

ADM HIGH SCHOOL



2023-2024
Parent/Student Handbook

2023-2024 Parent/Student Handbook

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School Song

We're loyal to you, ADM High
 We'll ever be true, ADM High,
 We'll back you to stand
 You're the best in the land
 For we know you will stand,
 ADM High. Rah! Rah!
 And when in the fight, ADM High,
 We'll stand for the right ADM High,
 Our team is our best protection
 Onward, for we expect a victory
 From you, ADM High. Rah! Rah!

Mission

We are committed to engaging ALL students in a challenging and supportive environment that ensures ALL students learn at high levels.

Vision

Experiencing Success Today, Achieving Dreams Tomorrow

District Wildly Important Goal:

Decrease PK-11 grade students identified as “not yet proficient” in reading/ELA on the identified grade level state assessment from 13% to 8% by June 1, 2024

Building Wildly Important Goal:

ELA

Decrease 9-11 grade students identified as “not yet proficient” in ELA on the ISASP from 6.5% to 3.28% by June 1, 2023. Out of 518 students entering grades 9-11 for the 2023-24 school year 34 were not yet proficient; by June 1st 2023 we will reduce that total number to 17 students.

MATH

Decrease 9-11 grade students identified as “not yet proficient” in Math on the ISASP from 14.3% to 9.3% by June 1, 2023. Out of 518 students entering grades 9-11 for the 2023-24 school year 74 were not yet proficient; by June 1st 2023 we will reduce that total number to 48 students.

Adel DeSoto Minburn High School Campus:

Our high school truly is a beautiful school. We have one of the finest public facilities to be found anywhere, but it is really up to you whether or not it remains as such. Trash, graffiti, and damage to property and equipment quickly lead to an unsightly campus. Students are expected to treat school property with as much respect as they expect others to show to their property. To preserve the neat appearance of our grounds and school building, always use the sidewalks and place all trash in waste cans. Litter only detracts from the beautiful grounds and buildings provided for your education. Let us take PRIDE every day in this great facility.

Students and others are not to loiter or congregate on school property between the hours of 11:00 p.m. and 6:00 a.m. unless they are involved in a school activity. The 9-12 high school and the 7-8 middle school operate as separate buildings and are under different schedules, rules and expectations. The two buildings share the media center, north and south gyms, weight room, wrestling room, locker rooms and some classrooms. **Students from the 9-12 high school are not to go into the 7-8th grade academic areas unless they have specific permission from a teacher or the office.** The wooded area south of the school where the cross-country path is located is off limits to students, including just before and after school unless under the supervision of school personnel. This is also true of the athletic complex area including the softball and baseball areas. The road, which runs east west on the north side of the high school between the high school and the ball diamonds (Tiger Drive), is owned by the school and is part of the ADM High School campus. Students riding the bus to the high school in the morning should not leave the school grounds after arriving except in accordance with school rules or with approval of school authorities.

Office Hours:

The principal's office is open from 7:30 a.m. until 4:00 p.m. each school day. Emergency phone messages from parents will be delivered to students as soon as possible. Students will be called to the office in-between class periods to pick up messages or notices. It is the student's responsibility to listen to the announcements.

Academics

Grade Philosophy:

We will hold high expectations for students and teachers to provide a learning environment that is focused on best practice. Our teachers will encourage students to think: critically, creatively and more flexibly in a learning environment that is stimulating, engaging and supportive. We will ask our teachers to focus on student learning, utilizing best teaching strategies that engage students in the learning process, using consistent, reliable, and valid grading practices that focus on the learning outcomes (Core Standards). Our teachers will provide formative assessments that provide feedback to teachers and students during the course of learning identifying the gap between students' current knowledge and the desired performance (standard) so we can make corrective actions to help lessen that gap.

Standards Referenced Grading (Evidence Based Grading):

The purpose of grading is to describe how well students have achieved the learning objectives or goals established for a class or course of study. Grades should reflect students' performance on specific learning criteria. The purpose of standards-referenced grading is to communicate what students know and also what they can do related to essential learning standards for that course. The student's grade is based on evidence a teacher collects that demonstrates learning related to those standards. We value learning and the process behind it. This means we know the process takes place over time. Each assessment provides feedback for the student about what to focus on next. We also know that all students have a different timeline for this learning process and have varying needs, so using standards-referenced grading allows us to effectively gauge where each student is based on their learning - not on other factors.

