschools.com), and Crista Carlile, Director of Teaching and Learning, [carlilec@urbandaleschools.com](mailto:carlilec@urbandaleschools.com).

## **ABUSE OF STUDENTS BY DISTRICT PERSONNEL**

It is the policy of the Urbandale Community School District that school employees and volunteers not commit acts of physical and sexual abuse, including inappropriate and intentional sexual behavior towards students.

It is the policy of the District to respond to allegations of abuse by school employees or volunteers by investigation or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a District employee or volunteer may report the abuse to their building principal, each of who has been designated as the District Level-One investigator in their building, or to the Superintendent (515-457-5000).

The entire policy on abuse of students by District personnel is defined in Board Policy and is available in the Administration Office, each school building office, and on the website at: [www.urbandaleschools.com/policies/](http://www.urbandaleschools.com/policies/) (Note: This link connects you to the **Board Policy Library** where you can search by topic or policy number for a specific policy.)

See [Board Policy 519 - Investigating Allegations of Abuse of Students by School Personnel](#).

See [Board Policy 634 Exh A - Assessment Program](#) .

## **IN-SCHOOL SUSPENSION (ISS) AND DETENTION**

An administrator/designee may assign a student to the Alternative Education Setting or detention as a consequence for violating the Urbandale High School's Code of Conduct. Students assigned to ISS or detention are expected to follow the following guidelines:

1. Bring all supplies and materials.
2. Be on time.
3. Study independently.
4. Remain in seat.
5. Display a cooperative attitude.
6. No electronic devices, except calculators.

Upon finishing classroom assignments, the student may read other appropriate materials. Be prepared and bring additional reading materials. Students assigned to ISS are required to eat lunch in the ISS room. Students should bring a sack lunch or money to order a regular hot lunch from the Commons. ISS students do not have the opportunity to participate in activities during the school day. Students may participate in curricular or extra-curricular activities outside of the regular school day a student is assigned to ISS or detention.

## **APPEAL PROCEDURES**

An appeal of a decision on the status of an absence or disciplinary action should be made to the principal, then the Superintendent, in accordance with Board policy regarding complaint procedures.



## ATTENDANCE & PUNCTUALITY

### Attendance

Regular and punctual patterns of attendance will be expected of each student enrolled in the Urbandale Community School District. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, guardians, teachers, and administrators/designee to keep absences and tardiness to a minimum. Frequent absences of students from classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach students who are not present on a daily basis. Parents/guardians and students are strongly advised to limit absences to cases of emergencies, illness, doctor and dental appointments, occasional family trips, or a death in the family. Students who are absent from school without the knowledge and consent of the parents/guardian and the administration, or students who leave school during any session without the consent of the principal, shall always be considered unexcused or truant. Even though parents/guardians may excuse a student, the administration has the final authority in determining if an absence is excused or unexcused. Every effort will be made to work with the parents/or guardians. See Board Policy 508-Attendance Requirements.

### REPORTING OF AN ABSENCE

When a student must be absent from school, a parent/guardian must:

1. Phone the Urbandale High School attendance line before 7:50 a.m. of the day the student is absent.
2. The parent/guardian should give the following information when calling; their name, the student's name, hours of absence and reason for the absence.
3. A 24-hour answering service is provided. The number is (515) 457-6805.

The administration/designee will consider the following as valid/excused reasons for being absent:

1. Illness.
2. Illness or death in the immediate family.
3. Medical, dental, or other, appointments which cannot be made at other times.
4. Absences approved in advance with high school administration/designee (job interviews, college visitations, religious holidays, vacations, etc.). Students will not be excused from learning center or lunch unless the parent/guardian indicates a valid reason for the absence.

Notification after the absence will not change the status of the unexcused absence unless special circumstances arise.

The administration/designee will make the final determination of whether an absence is excused or unexcused.

**Beliefs:** Students are expected to attend classes regularly and to be on time in order for them to receive the maximum benefits from the educational program, to develop habits of punctuality, self-discipline and responsibility, and to assist in minimizing disruptions to the educational environment. It is the Board of

Director's belief that students who have regular and responsible attendance are more likely to enjoy school to a greater degree and to benefit more fully from the educational program.

**Responsibility:** It shall be the responsibility of the students and their parents and guardians to cause students to attend school regularly and in accordance with this policy and with administrative rules and regulations.

**Attendance for Entire Time:** The Board of Directors requires attendance of all regularly enrolled students for the entire time when schools are in session during the regular school year, provided that students may be excused from attendance pursuant to policies and rules of the Board and the administration/designee.

**Excused Absences:** Students may be excused from attendance for reasons of personal illness, death or illness in the student's family, medical and business appointments which cannot be scheduled outside of school hours, and for other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents or guardians and by the administration/designee. Parents and guardians shall verify parental consent to the absence by telephone.

**Unexcused Absences:** Any absences from school or a class which are not approved by the parents or guardians and by the administration/designee shall be treated as unexcused absences, and the student shall be subject to discipline.

**Make-Up Work:** All work missed due to absences, excused or unexcused, shall be made up with credit. A reasonable date for make-up work will be determined by the teacher. If the work is not completed in a timely fashion, the student will receive a "0" for the work.

**Punctuality:** Students are expected to be in classes and activities on time.

**Administrative Rules:** The administration shall adopt rules to implement this policy, with input from staff members, students, parents and community members. The administration shall annually communicate the rules to staff, students and parents.

See [Board Policy 508 - Attendance Requirements](#).

## **CELL PHONE / ELECTRONIC EQUIPMENT ETIQUETTE AT UHS**

Urbandale High School recognizes the important role that cell phones/electronic equipment have attained in modern society. That's why UHS maintains a flexible approach to the use of cell phones and electronic equipment. It's also important to realize that even though cell phones/ electronic equipment is wonderful for convenience, learning, and entertainment, use of cell phones/electronic equipment at Urbandale High School is a privilege and not a right protected by the Constitution or case law. With that disposition, students, staff, and parents have collaborated to create appropriate cell phone/electronic equipment etiquette for cell phone/electronic equipment use at Urbandale High School.

Urbandale High School will be proactive by recognizing the value of cell phones/electronic equipment to families and their efforts to communicate. As well, we know that cell phones/electronic equipment can be used as valuable tools for learning. In return, it is our hope that students and parents recognize that there are components of cell phone/electronic equipment use that can distract from learning and that, in fact, inappropriate cell phone/electronic equipment use can lead to disruptions in school and can even be a safety risk for students. Hence, we have agreed on the following guidelines and supports for appropriate cell phone/electronic equipment etiquette at UHS:

Students are allowed to utilize cell phones and other electronic equipment before and after school, during passing time and during their lunch period. UHS reserves the right to protect instructional time from interruptions caused by cell phones and electronic devices; this includes in hallways, restrooms, and other parts of the building when a student is expected to be in one of his/her classes.

It is the responsibility of individual classroom teachers to discuss with students cell phone/electronic equipment etiquette and safety and to develop and communicate their classroom policies for use of cell phones/electronic equipment during class time. Part of this communication will be that each classroom will have guidelines posted for when cell phones can be used and when they should be put away. It should be crystal clear to all, students, teachers, and parents when phones are allowed in each classroom and when they are not. As well, staff are encouraged to remind students regularly about cell phone/electronic equipment etiquette and when etiquette allows students use of cell phones/electronic equipment during class time. Cell phone/electronic equipment use is not allowed in the halls during instructional time unless the student has permission from a teacher or administrator/designee.

Students agree to not use cell phones/electronic equipment for immoral or illegal activity or in ways that will compromise their safety or the safety of others.

Disregard for cell phone/electronic equipment etiquette will accumulate and intervention will be progressive according to the number of documentations a student accumulates. Following are the documentation steps for cell phones/electronic equipment:

1<sup>st</sup> documentation – warning. Student will be asked to put away his/her cell phone/electronic equipment. Teacher will meet with student away from other students and let the student know that he/she has been warned and that the incident will be documented in power school. A student may have one warning from each of his teachers. Staff member will document in PowerSchool as Cell Phone/electronic equipment Documentation.

2<sup>nd</sup> documentation – Student will hand cell phone/electronic equipment over to the teacher. Student can get his/her cell phone/electronic equipment back at the end of class. The staff member should document the incident in PowerSchool as insubordination/disrespect. Parent will be notified by e mail or phone call.

3<sup>rd</sup> documentation – Student is required to turn his/her phone/electronic equipment over to the teacher. Phone/electronic equipment will be turned into the office. The student will meet with an administrator/designee. The administrator/designee will contact the parents. Documented in PowerSchool as insubordination/disrespect.

4<sup>th</sup> documentation – Phone/electronic equipment will be turned into the office. The student can have the phone/electronic equipment back at the end of the school day. Administrator/designee will invite parent(s) in for a meeting to develop an individual cell phone/electronic equipment plan for this student. The incident will be documented in PowerSchool as insubordination/disrespect.

5<sup>th</sup> documentation - Review of the student's individual plan and consideration for this student to turn his/her cell phone/electronic equipment into the office at the beginning of the school day.

Students who have multiple warnings and documentations from a variety of teachers are demonstrating that they have little regard for cell phone/ electronic equipment etiquette. In those cases, an individual plan and meeting(s) with parents may be needed prior to the 3<sup>rd</sup> documentation.

The individual plan for repeated difficulty with the cell phone/electronic equipment policy could include the loss of other privileges including but not limited to the following:

Parking Pass

Open Pass

The right to have a cell phone/ electronic equipment in school

If a student is finding it is difficult to maintain cell phone/ electronic equipment etiquette or that his/her cell phone/ electronic equipment is distracting him/her from learning, it is ok to keep cell phones/ electronic equipment locked in their locker and not bring them to class at all.

If a student refuses to turn over a cell phone/ electronic equipment to a teacher, the student will visit with an administrator/designee. A student's refusal to turn over a cell phone or electronic device may count as an immediate second offense of Interfering with teaching and learning.

Useful website:

<http://www.internetsafety101.org/snsdangers.htm>

## **CHARACTER DOES COUNT**

We truly believe that everything we do, or don't do, is a choice that can affect the course of our lives and the lives of others. Ethics refers to the standards of conduct, standards that indicate how one should behave based on moral duties and virtues, which themselves are derived from principles of right and wrong.

There are two basic aspects to ethics:

1. The first involves the ability to discern right from wrong, good from evil, and propriety from impropriety.
2. The second involves the commitment to do what is right, good and proper. Values on the other hand, are core beliefs or desires that guide or motivate attitudes and actions.

### **Trustworthiness:**

- Be honest
- Keep promises
- Follow through with what you say you'll do

- Make wise choices
- Move responsibly from place to place
- Stand by your family, friends, and country

**Respect:**

- Respect yourself and surroundings
- Treat others as you want to be treated
- Respect others' right to learn
- Respect others' diversity
- Deal peacefully with anger, insults and disagreements

**Responsibility:**

- Meet obligations
- Take care of materials
- Exhibit self-control
- Do your personal best
- Be accepting of your task

**Fairness:**

- Share
- Take turns
- Play by rules

**Caring:**

- Help others in need
- Be considerate
- Show genuine concern for others
- Do acts of kindness

**Citizenship:**

- Obey rules and laws
- Work cooperatively (teamwork)
- Be a positive role model (leadership and fellowship)
- Respect Authority

## **CHEATING**

Cheating will not be condoned and will result in grade reduction. Disciplinary action may result.

## CODE OF CONDUCT

The Board of Directors believes that there is a minimum standard of conduct, which must be expected of students to maintain a favorable environment for learning. The Board also believes that students must assume the consequences for failing to meet the minimum standards of good conduct. It is the policy of the Board of Directors of the Urbandale Community School District to expect and require responsible behavior of all students in their dealings with school staff members, other students, and visitors in the schools. District staff members, parents, and students are charged with the responsibility to cooperate in developing mature, responsible individuals capable of self-control.

Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in administering consequences. The full range of disciplinary sanctions will be considered in each case where prohibited behavior occurs. The actions listed are intended as guidelines. Out-of-school suspension will result in loss of all school activities, including all after school activities for the day(s) the suspension is in effect. Out-of school suspension requires a re-entry conference. The student, parent/guardian and associate principal shall attend the re-entry conference. The full range of disciplinary sanctions may be found in the Board policy book, Code No. 509.7. Parents/guardians will be notified of all serious disciplinary infractions.

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
Possession, Distribution, use or Misuse of Tobacco	The possession or use (including sale or distribution) of tobacco or a look-alike substances (vape pen, e-cigarettes, etc.) by students is prohibited. Tobacco products in the possession of students will be confiscated	First offense: 1 day out of school suspension. Second offense: up to 2 days Suspension. Third offense: up to 3 days Suspension.  Police may be notified.
<b>2. ALCOHOL, DRUGS, CONTROLLED SUBSTANCES AND LOOK-ALIKE SUBSTANCE OR PARAPHERNALIA</b>		
2a. Possession	Possession of beer, alcohol, controlled substance, drug paraphernalia or look-alike substances is prohibited. Tobacco products in the possession of students will be confiscated.	First offense: up to 5 days suspension. Second offense: up to 10 days suspension and possible recommendation for expulsion.  Police may be notified.
2b. Use of alcohol, drugs, controlled substances or look-alike substances	Consuming alcohol, drugs, controlled substances or look-alike substances and attending school or school-	First offense: up to 5 days suspension and notification of police. Second offense: up to 10 days suspension and possible recommendation for expulsion.

	sponsored events under the influence of alcohol, controlled substances or look-alike substances is prohibited. Any of these items in the possession of students will be confiscated. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy.	Police may be notified.
2c. Sale, distribution or transmittal of beer, wine, alcohol, drugs, controlled substances or look-alike substances.	Sale, distribution, or transmittal of beer, wine, alcohol, drugs, controlled substances or look-alike substances is illegal.	First offense: up to 10 days suspension pending possible recommendation for expulsion.  Police may be notified.
<b>3. DISRESPECT FOR THE RIGHTS OF OTHERS</b>		
3A. Loud and boisterous conduct; written or verbal profanity and obscenity; name calling.	Loud or boisterous conduct, which disturbs the orderly and disciplined atmosphere of the school, is prohibited; this includes temper tantrums, disturbing classes or meetings, verbal or physical behavior, which results in inappropriately exuberant, disorderly, or rowdy actions and/or reactions.	First offense: Warning and possible detention. Second offense: 1 day ISS. Third offense: up to 3 days ISS. Fourth offense: up to 5 days ISS. Fifth offense: up to 10 days suspension.
3b. Insubordination.	Insubordination is the refusal to comply with reasonable requests or directions of school personnel.	First offense: Warning and possible detention. Second offense: up to 1 day ISS. Third offense: up to 5 days ISS. Fourth offense: up to 5 days suspension. Fifth offense: up to 10 days suspension.
3C. Showing of intolerance or bigotry toward others.	Racial, ethnic, religious, sexual or cultural slurs, and derogatory or disrespectful statements, images or acts	First offense: Warning, possible detention or 1 day ISS. Second offense: up to 5 days suspension.

	are prohibited. This includes the wearing of all apparel not approved by the administration.	Third offense: up to 10 days suspension.
3D. THREATS to a student.	Intimidating, using extortion or threatening to harm another student is prohibited.	1. First offense: up to 3 days suspension. Second offense: up to 5 days suspension. Third offense: up to 10 days suspension and possible recommendation for expulsion.  Police may be notified.
3E. THREATS To District personnel or visitors.	Intimidating, using extortion or threatening to harm a school staff member or visitor is prohibited.	First offense: up to 10 days suspension and possible recommendation for expulsion.  Police may be notified.
3F. Physical Attack to students.	Fighting and assault are prohibited. Attempting to apply or applying force to another student is prohibited.	First offense: up to 3 days suspension. Second offense: up to 5 days suspension. Third offense: up to 10 days suspension and possible recommendation for expulsion.  Police may be notified.
3G. Physical Attack: to District personnel or visitors.	Attempting to apply or applying force to a school staff member or visitor is prohibited.	First offense: up to 10 days suspension and possible recommendation for expulsion.  Police may be notified.
3h. Possession or use of dangerous object.	Students are not to have knives, guns, chemical substances, other dangerous instruments or objects that resemble dangerous instruments.	First offense: up to 10 days suspension and possible recommendation for expulsion.  Police may be notified.
3i. Engaging in any activity forbidden by law that interferes with school purposes: malicious use of the telephone, false fire alarm, bomb threats, arson, etc.	Students are not to make a false fire alarm, nor are any students to convey threats or give false information concerning the placement of a bomb or other incendiary device. Students are not to set fire to any building, fixture or other items.	First offense: up to 10 days suspension. Second offense: up to 10 days suspension and possible recommendation for expulsion.  Police may be notified.