Standards Referenced Grade Descriptors:

Grades are based on evidence collected by the teacher that reflect what a student has demonstrated in their learning toward each standard. Each standard is graded independent from other standards using a predetermined rubric that identifies what a student must know and be able to do for each standard in order to earn the following descriptors:

- Secure + (S+)
- Secure (S)
- Developing (DV)
- Beginning (BG)
- Not There Yet (NTY)

Improving Grade Descriptors:

In standards referenced courses, just as we do in traditional grading courses, students are given the opportunity for continuous learning and improvement on a standard by standard basis. For example, if a student earns a Developing (DV) on a specific standard, they are given the opportunity to engage in additional learning and reassessment for the purpose of better measuring and reporting what the student actually knows and is able to do. ADM High School requires students to complete and submit a form in order to engage in relearning and reassessment for a specific standard(s). Students must complete the process within two weeks of the initial assessment of learning. Students not reassessing within the two week time frame will be required to show evidence of learning during the semester testing time period.

The grade scale below is how ADM determines a student's semester grade in both Traditional and Standards Referenced Grading courses.

Semester Grade Scale:

ADM High School Grading Scale			
Grade	%	GPA Non- Weighted	GPA Weighted
A	93-100	4	5
A-	90-92	3.667	4.667
B+	87-89	3.333	4.333
B	83-86	3	4
B-	80-82	2.667	3.667
C+	77-79	2.333	3.333
C	73-76	2	3
C-	70-72	1.667	2.667
D+	67-69	1.333	2.333
D	63-66	1	2
D-	60-62	.667	1.667
F	0-59	0	0

Online Access to Student Progress:

Parents have the ability to check their student's current class progress on-line. Progress grades can be accessed from the ADM Website, [ADM Website](#) under Schools, go to the high school web page and select Infinite Campus Grade Access. New student's parents will be given a personal access code at the beginning of the school year to view their student's grades. If you lose your access code it can be obtained by emailing Kendra Wolf at kendra.wolf@admschools.org. It cannot be given out over the phone. We ask that you keep this password confidential. Students will have the opportunity to check their grades online as well with their own password. A process on how to set this up will be given during the year.

Report Cards:

Report cards will be available electronically at the end of each semester. Parents will be able to access a document through Infinite Campus which is called Report Card. The high school office will send an email out to parents informing them that report cards are available. This report is a record of the student's achievement and is used to inform the student and his/her parents of their progress. If a child has failing or low grades, the parents are urged to consult with his/her teachers on any regular school day. Semester grades stand as earned and will not be changed once submitted.

Graduation Requirements:

- Seniors are required to serve 6 hours of community service prior to graduation.
- CPR course exposure (anytime throughout high school).
- Students of Adel DeSoto Minburn High School must earn a minimum 58 credits to graduate. One credit is earned for successfully completing one subject for one semester.

The following credits are required for graduation:

- 6 credits of Mathematics
- 6 credits of Science (must include earth & space science, biology and chemistry)
- 8 credits of English
- 5 credits of Social Studies (must include world history, american history and government)
- 1 credit of Financial Literacy
- 1 credit of Portfolio (.25 credits per year for 4 years)
- 4 credits of Physical Education (one credit per year for 4 years)
- 20 elective credits

Honors Opportunities at ADM High School

ADM High School has created multiple opportunities for students to be recognized for their outstanding academic efforts. The following is a list of these opportunities:

Honor Roll:

Students are named to the honor roll based on achieving a 3.0 grade point average per semester.

Honor Roll Awards:

Seniors receiving an Honor Roll Award at our ceremony in May will need to have achieved honor roll status for 2 consecutive semesters. These awards are given out at the end of the year for the previous two semesters, fall of current year and spring of the previous year. Transfer students' need to be sure to check with the office if they believe they have met these criteria.

Graduating with Honors:

All students graduating with a 3.9 or higher cumulative grade point average will be designated as "Graduating with Honors". This standard will be in place for all students to strive toward.