#### 4. DISRESPECT FOR THE PROPERTY OF OTHERS

<p>4a. Minor malicious damage to the property of others.</p>	<p>Damaging the property of the school or of other individuals is prohibited: this includes writing, making marks or drawings on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the schools. Restitution is required in all cases of disrespect for the property of others.</p>	<p>1. First offense: Detention, denial or withdrawal of privileges, and/or one day of suspension.                  2. Second offense: up to 5 days suspension.                  Third offense: up to 10 days suspension.                  Severe and or repetitious acts may be considered grounds for a recommendation for expulsion.                  3. Third offense: up to 10 days suspension. Severe and or repetitious acts may be considered grounds for a recommendation for expulsion.</p>
<p>4b. Vandalism.</p>	<p>Major malicious destruction of school and/or others' property is prohibited.</p> <p>Vandalism that incurs a damage amount of more than \$500.00 may result in an immediate recommendation for expulsion. Restitution is required in all cases of vandalism of the property of others.</p>	<p>First offense: up to 3 days ISS.                  Second offense: up to 5 days suspension.                  Third offense: up to 10 days suspension and possible recommendation for expulsion.</p> <p>Police may be notified.</p>
<p>4c. Theft.</p>	<p>The taking of the property of the school or another person is prohibited.</p>	<p>Restitution is required in all cases of theft.</p> <p>First offense: up to 5 days suspension.                  Second offense: up to 8 days suspension.                  Third offense: up to 10 days suspension and possible recommendation for expulsion.</p> <p>Police may be notified.</p>

<p><b>5. TRESPASSING</b></p>	<p>Students are not to be in school buildings or on school property without proper authorization.</p>	<ol style="list-style-type: none"> <li>1. First offense: Warning.</li> <li>2. Second offense: up to 5 days suspension. Police will be notified.</li> <li>3. Third offense: up to 10 days suspension and possible recommendation for expulsion. Police will be notified.</li> </ol>
<p><b>6. INTERFERING WITH TEACHING AND LEARNING</b></p>	<p>Any action that impedes or obstructs school purposes.</p>	<ol style="list-style-type: none"> <li>1. First offense: Warning, denial or withdrawal of privileges and parent conference.</li> <li>2. Second offense: up to 3 days ISS.</li> <li>3. Fourth offense: up to 5 days suspension.</li> <li>4. Severe and/or repetitious acts may be considered grounds for recommendation for expulsion.</li> </ol>
<p><b>7. TRUANCY/LEAVING SCHOOL GROUNDS</b></p>	<p>Leaving the school building without permission or being absent from school without permission is not allowed.</p>	<ol style="list-style-type: none"> <li>1. First offense: Warning and/or up to 1 day ISS.</li> <li>2. Second offense: up to 3 days ISS.</li> <li>3. Third offense: up to 5 days suspension.</li> <li>4. Severe and/or repetitious acts may be considered grounds for a recommendation for expulsion.</li> </ol>
<p><b>8. INTERNET</b></p>	<p>Students who access restricted items or communicate in a manner prohibited by school discipline policy will be subject to the following consequences.</p> <p>Because the nature of each violation may vary, the building administration is given latitude in determining the appropriate consequences.</p>	<ol style="list-style-type: none"> <li>1. First offense: up to 3 weeks loss of Internet access. Additional disciplinary action may be imposed consistent with existing disciplinary practices regarding inappropriate language or behavior. Written notification of this loss of access will be given to the parent(s)/ guardian(s), the students, and the director of technology.</li> <li>2. Second offense: up to 6 weeks loss of Internet access. Additional disciplinary action may be imposed consistent with existing disciplinary practices regarding inappropriate language or behavior. Written notification of this loss of access will be given to the parent(s)/ guardian(s), the students, and the director of technology.</li> </ol>

		<p><b>3.</b> Third offense: a third violation of Internet access will result in a minimum of 18 weeks loss of Internet access and consideration for permanent loss of access privileges. Additional disciplinary action may be imposed consistent with existing disciplinary practices regarding inappropriate language or behavior. Written notification of this loss of access will be given to the parent(s)/guardian(s), the students, and the director of technology. In all offenses, when applicable, law enforcement agencies may be involved.</p>
<p><b>9. PARKING</b></p>	<p>Students who park in spaces other than those designated for students, drive recklessly, or create any other driving/parking violation will be subject to the following consequences.</p>	<ul style="list-style-type: none"> <li>• First offense - The student is given a warning and possibly a police citation and office referral.</li> <li>• Second offense - The vehicle is subject to being towed.</li> <li>• Third and subsequent offense - The vehicle is subject to being towed. In addition, the student is subject to losing the privilege of parking on school property.</li> </ul> <p>Vehicles must be parked between two lines designated for parking. Do not park along end-caps, curbs, fire lanes, or on the grass. Students and staff may not park in any designated &amp; posted pool parking or Urbandale Senior Center spaces. The above state offenses are enforceable by city code.</p>
<p>9a. Parking (fire lane)</p>	<p>Parking in a fire lane.</p>	<p><b>1.</b> Warning, police citation and/or towing.</p>

## COLLABORATION

Scheduled on Wednesday and Thursday from 2:30-3:30. Teachers are required to attend in-service during this time and are not available to assist students. Students remaining in the building should report to the commons.

## COMMENCEMENT AND DIPLOMAS

Students who have successfully completed graduation requirements in the District shall be granted District diplomas. Appropriate commencement ceremonies will be held annually. The District shall not arrange for religious invocations, benedictions or other prayers at commencement exercises. The Board of Directors may exclude a student from participating in commencement exercises for violation of school rules relating to

orderly operation of the schools. If a student violates school rules on school grounds or while participating in a school activity within the 24 hour period prior to commencement exercises, the Superintendent or the Superintendent's designee may exclude the student from commencement exercises.

A student need not attend the ceremony in order to receive a diploma. Students graduating early after summer school or after the first semester shall be awarded diplomas at the commencement ceremony after the second semester. However, upon request of the student, the District will supply information verifying early graduation to employers, colleges, or other agencies. A student who has two or fewer credits to earn towards graduation and who shows an intention to complete the credits during the summer, may participate in the commencement ceremonies but shall not be awarded a diploma until the credits are successfully completed.

## CONNECTIONS

Staff and Students meet daily in advisory groups called Connections. Students receive information regarding grades, schedules, power school, etc. Connections also focuses on promoting quality relationships by bringing students with diverse backgrounds together. Every UHS student has the opportunity to develop a relationship with a teacher they see on a daily basis through all four years.

## DAILY ANNOUNCEMENTS

Announcements for students and teachers will be read daily. Announcements pertaining to student organizations should be written on the announcement form, approved and signed by a faculty sponsor, and given to the main office staff by 8:00 a.m. on the day of the announcements. All announcements should be brief and to the point.

## DAILY SCHEDULE

### REGULAR SCHEDULE

#### Mondays, Tuesdays, and Fridays

Period	Begin	End
Period 1	8:00	8:42
Period 2	8:47	9:29
Connections	9:34	9:43
Period 3	9:48	10:30
Period 4	10:35	11:17
5A Lunch	11:22	11:47
5A Class	11:52	12:49
5B Class	11:22	11:47
5B Lunch	11:52	12:17
5B Class	12:22	12:49
5C Class	11:22	12:17

5C Lunch	12:22	12:49
Period 6	12:54	1:36
Period 7	1:41	2:23
Period 8	2:28	3:10

## Wednesday - Even Block

### Wednesday - Even Block Day Schedule

Period	Begin	End
Period 2	8:00	9:15
Connections	9:20	9:45
Period 4	9:50	11:05
6A Lunch	11:10	11:35
6 A Class	11:40	12:55
6 B Class	11:10	11:45
6 B Lunch	11:50	12:15
6 B Class	12:20	12:55
6 C Class	11:10	12:25
6 C Lunch	12:30	12:55
Period 8	1:00	2:15

## Thursday - Odd Block

### Thursday - Odd Block Day Schedule

Period	Begin	End
Period 1	8:00	9:15
Connections	9:20	9:45
Period 3	9:50	11:05
5A Lunch	11:10	11:35
5 A Class	11:40	12:55
5 B Class	11:10	11:45
5 B Lunch	11:50	12:15
5 B Class	12:20	12:55
5 C Class	11:10	12:25
5 C Lunch	12:30	12:55
Period 7	1:00	2:15

## **DANCE RULES**

Students must present school ID's to enter the dance.