Honors Diploma Requirements beginning with the Class of 2024:

Students will be eligible to achieve an ADM Honors Diploma if they meet the following criteria in addition to the regular graduation requirements:

Honors Diploma requirements beginning with Class of 2024:	
Core Requirements	Elective Options
•GPA Requirement: 3.75	•One sequence of courses of any of the following: ✓ 4 years (8 credits) of World Languages (<i>all 4 yrs must be the same language</i>) ✓ 4 years (8 credits) of Visual Arts (<i>one year must be AP Studio Art</i>) ✓ 3 years (6 credits) of Agricultural Science ✓ 3 years (6 credits) of Biomedical Science ✓ 3 years (6 credits) of Engineering ✓ 3 years (6 credits) of Family and Consumer Science ✓ 4 years (8 credits) of Performing Arts (<i>all 4 yrs of Band or all 4 yrs of Vocal</i>) ✓ 3 years (6 credits) of Business Education ✓ 3 years (6 credits) of Industrial Technology
•Credit Requirement: 58 credits	
•Math 4 years (8 credits): <i>one year (2 credits) must be AP or Dual Credit course</i>	
•Science 4 years (8 credits): <i>Biomedical cannot be used as both required science and elective science credits</i>	
•Language Arts 4 years (8 credits): <i>one year (2 credits) must be AP or Dual Credit course</i>	
•Social Studies 2.5 years (5 credits): <i>one year (2 credits) must be AP or Dual Credit course</i>	

- Please plan ahead, as course availability cannot be guaranteed.
- Independent Study courses may not be offered to meet Honors Diploma requirements.

Academic Wall of Fame:

All students must meet the following criteria to be considered for the Academic Wall of Fame:

- ACT Score of 32 or higher/SAT Equivalent
- 4.0 Overall GPA or higher
- Students must have been a student at ADM all four years and have graduated from Adel DeSoto Minburn High School class of 1994 and beyond.

Additional Criteria

Students **MUST** meet one of the following criteria from the two categories below:

- Category 1
 - National Merit Scholar
 - National Merit Finalist
 - National Merit Semifinalist
 - State or National Awards in a subject area
- Or
- Category 2; Committee Criteria Review:
 - Community Contributions
 - County Contributions
 - State Contributions
 - National Contributions
 - International Contributions

Reading Proficiency Requirements:

At ADM we strongly believe that all students have the right to be proficient readers. It is our responsibility to provide a strong reading curriculum to help prepare students to be college and workforce ready. We have developed a Literacy Lab course to help students achieve those goals. Students will automatically be placed in the Literacy Lab course if they meet the criteria for assistance. This is a mandatory class for students who meet the criteria.

Math Consideration:

ADM will only place students in the appropriate math courses; teachers will make recommendations regarding the appropriate level of math for students. ADM will not accept math (or other core class credits) from a summer school as transfer credit.

Math Labs:

Math labs will be **required** for those students that score at or below the minimum proficiency standard score or lower on the state assessment or by teacher recommendation. Math labs are intended to provide students with more instruction and support to help them meet the expectations of the Iowa Core, these labs are not intended to be a homework completion course. Students who are required to be in a Math Lab will have to adjust their schedule to meet this requirement.

8th Grade Algebra I Math:

Students that take Algebra I in 8th grade will earn two math credits towards graduation. These credits will **count towards their 3 years of math requirements** at the high school level. These credits **WILL** count towards a student's overall GPA at the high school.

Ineligibility List:

Students may be placed on the ineligibility list if they are failing a class or not making adequate progress at any time during the semester. If a student is placed on the ineligibility list they will remain on that list until the teacher can confirm that students are caught up or passing the class.

College Online Courses:

The following expectations are in place for those students taking any college online course. Please read these carefully if you intend to take this type of course.

1. All students must meet eligibility based on Senior Year Plus rules.
2. Books and materials for the classes will be provided by DMACC and must be returned at the end of the semester.
3. Online course attendance follows the open campus policy. If a student is eligible for open campus, the online class period may be served off the ADM Campus.
4. During the semester, the student will be required to check in with the counseling office to report their class grade. Grade check-in dates will be determined by the counseling office and communicated with the students.
5. If a student's grade falls below a C- at any time, the student will be required to report daily during their online class period to the counseling office.
6. Students will receive one high school credit on their transcript for any successfully completed DMACC class.

DMACC/Career Academy Courses:

The following expectations are in place for those students taking any DMACC and Career Academy courses. Please read these carefully if you intend to take this type of course.

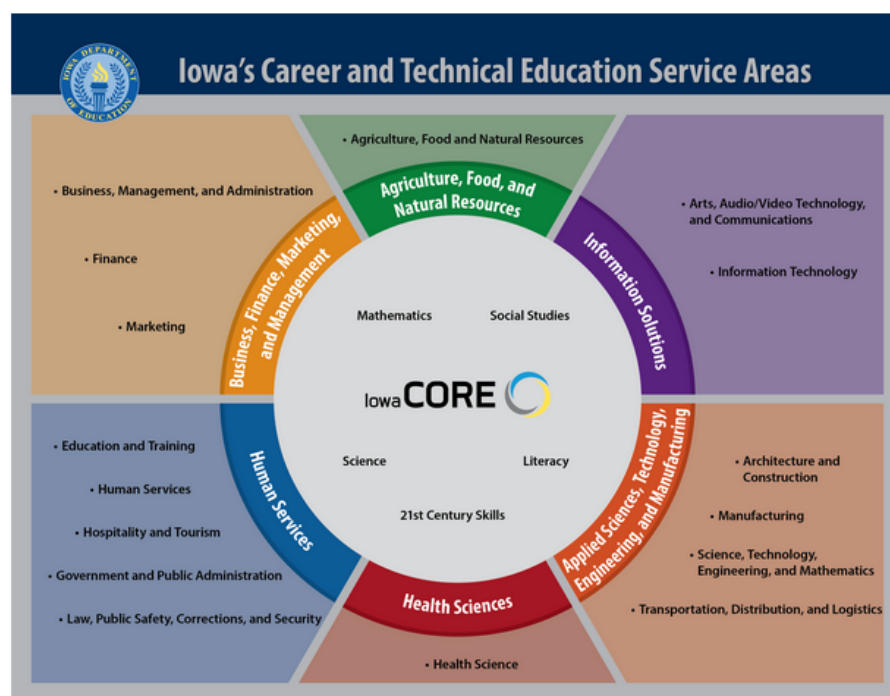
1. The student is responsible for providing their own transportation to the course(s) they registered for.
2. Attendance at college level courses is **NOT** an option, it is a requirement. Students that miss more than 10 days in a semester may be dropped from the course(s) with a failing high school grade, regardless of the college grade or drop status given. These are dual enrollment courses, which means that students will receive a credit in high school, under high school rules, and one in college, under college rules. These two sets of rules may not be the same. **Students are expected to attend their college level courses on days in which ADM has early outs, late starts and days in which the high school has no school.** Knowing the rules and meeting the expectations will prevent a failing grade from being issued.
3. When the student will be absent from class; the instructor, the office at the DMACC Campus they attend, and ADM High School must **ALL** be notified. Parents/Guardians must make the call to the Perry Center and ADM High School. Please contact the Perry office prior to 9:00 a.m. for morning classes and 2:00 p.m. for afternoon classes. Failure to do so may result in an unexcused absence.

Career and Technical Education:

ADM High School has identified four service areas:

- Applied Sciences, Technology, Engineering and Manufacturing
- Agriculture, Food and Natural Resources
- Business, Finance, Marketing and Management
- Human Services

Service Areas



Parent-Teacher Conferences:

Parents are encouraged to contact teachers directly whenever they have questions or concerns. Many times, a phone call or email will be all that is needed. At other times, a conference can be scheduled with the teacher. Additionally, the school calendar lists the dates for the regular parent-teacher conference days. The first conference is scheduled near the end of the first nine-weeks, and the second conference is scheduled for the later part of February or early March.

Fall Conferences:

Fall conferences are held for all students with their advisors. Your fall conference will be scheduled through your student's advisor.

Spring Conferences:

Seniors' spring conferences will be held with their advisors for senior presentations (portfolio work as freshmen, culminating in their senior presentations in the spring prior to graduation). Senior parents/guardians should expect an invitation to attend their student's presentation with their advisor on one of the two nights of conferences. Presentations will be scheduled in 30-minute increments. Other teachers in the building may also be scheduled to attend a senior presentation (if a student invites them).