If a student brings a non-Urbandale High School person to the dance, they must sign them up before the dance, and all people must show a valid ID to enter the dance. Only one guest per UHS student. All guests must be at least high school age. You cannot purchase a ticket for a non-UHS guest the night of the dance.

Once a student leaves the dance they will not be permitted to re-enter.

If students are exhibiting inappropriate dancing, the lights will be turned on for the remainder of the dance.

Before the start of the dance, the administrator/designee on duty will check with the DJ in regards to the music. If any uncensored songs are played, the dance will stop, and the DJ will not be invited back.

### **Inappropriate dancing can be defined, but not limited to:**

- No dancing that may appear sexual in nature, or displaying sexual overtones.
- Touching one another in inappropriate places.
- Any other actions that a chaperone deems inappropriate.

## **DISPLAYS OF AFFECTION**

Students are not to demonstrate overt displays of affection at school or school activities. This includes prolonged embraces, kissing, fondling, or other inappropriate physical contact.

## **DISTRIBUTION OF ORGANIZATION MATERIALS**

We frequently receive requests during the school year from various organizations to hand out pamphlets, Scout information, etc. to students. District policy provides that ALL handouts be reviewed/approved by the Administration Office (11152 Aurora Avenue, Urbandale, Iowa 50322, 515-457-5000). When a flyer is approved, it will be posted on the district site in the "Flyer Hub." Please review the process for flyer submission and flyer content guidelines included on the Flyer Hub page of the district site: [www.urbandaleschools.com](http://www.urbandaleschools.com)  
See Board Policy 441 - Solicitations From Outside

## **DISTRICT POLICIES AND PROCEDURES**

### **Abuse of Students by District Personnel**

See Board Policy 519 - Investigating Allegations of Abuse of Students by School Personnel.

See Board Policy 634 Exh A - Assessment Program .

### **Affirmative Action**

See Board Policy 426 - Equal Employment Opportunity/Affirmative Action.

## **Attendance Requirements**

See Board Policy 508 - Attendance Requirements.

## **Bicycles/Motor Vehicles**

See Board Policy 529 - Use of Bicycles and Motor Vehicles; Minors' School Motor Vehicle Licenses.

## **Bus Conduct Rules**

See Board Policy 703 - Transportation.

## **Co-Curricular Activities - Eligibility Code**

See Board Policy 510 - Co-Curricular Activities - Eligibility Code.

See Board Policy 526 - Co-Curricular Activities.

See Board Policy 616 - Co-Curricular Activities.

## **Complaint Procedures**

See Board Policy 229 - Complaint Procedures

## **Controversial Issues**

See Board Policy 620 - Teaching of Controversial Issues; Academic Freedom.

## **Copying Copyrighted Materials**

See Board Policy 627 - Instructional Materials; Reconsideration Procedures.

## **Corporal Punishment**

See Board Policy 509 - Student Behavior and Discipline.

## **Distribution of Organization Materials**

See Board Policy 441 - Solicitations From Outside.

## **Federal Section 504 Policy Statement**

See Board Policy 602 - Equal Educational Opportunities.

See Board Policy 613 - Special Education.

See Board Policy 535 - Student Records.

## **Free and Reduced Price Meals (State Policy)**

See Board Policy 702 - School Meal Program.

## **Gift Law**

See Board Policy 450 - Gifts and Honoraria to District Employees and Their Families.

See Board Policy 534 - Class or Group Gifts.

See Board Policy 810 - Gifts and Bequests.

## **Health Services**

See Board Policy 516 - Student Health - Administering Medications at School.

See Board Policy 518 - Student Health - Communicable Diseases.

See Board Policy 538 - Student Health: Special Health Services.

## **Homeless Statement**

See Board Policy 546 - Homeless Children and Youth.

## **Insurance of Students**

See Board Policy 520 - Student Insurance.

## **Internet - Student Usage**

See Board Policy 606A - Technology - Internet.

## **Non-Discrimination Policy**

See Board Policy 545 - Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students.

## **Open Enrollment Option**

See Board Policy 504 - Non-Resident Students.

See Board Policy 626 - Open Enrollment.

See Board Policy 602 - Equal Educational Opportunities.

See Board Policy 603 - Multi-Cultural, Gender Fair Program.

## **Personal Property Responsibility**

See Board Policy 448 - Responsibility for Personal Property.

## **Public Conduct on School Premises**

See Board Policy 1013 - Public Conduct on School Premises.

## **Records of Students**

See Board Policy 535 - Student Records.

See Board Policy 634 Exh A - Assessment Program .

## **Religious-Based Exclusion from School Programs**

See Board Policy 612 - Religious-Based Exclusion From School Programs.

## **Religion-Teaching of Religion in the District**

See Board Policy 621 - Teaching of Religion in the District.

## **Request for Reconsideration of Instructional Materials**

See Board Policy 229 - Complaint Procedures.

See Board Policy 627 - Instructional Materials; Reconsideration Procedures.

## **School District Curfew**

See Board Policy 917 - School District Curfew.

## **Sexual and Other Harassment Policies**

See Board Policy 427 - Sexual and Other Harassment.

See Board Policy 545 - Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students.



## **Smoking Policy**

See Board Policy 916 - Smoking Policy.

## **Solicitations**

See Board Policy 441 - Solicitations From Outside.

## **Student Behavior and Discipline**

See Board Policy 509 - Student Behavior and Discipline.

See Board Policy 543 - Student Expressions.

## **Student Directories**

See Board Policy 535 - Student Records.

See Board Policy 535 Exh. B - Release of Student Directory Information.

## **Student Expressions**

See Board Policy 543 - Student Expressions.

See Board Policy 634 Exh A - Assessment Program.

## **Student Searches**

See Board Policy 512 - Student Searches.

See Board Policy 634 Exh A - Assessment Program.

## **Transportation**

See Board Policy 703 - Transportation.

## **Universal Precautions**

See Board Policy 435 - Employee Health: Occupational Exposure to Bloodborne Pathogens.

See Board Policy 518 - Student Health - Communicable Diseases.

## **Video Camera**

See Board Policy 703 - Transportation.

## **Weapons and Firearms**

See Board Policy 509 - Student Behavior and Discipline.

See Board Policy 512 - Student Searches.

See Board Policy 634 Exh A - Assessment Program.

## **DRESS GUIDELINES**

1. Students are expected to dress and groom themselves in a way that is not offensive or distracting to students and/or staff.
2. No masks, hoods, hats, or sunglasses may be worn during the school day.
3. Shoes or sandals must be worn at all times. No spiked jewelry may be worn
4. Clothing or jewelry which displays, expresses, implies or promotes products illegal for use by minors, including but not limited to the use of alcohol, drugs, or tobacco is prohibited. Clothing or jewelry that carries images, slogans, pictures or diagrams promoting negative or degrading sexual, gender,

ethnic, or racial messages that can be construed in a reasonable fashion to do so is also prohibited. Clothing or jewelry interpreted as expressing, depicting, promoting, or implying obscenity, profanity, vulgar or lewd statements, gang symbols (including all bandanas), sexual innuendo or violence is prohibited. Additionally, clothing or jewelry determined to be unsafe, either for a student or for those around them is prohibited. The District may prohibit any apparel or manner of dress which interferes with school or school activities or is determined to be disruptive of the overall operations and educational process of the school.

5. Clothing that calls undue attention to anatomical details may not be worn. Examples include, but are not limited to, bare midriff tops, short shorts, mini-skirts shorter than fingertip length, backless tops, open mesh clothing without proper clothing underneath, sagging pants, or clothing with holes in inappropriate places which show intimate apparel. (at no time are students allowed to display underpants)
6. Chains other than for the purpose of attaching a wallet to belt loop may not be worn. Chain links may be no wider than 1/4 inch, and chain length may not exceed 12 inches.
7. Students not following the dress guidelines will be required to change their clothing. Continued referrals to the office for dress guideline violations will be considered insubordination.
8. Students are encouraged to follow this dress guideline for all school sponsored events.
9. Students or parents questioning the appropriateness of a particular item of dress should contact a school administrator/designee before the item is worn to school.