All teachers will also be available for drop-in conferences during both evenings when they don't have a senior presentation noted on their schedule. If there is a teacher you would like to visit with, you're welcome to come to the high school during conference days from 2-8 pm. Each teacher will have their schedule for the night posted outside their room for parents to see their availability. If a teacher is visiting with another student or family, please wait in the hall until the teacher is available. At times, teachers may request a parent/teacher conference and the teacher will schedule a time with the parent.

Advisory:

Advisory will be held every Monday. Students will focus on portfolio building in all grade levels. Portfolio work will earn a student ¼ credit each semester, totalling 1 credit towards graduation. Advisory is a mandatory activity and students missing this time will be responsible to make up the work completed in that advisory time.

Independent Study:

Permission to enroll in independent study is a teacher and administrator decision, because the class becomes an additional load for the teacher. Students who have time in their schedules to take the course will not be eligible for independent study. Students may not adjust their schedules to fit an independent study class. The teacher and the student will develop an outline for the class and clearly identify the course outcomes and establish ample contact time to ensure success. An agreement and contract must be completed prior to the classes being added to a student's schedule. Please see a counselor for information.

Intervention Process:

Each teacher is responsible for assisting students in finding success in their programs. Teachers may implement interventions to help assure this success. Along with classroom teachers each student at ADM High School will be assigned an advisor who will be responsible for being an adult advocate. This is a proactive step in helping students find success.

Power Hour:

Power hour will be a dedicated time of day in which students are required to attend their designated areas. Based on a student's academic need, they will be directed to attend specific teachers' rooms for interventions or extensions to their learning. Teachers will schedule students for Power Hour on a weekly basis using FlexiSched. All relearning and extension sessions should focus on power standards and/or prerequisite skills needed to achieve power standards. Students missing this time will be required to make up the time during detention or an academic Saturday school.

Tutoring:

Students will have the opportunity to work with teachers in several different time slots. Before school teachers will be available for extra tutoring from 7:45-8:10 if they are not involved in meetings. Students can also access teachers after school by arranging a time with them.

Referrals to the Intervention Team:

If a student continues to struggle with a standard after interventions are provided the teacher may submit a student referral form to the intervention team. The intervention team will evaluate student referrals on a weekly basis, collect any additional data that is needed, and determine an appropriate intervention plan.

HIGH SCHOOL DAILY SCHEDULES

[also can be viewed on ADM Web Site](#)

	Monday	Tuesday	Wednesday	Thursday
Times (90 Minute Blocks)				
8:15 - 9:45	1st Block	2nd Block	1st Block	2nd Block
9:50 - 11:20	3rd Block	4th Block	3rd Block	4th Block

11:25 - 1:25	5th Block	6th Block	5th Block	6th Block
A Lunch	11:25 - 11:55	11:25 - 11:55	11:25 - 11:55	11:25 - 11:55
B Lunch	11:55 - 12:25	11:55 - 12:25	11:55 - 12:25	11:55 - 12:25
C Lunch	12:25 - 12:55	12:25 - 12:55	12:25 - 12:55	12:25 - 12:55
D Lunch	12:55 - 1:25	12:55 - 1:25	12:55 - 1:25	12:55 - 1:25
1:30 - 1:55	Advisory	Intervention	Intervention	Intervention
2:00 - 3:30	7th Block	8th Block	7th Block	8th Block

ADM High School: Friday Schedule (8 Block Day)

Time	Block
8:15-8:42	1st Block
8:45-9:12	2nd Block
9:15-9:42	3rd Block
9:45-10:12	4th Block
10:15-10:42	5th Block
10:45-11:12	6th Block
11:15-11:41	7th Block
11:44-12:10	8th Block
12:10-12:30	Lunch
12:35-1:05	Intervention
1:15 - 2:25	Detention/Professional Development
2:30 - 3:30	Detention/PLCs

Semester Test Schedule:

Semester tests are given for 9th through 12th grade students. The tests will be taken on the last three days of each semester. All students will have "open campus" on these days during the periods when they do not have semester tests scheduled, unless assigned to a time by school personnel or by parent request. **Students that owe consequences will be required to stay during these days to make up their time prior to the end of the semester or year.** A place will be provided for those students who choose to stay at school during "open campus" times. All 9-12 students will be allowed to leave for lunch when not required to test that period.

Day 1: Block 1, 3, 5, 7

8:15 - 9:45	1st Period
9:50-11:20	3rd Period
11:20-12:20	Lunch
12:25-1:55	5th Period
2:00-3:30	7th Period

Day 2: Block 2, 4, 6, 8

8:15 - 9:45	2nd Period
9:50-11:20	4th Period
11:20-12:20	Lunch
12:25-1:55	6th Period
2:00-3:30	8th Period

Day 3: (Assigned by the Teacher)

8:15-8:50	1st Session
8:55-9:45	2nd Session
9:50-10:40	3rd Session
10:45-11:35	4th Session

Day 3 Sessions:

REQUIRED You must attend if a teacher requests you. You will be requested in FlexiSched and the teacher will email you and your parents.

Counseling**College Recruiter Visits:**

ADM understands the importance of talking with college recruiters for future planning. We also understand the importance of being in the classroom when instruction is happening. If a student would like to visit with a college recruiter we require they meet with them during a study hall period or lunchtime, unless approved by administration for another time. This also includes athletic recruiters. We will do everything we can to help assist in arranging that meeti

Counseling Center:

ADM High School Counselors, in partnership with the ADM community, is committed to developing a comprehensive, measurable, developmental program that addresses the academic, career and personal/social development of all students in a challenging and supportive learning environment.

Schedule Changes:

Planning for course selection begins early in the second semester and involves students, parents, teachers, and counselors. Once registration is completed, schedule changes will be made for the following reasons only:

- Computer Error
- Failure of a required class that should be made up by the next grading period.
- Shortage of credits required courses for graduation or for postsecondary entrance.
- Student did not have a prerequisite or failed a prerequisite.
- Administrative and teacher adjustment in class size.
- Changes in the academic program that impacts student schedules.

If a student wishes to withdraw from an academic class after the first week of a semester, the student must discuss the possibility of dropping the course with the instructor, the counselor, the principal and their parents/guardians. If a decision is made to allow the student to drop the course, he/she must see the counselor to make the change. The student will receive an F for the class for the semester. Only under very unusual circumstances, as determined by the principal, will a student be allowed to drop a class after the first week without receiving an F. The Summary of Course Offerings Handbook provides more detail on the registration process.

Early Graduation:

A student may qualify to graduate a semester early if he/she has completed the minimum high school requirements. The student must have approval of their parents, the principal, and the superintendent. Students planning on graduating at the end of the first semester of their senior year should contact the guidance office by the end of the first semester of their junior year. This will help ensure that all course work required for graduation can be scheduled during the remaining two semesters. Students who graduate early become alumni of the school district and are not allowed participation in school activities, including senior activities, with the exception of prom and graduation ceremonies. The approval of the Board of Education shall be necessary to qualify.

Performance Testing for Classroom Credit (Testing Out):

Credit may be granted to students for performance testing for course work, which is ordinarily included in the school curriculum. Students wishing to receive credit by testing must have prior approval from the administration before taking any performance test. The testing must be done prior to the closing of course registration (the first week of each semester). This generally includes exhibiting mastery by taking the semester test for the course along with any unit tests that may have been given throughout the year. Students will be required to score a **78% or higher** to earn this credit. However, teachers may require the student to submit a portfolio of sample performances or other evidence of mastery as part of the assessment for granting course credit. Students are responsible for checking with teachers regarding specific course requirements for performance testing for classroom credit. This information should be secured in time to complete the requirements by the time the credit is desired. **It is recommended that students begin this process at least a semester prior to attempting to receive the credit.** Classes that offer an honors section will not be eligible for testing out nor will courses that are lab oriented. **Students may not test out of AP, lab courses or performance-based courses.**

Post-secondary Enrollment Options Act:

The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll in nonsectarian courses in eligible postsecondary institutions. ADM students have access to rigorous academic courses on the ADM campus through AP and Dual-Enrollment courses, as well as through DMACC online courses and Career Academies. A student taking these courses may earn transferable college credits and/or enhance their GPA (AP courses are graded on a 5-point scale), however, certain guidelines must be followed that affect how that might be achieved. Please see counselors to discuss the requirements for adding these courses to your schedule.