## **DROPPING/ADDING COURSES**

Course changes may be made only with parent, teacher, counselor, and administrative approval. The deadline for dropping a course with a recorded mark of "W" will be 6 weeks into the semester. A course grade of "WF" will be recorded for any course dropped after this period.

If a student withdraws from a class after the first 2 weeks of a semester, the student will be assigned to Learning Center for the remainder of the semester.

Courses may be added up to two weeks into the semester.

## **DUE PROCESS**

The Urbandale Community Schools follow the Supreme Court ruling outlining the minimum requirements for due process for a suspension of ten (10) days or fewer. Before being suspended, the student will be afforded:

1. Oral or written notice of the charges and,
2. Explanation of the evidence if the student denies the charges, an opportunity for the student to present his/her side of the story. In all cases of possible expulsion from school, the student will be afforded due process as outlined in the Urbandale Community School District Board Policy. Appeals may be made to the next high school/District administrator/designee.

## **EARLY GRADUATION**

Students are permitted to graduate at the end of a semester or summer session provided all graduation requirements are met. Students must complete their final semester at the Urbandale High School in order to qualify for early graduation, except that a student may complete his/her final graduation requirements during the summer. Students graduating early will be ineligible for participation in co-curricular activities and class activities, except that they may attend prom and commencement activities.

## **ELECTIVE CREDITS**

Electives chosen by the student, with assistance from teachers, parents, and counselors, will complete the total number of credits needed for graduation. Elective credit may include unlimited credits from courses in Art, Business, Computers, English, Family and Consumer Sciences, Foreign Language, Industrial Technology, Interdisciplinary/Integrated, Mathematics, Science, and Social Studies. Most electives are awarded one credit per semester.

## **EXCESSIVE ABSENCES**

Parent/guardians will follow the school's designated procedures for excusing student absences. When a student has reached an excessive number of absences during a school year (ten days of absence), the school staff will examine the reason(s) for the absences and identify interventions to support better attendance.

If it is determined that further support is needed, the school principal/designee will send notification to the parents/guardians informing them the school will need further documentation to excuse future absences from that point forward. This documentation should include, but is not limited to, notes from a doctor to excuse illness, notes from a dentist to verify an appointment, or being seen and sent home by a school nurse. The school's health office may also request that a medical release of information form be signed by the parent/guardian so that the school can work with the student's parents and health care provider to best meet the student's educational and medical needs.

If requested documentation is not provided in a timely manner for future absences, said absences will be considered unexcused.

## **EXTENSION CREDITS**

A student may apply extension credits toward graduation (i.e., college, correspondence, or consortium courses) with the principal's prior approval.

## **FEE WAIVERS**

Parents of students meeting a specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent or guardian. The following need not be waived: fines for overdue, lost, or damaged materials, summer school and parking stickers, activity tickets,

special activities charges, or fees for expendable materials for individual use if the District provides an alternative material in a course.

See [Board Policy 532 - Student Fees; Fee Waivers](#)

## FOOD/BEVERAGES

Food and beverages purchased in the commons are not allowed in carpeted areas of the building. Beverages purchased outside the building are not allowed in the school.

## GRADING

A	93 - 100	C	76 - 73
A-	92 - 90	C-	72 - 70
B+	89 - 87	D+	69 - 67
B	86 - 83	D	66 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 77	F	59 - 1

### Expectation:

- It is an expectation that every staff member will post their grades on Powerschool.
- Grades are to be updated weekly.
- All staff will grade students using a running total for the semester.
- Parents will be informed by phone or e-mail if their students are failing. Please keep a record of the communication.
- All staff will give a semester final (both semesters).

## GRADUATION REQUIREMENTS

### Credits Required For Graduation

46 credits are required for graduation. In general, a credit represents one semester of study.

### Required Credits

#### English

English: 2 credits

Language and Literature: 1 credit

Speech Communication: 1 credit

Reading elective: 1 credit

Writing elective: 1 credit

English electives: 2 credits

### **Social Studies**

American History 2 credits  
American Government 1 credit  
Social Studies electives 2 credits  
Economics 1 credit

**Math** 6 credits

**Science** 6 credits

### **Health**

1 semester Health 1 credit  
\*JROTC credit does not fulfill this Health requirement.

### **Physical Education**

4 years/every other day 2 credits

Physical Education is required by state law each year the student is in attendance unless the student is medically excused. Medical excuses for exemption from required Physical Education will be considered on an individual basis, with administrative approval necessary.

Students must meet state CPR certification requirements for graduation.

**Fine/Practical Arts** 1 credit

**Computer Applications** 1 credit

## **GUESTS**

Students may have a high school-age relative or friend visit school if:

1. A request is approved at least one day in advance of the visit by both administration and teachers whose classes will be visited. The form may be obtained in the office.
2. The guest wears an administrator/designee - authorized visitor pass at all times.
3. Students introduce guests to their teachers.
4. Guests are expected to follow Urbandale High School's Code of Conduct and school policies
5. Students are responsible for their guest's behavior, based on the school's code of conduct and school policies.

## **GUIDANCE (COUNSELING)**

The Guidance department developed a website to make our information more easily accessible. Please check it out at: [www.uhsguidance.com](http://www.uhsguidance.com)

Contacts:

- Jill Duffield (A-E) 457-6819
- Tracy Edwards (F-K) 457-6818
- Darlene Wagner (L-Q) 457-6817

- Eric Sackett (R-Z) 457-6816
- Julie Gibson (Secretary) 457-6814

Office Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.

## HARASSMENT/BULLYING

**Harassment and Bullying Prohibited.** The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Urbandale Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

### Definition

Any electronic, written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct places the student in reasonable fear of harm to the student's person or property; or has a substantially detrimental effect on the student's physical or mental health; or has the effect of substantially interfering with the student's academic performance; or has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization
- that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort,

- fear, or suffering to the victim; Implied or explicit threats concerning grades, awards, property, achievements, or opportunities, etc., that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

Examples of prohibited behavior may include, but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student’s participation in any educational program or activity

A founded case of bullying/harassment will count as an offense of ‘Showing of intolerance or bigotry toward others’ in the Code of Conduct.

## **HEALTH/ HEALTH RECORDS**

An individual student health record will be on file in the student’s school health office. Immunizations, health screening information, and required medical information will be a part of the student’s health record. Sharing of any medical concerns with the nurse will assist in providing care for the student. This information will be confidential. Teachers working with the student will be notified of any possible medical emergencies. Parents/guardians are asked to notify the nurse of any pertinent health information that occurs during the school year.

Contact information for parents/guardians should be on file for each student. We ask that parents/guardians assist in keeping this information up to date and notify the school of any changes during the school year. The information will be reviewed by the parent/guardian during registration.

Students must meet the current State of Iowa immunization requirements and an acceptable immunization certificate must be on file before the first attendance day. Physical examinations are recommended for all students entering Kindergarten, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grade. Students entering kindergarten are required by state law to present a lead screening. Iowa law requires a dental screening certificate for students entering Kindergarten and 9<sup>th</sup> grade. Students participating in interscholastic athletics or cheerleading must present an Athletic Physical Certificate before participation.

## **HEALTH SCREENINGS**

Health screenings, such as height, weight, vision, and hearing may be performed annually. Dental screenings may also be performed for kindergarten students. Please notify the school if you don’t want your student to participate in a screening. Parent/guardian will be notified of any concerns from the vision, hearing, and dental screening.

## HOMELESS STATEMENT

The Board of Directors of the Urbandale Community School District is responsible for locating and identifying homeless children and youth within the District. A "homeless child or youth of school age" is defined as:

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
  - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
  - A migratory child/youth who qualifies as homeless because of the living circumstances described above.
  - Includes youth who have runaway or youth being forced to leave home.

The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

If you need further assistance/information, please contact the building principal, counselor or the Coordinator of Student Services, 11152 Aurora Avenue, Urbandale, Iowa 50322 or 515-457-5004.

See Board Policy 546 - Homeless Children and Youth.

## HONOR ROLL

Each semester Urbandale High School recognizes students who have a 3.5 or better semester grade point. Students with a 4.0 are given a special letter of recognition. Students who attain Honor Roll status for two successive semesters will be awarded an Academic Letter. A Lamp of Learning will be presented for each subsequent Honor Roll effort. Students are eligible effective the end of their 9th grade year. A Honor Convocation is scheduled to honor these students.