Concurrent Enrollment Courses:

Concurrent Enrollment courses, (also known as Dual-Credit), are classes that are college-level in content, and are typically taken by a high school student via a postsecondary institution. They might be instructed by a college professor online or at the college campus; or they might be taught by one of their own high school's college-approved teachers at the high school campus. Students can earn both high school and college credit; please read course descriptions in the course catalog for full details regarding potential credit(s) earned.

Advanced Placement Courses:

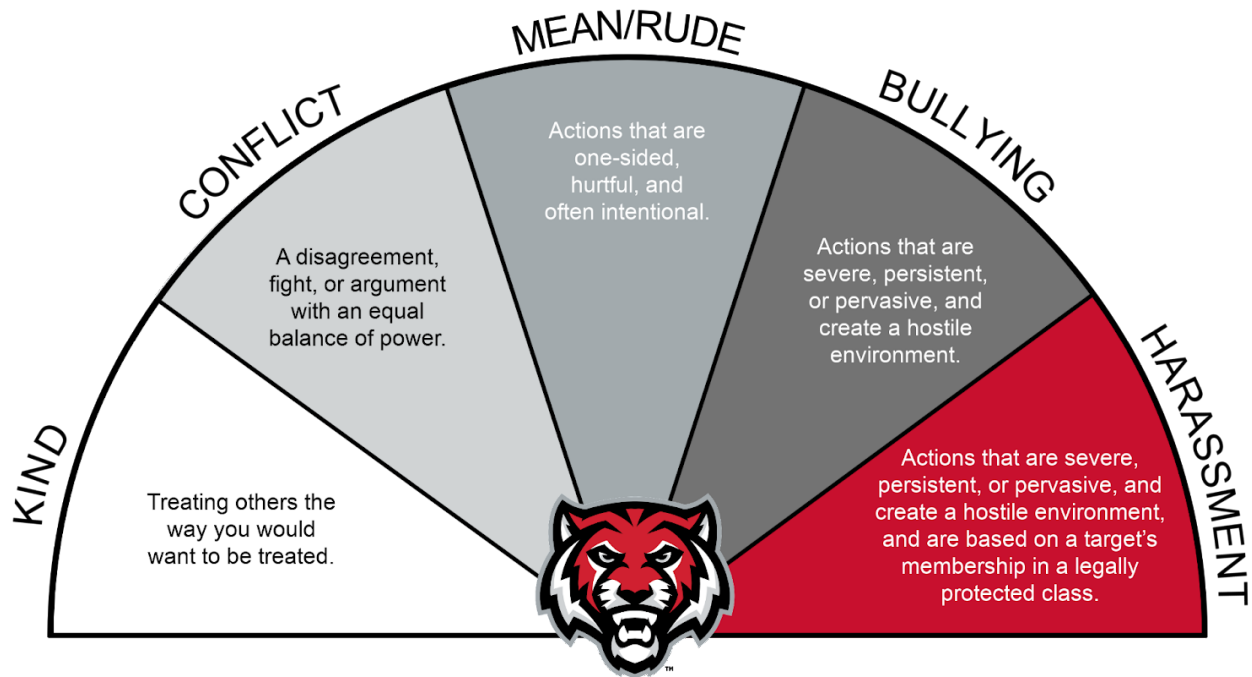
AP (Advanced Placement) courses are governed by the College Board, and can be a great way to enhance GPA, as well as earn college credit. In many circumstances the AP exam must be taken at the end of the term in order to acquire college credit, with varying scores being accepted by postsecondary institutions. Ask your counselor for a more detailed explanation of which classes require the AP exam.

ADM High School Discipline

Anti-Bullying and Harassment:

Students and staff at ADM and all schools experience and observe a wide variety of social behaviors and incidents throughout each school year. These behaviors and incidents can range from kind words and actions to student conflict, incidents of mean and rude behavior, and actions that constitute bullying or harassment.