## ILLNESS AT SCHOOL

Students that are feeling ill will be referred to the health office. If it is determined that your student is too ill to be at school, you will be notified. Students will not be dismissed during the school day without parent/guardian consent. If the parent/guardian is unavailable, the emergency contact may be called. If it is an emergency situation, EMS will be called and the student will be taken to the nearest or preferred hospital.

While most illnesses do not require exclusion from school, there are times when the student should be sent home. Temporary exclusion is recommended when:

- The illness prevents the student from participating comfortably in activities as observed by the school staff.



- The illness results in a greater need for care than the school staff determines they can provide without compromising their ability to care for other students.
- The student has the following conditions, unless a health professional determines the student's condition does not require exclusion.
  - The student appears severely ill; could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or quickly spreading rash.
  - Fever (temperature above 101 degrees F orally) and behavior change or other signs and symptoms such as a sore throat, rash, vomiting, or diarrhea.

Students may return to school once they are symptom free for at least 24 hours without the use of fever-reducing medication (acetaminophen and ibuprofen).

## **INJURY/ACCIDENT AT SCHOOL**

Students with a serious injury or accident at school will be referred to the school nurse. Parent/guardian will be notified of the incident. If parent/guardian cannot be reached in an emergency situation, an emergency contact will be notified. If necessary, EMS will be called and the student will be transported to the nearest/preferred hospital. Accidents occurring at school will be reported in writing to the administrator/designee.

## **J-HAWK DIPLOMA**

Upon approval of the Student Study Team, students graduating in the class of 2011 can receive an Urbandale J-Hawk Diploma by earning at least thirty-nine (39) credits as long as they demonstrate the core competencies established by the District. Forty-six (46) credits are required for students graduating in the class of 2011 and thereafter. The following required credits must be included:

Classes of 2011 and thereafter

### **English-Language Arts**

Electives 8 credits

### **Social Studies**

American History 2 credits

American Government 1 credit

Economics 1 credit

Social Studies electives 2 credits

Total 6 credits

### **Mathematics**

Electives 6 credits

## **Science**

Electives 6 credits

## **Health**

Elective 1 credit

## **Fine/Practical Arts**

Elective 1 credit

**Computer Applications** 1 credit

## **Physical Education**

4 years/every other day 2 credits

Physical Education is required by state law each year the student is in attendance unless the student is medically excused. Medical excuses for exemption from required Physical Education will be considered on an individual basis, with administrative approval necessary.

Students must meet state CPR certification requirements for graduation.

## **LIBRARY MEDIA CENTER GUIDELINES**

The UHS LMC is open to students from 7:30 to 3:30 daily. Students check out materials for 28 days, after which they may renew. Losing or damaging materials may result in fines.

The library desktop computers are available on a first come, first serve basis. However, if students are not doing actual schoolwork, they may be asked to leave the computer and allow others with class work to use them. At this time, the library does not have laptop computers for checkout by students, staff or substitute staff.

The UHS Makerspace is available to students during the school day to use the technology and creation tools. Students are required to follow all posted Makerspace rules and expectations for safety and cleanliness.

The library is open for student use during the day unless classes are scheduled. Students are expected to treat the environment, equipment and others respectfully. Food and drink (except water) are not allowed in the library.

The library computer lab, library itself, conference rooms and large meeting room are reserved through the library staff for use during the academic day. For use outside school hours, reservations are made through the district activities office. Groups are expected to clean up and move furniture back following their use of the facilities.

A range of equipment is available for staff and student use/checkout including printers, scanners, flip cameras, a copier, and presentation equipment.

## **LOCKERS OF STUDENTS**

Student lockers are the property of the District. Students shall use the lockers assigned to them by the District for storing school materials and personal belongings necessary for attendance at school. Valuables should not be kept in lockers.

It shall be the responsibility of each student to maintain the locker in a clean condition. The District may periodically inspect the lockers for cleanliness and damage in accordance with the District policy on student searches.

Locker inspections without prior notice may be conducted throughout the school year.

## **LUNCH/BREAKFAST**

- Students are scheduled into one of three lunch periods.
- Students are expected to bus their own table.
- All students must eat in the commons during lunch.
- Seniors will be able to earn an open lunch privilege by: (see open lunch/periods)

Senior students who have earned the open lunch, period privilege are to leave immediately at the beginning of their assigned lunch period and are not to re-enter the building until five minutes before the end of their lunch period. Seniors must show their lunch pass and student ID to the staff member at the door when leaving and entering the building.

## **MEDICAL INFORMATION**

The health needs of student may be best met when the school nurse is informed of the student's medical history. Parent/guardian will be asked to update the student's medical information when enrolling and at registration annually. Parent/guardian is encouraged to contact the school nurse at any time during the year to report any medical concerns. This information is considered confidential and would only be shared professionally, when deemed necessary by the school nurse.

### **Illnesses and dismissal from school**

Students wishing to see the school nurse for an illness must request permission from their teacher. Students are not allowed to leave school due to an illness without first reporting to the school nurse. Parent/guardian permission must be obtained before students are allowed to leave school.

### **Elementary requests to stay indoors**

We ask that parent/guardian please send a note requesting indoor recess. Those students requiring more than two days of indoor recess will be asked to submit a written request from the physician stating the necessity.

### **Excuses from physical education**

Students must submit a physician excuse to the school nurse to be excused from participating in physical education class. In some situations, a release from the physician for the student to return to physical education class will be required as well.

## **MEDICATIONS AT SCHOOL**

Students are not allowed to have medications with them at school. All medication must be kept in the health office and will be administered under the supervision of the school nurse. Administration of medication at school requires parent/guardian consent with a signed release. The form for medication administration can be found on the school's website or obtained at the student's school. Medication must be brought in the original container. Medication must be age-appropriate and will be administered according to label recommendations.

Students in middle school and high school may receive up to six doses per school year of either acetaminophen or ibuprofen, at the nurse's discretion, with written parent/guardian approval. This form is available at registration and is available on the school's website and at UMS and UHS.

By law, students with asthma or other airway constricting diseases may self-administer their medication, with approval of the parent/guardian and prescribing physician. The school nurse must receive the written consent.

## **MESSAGES**

Typically only emergency messages will be delivered to students.

## **OPEN LUNCH/PERIODS**

Ninth, tenth, and 11th graders have no open period privileges.

Twelfth graders may apply for one and one-half open periods.

To obtain an open period pass twelfth graders must:

1. Obtain parent/guardian and administrative approval.
2. Meet the high behavior expectations of Urbandale High School. (Good attendance and passing grades)
3. Students with open periods should honor passing times (exit the building or move to a supervised area before tardy bell rings).
4. Students may have open lunch/periods revoked for poor grades or attendance including tardies and unexcused absences. Parents may also revoke this privilege.

## **ORGANIZATIONS**

Student-initiated, non-curriculum-related groups, upon receiving written permission from the principal, may use school facilities for group meetings before or after regularly scheduled class periods.

Curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day. Curriculum-related activities shall have priority over the activities of any other organization.

The principal shall have the responsibility to determine whether a group is curriculum or non-curriculum related. A group shall be considered curriculum related if any of the following questions could be answered in the affirmative:

1. Is the subject matter of the group actually taught in a regularly offered course?
2. Will the subject matter of the group soon be taught in a regularly offered course?
3. Does the subject matter of the group concern the body of courses as a whole?
4. Is participation in the group required for a particular course?
5. Does participation in the group result in academic credit?

Student attendance at meetings of student-initiated non-curriculum related groups shall be strictly voluntary. School District personnel will be assigned to monitor approved meetings. For student-initiated non-curriculum related groups, however, School District personnel shall not in any way participate in the meeting or assist in planning, criticizing, or encouraging attendance. Non-school persons cannot direct, conduct, control, or regularly attend activities or meetings of these non-curriculum related, student-initiated groups.

## **PARKING**

Student parking is a privilege not a right.

Courtesy and careful driving are necessities. Reckless driving will not be tolerated.

Students may not park in the designated "Visitor" (diagonal) parking spaces prior to 3:30PM on school days. Students & UHS staff may not park in any of the posted Senior Center parking spaces, or in the Senior Center parking lot.

UHS overflow parking is located in the parking lot directly south of the swimming pool and in any space not designated/posted for pool parking.

Additional student/staff/visitor parking may be found around Lion's Park and off-campus city streets. Follow all city ordinances for public road-way parking.

The speed limit in the parking lot is 5 MPH.

Violations of parking guidelines will be addressed as follows:

- First offense- The student is given a warning and possibly a police citation and office referral.
- Second offense- The vehicle is subject to being towed.
- Third and subsequent offense- The vehicle is subject to being towed. In addition, the student is subject to losing the privilege of parking on school property.

Vehicles must be parked between two lines designated for parking. Do not park along end-caps, curbs, fire lanes, or on the grass. Students and staff may not park in any designated/posted pool parking or Urbandale

Senior Center spaces. The above state offenses are enforceable by city code.

**Staff spots are numbered.** It is important that students do not park in numbered (staff) spots prior to 3:30 PM every school day. If a student chooses to park in a numbered spot prior to 3:30 PM on school days, he/she will be subject to violation guidelines stated above.

**Parking for seniors is designated by the blue lines in the parking lot.** Seniors will be provided a parking permit to park in those spots:

- It is important that no other students park in the spots designated by the blue lines. Any student who is not a senior who chooses to park in the spots designated by the blue lines prior to 3:30 PM will be subject to violation guidelines stated above.
- It is important that a car driven by a senior and parked in the spots designated by the blue lines has a UHS senior parking permit displayed. Any senior who parks in the spots designated by the blue lines without a parking permit displayed will be subject to violation guidelines stated above.

**There are 150 spots devoted to senior parking.** If a senior with a permit does not arrive early enough to park in the spots designated by the blue lines, he/she can park anywhere else in the student parking.

**Senior parking is a privilege.** Do not share or exchange your passes. Seniors will be provided one pass. If you lose your pass, you can purchase another one for \$100. If any student who is not a senior is found with a pass, it will be confiscated and will not be replaced.

The Urbandale High School & the Urbandale Community School District is not responsible for damage or theft from/to your vehicle/property.

## **PERSONAL PROPERTY RESPONSIBILITY**

The District and its agents and employees shall not be held responsible for personal items brought onto school property, as to replacing, repairing, or recovering such property.

See [Board Policy 448 - Responsibility for Personal Property](#).

## **RESPONSIBILITY PLAN**

Urbandale High School has made a commitment to helping students become critical thinkers and problem solvers. Hence, many discipline referrals will be addressed through a problem solving approach that will allow students to reflect on their behavior, take responsibility for their behavior, and develop a plan for improvement called a Responsibility Plan. Failure to follow the plan can result in replanning or addressing the behavior through the code of conduct. The choice of implementing the Responsibility Plan or addressing a behavior through the Code of Conduct is at the discretion of the administrator/designee. When “bottom line” behavior involving weapons, drugs/alcohol, or fighting are involved, the behavior can be addressed immediately through the code of conduct.

## **SCHOOL NURSES**

School nurses facilitate positive student responses to normal development, promote health and safety, intervene with actual and potential health problems, provide case management services, and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning. There is a recognized relationship between health and learning and the role of the school nurse encompasses both health and educational goals.

## **SCHOOL RESOURCE OFFICER/JUVENILE COURT RESOURCE OFFICER/DARE OFFICER**

The District Officers link the police department and the Polk County Juvenile Court, with the school environment, providing services including investigation, information services, interventions, behavior modification programs, safety concern solutions, D.A.R.E., parent contact, truancy, home visits, and communication with the student judicial system. The officers assist the District administrators/designee with attendance, building and grounds concerns including parking and traffic problems, supervision of events, parent communication systems, substance abuse programs, and enforcing city and state laws on school grounds. The Officers serve all schools in the District.

## **SCHOOL WORK MISSED**

School work missed because of an absence must be made up. Assignments given on the day of the absence will be due within three (3) days. If a class is missed for more than one day, the teacher and student will arrange the make-up time. If work is not completed in a timely fashion, no credit will be earned. If a student is absent for three or more consecutive days, the guidance office (457-6814) will, upon request, gather assignments from staff. This request must be made by 8:30 a.m. and assignments must be picked up between 2:30 and 3:30 p.m. the same day in the guidance office.

### **School-Related Absence**

When participating in a field trip or school related activity, the student must:

1. Obtain a release form from the teacher.
2. Have a parent/guardian sign the form.
3. Make arrangements with teacher(s) to make up work in ADVANCE of absence.

## **SIGN OUT PROCEDURES**

An administrator/designee communicates with parent/guardian regarding these actions. Students must "sign-out" in the office, when leaving the building and "sign-in" when returning.

## **STUDENT EXPRESSIONS**

Students are allowed, indeed encouraged, to express their viewpoints and opinions. However, in order to maintain an appropriate learning environment and to protect the rights of all students, students must express

themselves responsibly and appropriately in the school setting. The expression shall not encourage the breaking of laws or school rules, shall not be libelous, or contain obscenity or indecent depictions. Further, the expression must be done at a reasonable time and place, as determined by the administrative staff. Student expressions, which cause material disruption to the orderly operations of the school, may be suppressed, and the students disciplined.

See [Board Policy 543 - Student Expressions](#).

See [Board Policy 634 Exh A - Assessment Program](#).

## STUDENTS REQUIRING SPECIAL EDUCATION

Graduation requirements for students requiring special education will be in accordance with the prescribed courses of study as described in the individualized education plan. However, the total credits required for graduation may not be modified by the IEPs. Prior to graduation, the IEP team shall determine whether graduation criteria have been met and notice shall be given of the planned graduation.

## STUDENT SEARCHES

**Prohibited Items:** In the interest of maintaining the health, safety and good order of the school environment, students shall not have prohibited items in their possession or control on school grounds, on school vehicles, or while attending or participating in school activities or events. Prohibited items are such things as tobacco products, beer, wine, alcoholic beverages or controlled substances, controlled substances which have not been validly prescribed, "look-alike" tobacco, alcoholic beverages or controlled substance, apparatus used for the administration of controlled substances, weapons, explosives, toy weapons or explosives, poisons, stolen property, or other devices or materials which are intended to interfere with school order. Licensed school employees and other employees of the local District employed for security or supervision purposes, ("authorized personnel") may, without a warrant, search a student, a student's belongings, student lockers, automobiles on school property, desks, facilities, or work areas under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.

**Personal Searches, Reasonable Suspicion:** Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags or other personal containers in the possession of or in the immediate proximity of the student, and searches of automobiles on school property shall be conducted only if there is a reasonable articulable suspicion that a criminal offense has been committed or a school rule has been violated by the student being searched and that the search will provide evidence of such violation. The search shall be conducted in a manner, which is reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and gender of the student and the nature of the infraction. If the student is not present, another adult shall be present and the student shall be notified of the search prior to or as reasonably practicable after the search is conducted. Reasonable suspicion may be formed by considering such factors as:

- a. Eye witness observation by school personnel, or
- b. Information received from a reliable source; or
- c. Suspicious behavior by the student; or
- d. The student's past history; or



e. Articulate circumstantial evidence.

**Reasonable Scope:** All searches of students or their belongings as specified in subsection 512.2(1) shall be reasonably related in scope to the circumstances which gave rise to the need for a search and shall be based upon consideration of relevant factors which include, but are not limited to:

- a. the nature of the violation for which the search is being instituted;
- b. the age or ages and gender of the students who may be searched;
- c. the objectives to be accomplished.

**Procedures:** Authorized personnel may ask a student to open and/or empty his/her pockets, handbag, briefcase, book bag, or other personal belongings when there is reasonable suspicion that the student has prohibited item in his/her possession. If the student fails to comply, an administrative staff member or his/her designee may search the student or the student's belongings in the presence of another adult. Searches, which involve the removal of any clothing (e.g., jacket or socks), shall be conducted by a person of the same sex as the student and shall be, conducted in private and in the presence of a witness of the same sex. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. Strip searches, body cavity searches and the use of a drug-sniffing animal to search the student's body shall not be allowed. If a prohibited item is found in personal search, appropriate disciplinary action may be taken. Items, which may be illegal to possess, may be turned over to proper authorities.

**Lockers, Desks, and School Facilities:** Periodic Inspections lockers, desks and other facilities and spaces remain at all times property of the District, even though temporarily assigned as a courtesy to students. These facilities are subject to unannounced inspections, and students have no legitimate expectations of privacy in these facilities even though they may be locked. Written notice shall be given annually to each student and his/her parents, guardians or custodians that the District may conduct periodic inspections without prior notice of all or a randomly selected number of school lockers, desks and other facilities or spaces owned by the District and provided as a courtesy to students. The inspection shall occur in the presence of the student or at least one other person. If prohibited item is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items, which may be illegal, may be turned over to proper authorities.

**Search:** An administrative staff member may search a locker, desk or other assigned facility or space when there is reasonable suspicion the student has a prohibited item. The student need not be present at the time of the search, but another person shall be present. Other authorized personnel may request a student open his/her locker, desk or other assigned facility or space and disclose its contents when there is a reasonable suspicion the student has a prohibited item in the facility. Except in cases of emergency, non-administrative staff personnel shall not search the locker, desk or other assigned space without the student's consent. If a prohibited item is found in a search, the student may be subject to appropriate disciplinary action, and items which may be illegal to possess may be turned over to the proper authorities.

**Searches by Law Enforcement:** Law enforcement officials, other than the District's School Resource Officer, will not be allowed to search students, their belongings, desks, lockers or automobiles on school premises unless pursuant to an arrest, a valid warrant or other reason allowed by law.

See [Board Policy 512 - Student Searches](#).

See [Board Policy 634 Exh A - Assessment Program](#)

## TARDY PROCEDURE

Focus on Learning. The J-Hawk Way

All students are expected to be on time. Students who have no tardies or unexcused absences for 9 weeks will receive a letter of congratulations from the principal.

The following tardy process/system is intended to provide uniformity and consistency for the benefit of our students and demonstrate a unified front to emphasize the importance of student punctuality, self-discipline, and responsibility. Tardies adversely affect the classroom and also disrupt the learning environment for other students. This procedure is to be enforced on a semester basis, for each class.

Tardy is when a student enters the classroom after the bell rings without permission.

1. First documentation: Verbal warning from the teacher. Document in Powerschool.
2. Second documentation: Verbal warning from the teacher. Document in Powerschool.
3. Third documentation. Teacher will contact parent/guardian. Student will be notified of parent contact, and/or the teacher may ask the student to notify the parent of the tardy in the presence of the teacher. Incident will be documented in Powerschool as insubordination.
4. Fourth documentation. Teacher will contact parent/guardian. Student will be notified of parent contact, and/or the teacher may ask the student to notify the parent of the tardy in the presence of the teacher. Incident will be documented in Powerschool as insubordination.
5. Fifth Documentation: Student will be referred to an administrator/designee. Student and administrator/designee develop a written plan for eliminating tardies. Plan should be shared with parents and the teacher of the class where the student continues to arrive late. Incident will be documented in Powerschool as insubordination.
6. Sixth Documentation: Student will be referred to an administrator/designee. The current plan will be reviewed. The plan will be rewritten with the understanding that with another tardy, the student will lose a privilege. Potential privileges include but are not limited to parking privileges, open lunch pass, or the privilege to have their cell phone during the school day.
7. Seventh Documentation: Student will be removed from class until a parent meeting can be held. At the parent meeting, the student's tardy plan will be reviewed. The administrator/designee, the student, the parent and the teacher if available, will devise a plan for the student to return to class. Regaining privileges will be discussed as well as the loss of additional privileges if necessary. The agreed upon plan should be in writing and shared with the parent, the student, the teacher and documented in PowerSchool. The incident should be documented in PowerSchool as insubordination.
8. Future Documentation: A student who is experiencing many tardies is likely having other attendance and behavior issues as well. Any time after a student's 6<sup>th</sup> overall documented tardy, the administrator/designee can call a meeting to consider the student's placement and additional services and accommodations if necessary.

## TESTS

**Semester Test:** Semester examinations are scheduled at the conclusion of each semester. Students are expected to attend each of the scheduled exams, even if they are failing certain subjects. Administrative approval must be granted if a test is to be taken early.

## TEXTBOOK USE

Excessive abuse of textbooks may result in the assessment of a full or partial replacement fee/fine. See Board Policy 532 - Student Fees; Fee Waivers.

## TRANSPORTATION/BUS RULES

### Transportation/Bus Rules and Regulations

Students will be required to board and exit from their assigned buses at the location designated at the time of purchasing a bus pass. Changes, other than at the time of purchase, will require a one-week notice prior to the change. Students will be required to present their bus pass before boarding the bus. There are 2 safety practices per year so all students know how to exit a bus in the event of an emergency.

### BUS CONDUCT RULES

Urbandale Community School District contracts all student-busing services to Durham.

Rules for riding the Urbandale school buses:

1. Stay in your seat at all times.
2. Keep your hands, feet, books, and objects to yourself.
3. Swearing, rude gestures, teasing, and disrespect is unacceptable.
4. Use classroom voices on the bus.
5. Keep arms, hands, head, etc. inside bus at all times.
6. Follow the driver's directions.

The operation of a safe, efficient, and economical transportation program requires that all passengers observe a set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures below will be followed:

1. The driver will counsel with the student on proper bus behavior.
2. The driver will write a referral and submit it to the principal and bus company official
  - 1st Referral - Warning by the principal.
  - 2nd Referral - Suspension from the bus for 3 days.
  - 3rd Referral - Suspension from the bus for 10 days.
  - 4th Referral - Suspension from the bus for an indefinite period of time.

Parents will be notified after each referral. A meeting will be conducted involving the driver, bus company official, and parent after the fourth referral.

For extremely dangerous behavior, immediate suspension will be warranted and utilized.

Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in a student disciplinary hearing.

### **STUDENTS RIDING DIFFERENT BUSES**

Students riding a bus and/or going to a stop other than their regularly assigned stop is not encouraged. However, in the event a child should need to, please send a written note with the student, with a parent/guardian signature. A note will need to be sent each time the child needs to change the stop. The note shall be given to the child's bus driver. If a child does not present a note, then the change cannot be made.

In order to maintain efficient bus routes, load sizes must be consistent. Therefore, non-eligible bus riders would only be allowed to ride the bus when space permits and when accompanied by a written note signed by the parent/guardian.

### **Transportation/District Busing**

The district will provide transportation for high school students living more than 3 miles from Urbandale High School. Paid transportation is available in the mornings only for high school students residing west of 86th Street.

Students will be required to board and exit from their assigned buses at the location designated at the time of purchasing a bus pass. Changes, other than at the time of purchase, will require a 72 hour notice prior to the change. Secondary students may be required to present their student id before boarding the bus.

### **Transportation Prices**

One way per semester	\$103.00
Two way per semester	\$206.00
One way, two semesters	\$196.00
Two way, two semesters	\$392.00

## **TRANSFERS IN**

If a student has previously attended an accredited school, appropriate course credit shall apply towards graduation requirements. If the student has not attended an accredited school, the District need not accept the credits towards graduation.

## **UNEXCUSED ABSENCE PROCEDURES**

1. Student has one unexcused absence class periods.
  - a. Student meets with school official.
  - b. Teacher makes contact with home.
  - c. Student is given a warning.
  
2. Student has 2-5 unexcused class periods.
  - a. Student meets with school official.
  - b. Teacher makes contact home.
  - c. Student is assigned detention.
    - i. Missed detentions will be viewed as insubordination. The student will be given a warning and detention will be rescheduled. If the detention is missed again it will be viewed as a second offense of insubordination and the student will face school sanctions associated with insubordination.
  
3. Student has 6 or more unexcused absences.
  - a. Meeting of stakeholders (student, teacher, administrator/designee and/or parents) to determine how to proceed if there are continued unexcused absences.
  - b. A possible outcome is student may be withdrawn from the class without credit and receive a failing grade (WF). Student assigned to Learning Center.

## **VIDEO RECORDING, PHOTOGRAPING, AND AUDIO RECORDING**

Students may be disciplined for any use of handheld technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator/designee. A student who video captures, photographs, or audio records without authorization will count as a second offense of Interfering with Teaching and Learning in the Code of Conduct and the student could be subject to the consequences outlined in the handbook for a 2<sup>nd</sup> offense of Interfering with Teaching and Learning.

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of handheld technology devices in school locker rooms or restrooms. A student who video captures, photographs, or audio records without authorization will count as a second offense of Interfering with Teaching and Learning in the Code of Conduct and the student could be subject to the consequences outlined in the handbook for a 2<sup>nd</sup> offense of Interfering with Teaching and Learning.