The social behavior scale below has been developed to help promote common vocabulary and definitions of behaviors that students, parents, and staff may experience, observe, or be informed about throughout the school year.



The ADM Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

“Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which **creates an objectively hostile school environment** that meets **one or more of the following conditions**:

1. Places the individual in reasonable fear of harm to the individual’s person or property.
2. Has a substantial detrimental effect on the individual’s physical or mental health.
3. Has the effect of substantially interfering with the individual’s academic or career performance.
4. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Procedures for addressing alleged bullying or harassment are outlined in Board Policies 103.00 and 108.00.

To provide ADM students, parents, and staff with clear definitions of social behaviors that include harassment, bullying, peer conflict, and mean/rude behavior, the criteria for what constitutes bullying or harassment, and information about how to respond, report, and get help, the ADM School District has developed an Anti-Bullying and Harassment handbook. Please use the following link to access the handbook: (The handbook can also be viewed on ADM's website).

[ADM Anti-Bullying and Harassment Handbook](#)

How To Get Help:

PEER CONFLICT	MEAN/RUDE BEHAVIOR	BULLYING	Harassment
Use conflict- resolution skills to talk it out : <ul style="list-style-type: none"> ● I-messages ● Perspective Taking ● Agree on a solution ● Move on! 	Focus on your circle of control Walk away/ignore Use an I-message to share how you feel (I felt... when you...I need....)	Do not engage Do not bully back or retaliate Note possible witnesses Report to a trusted adult	Do not engage Do not retaliate Note possible witnesses Report to a trusted adult
HOW TO GET HELP	HOW TO GET HELP	HOW TO GET HELP	HOW TO GET HELP
Talk to a trusted adult Talk with your parents Ask your school counselor for support	Save text messages or screenshot digital evidence Tell a trusted adult Talk with your parents	If something happens at school, get help right away Save text messages or screenshot digital evidence Report to a trusted adult ASAP Talk with your parents Complete and Submit a <u>Complaint Form</u> to your building principal	If something happens at school, get help right away Save text messages or screenshot digital evidence Report to a trusted adult ASAP Talk with your parents Complete and Submit a <u>Complaint Form</u> to your building principal
		For more information about how to file a complaint, please review the <u>ADM Anti-Bullying and Harassment Handbook</u>	

Corporal Punishment, Restraint and Physical Confinement: Chapter 103

Corporal Punishment, Restraint, and Physical Confinement and Detention State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.[If school or AEA has additional policies or procedures, briefly describe them here]. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate.

Student Abuse by District Employees:

It is the policy of the Adel DeSoto Minburn Community School District that school employees and volunteers not commit acts of physical or 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 investigating 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 Anthony Lohse (515-834-2424) or Matt Lohmann (515-993-4584), Level One Investigators.

The entire policy on abuse of students by district personnel is defined in Board Policy 502.13. The requirements of 281 Iowa Administrative Code Chapter 102 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by district personnel.

Philosophy:

School discipline policies and procedures are a necessary means of creating and preserving a safe and orderly environment in which the teaching/learning process can take place. The Adel DeSoto Minburn High School discipline code specifically prohibits any individual to interfere with another student's educational growth and also protects those students who might choose to interfere with their own educational growth. In order to ensure the right of all students to a safe and productive educational environment in which they may learn the knowledge and skills necessary to develop and to mature as responsible adults, accountable for their own actions, the Adel DeSoto Minburn Community School District Board of Education states in **Policy No. 503.1** that:

"The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others while on school district property or on property with jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion."

Students who exhibit inappropriate behavior or a breach of discipline in the opinion of the staff and/or administration shall be subject to disciplinary sanctions. A breach of discipline is any conduct which disrupts the educational program or which interferes with or negatively affects a disciplined school atmosphere or violates the law. Students should understand that any teacher or school employee has the authority to correct misconduct or to submit a discipline referral to the administration.

Students are responsible for being aware of school policies and procedures in all matters that pertain to them. Students are expected to use good judgment before making charges of unjust treatment by a member of the teaching staff. When confronted by a staff member about misbehavior or misconduct, students should be advised not to argue or escalate the matter. If they disagree with the staff member, they should do so courteously or report to the office, however, they should never leave a class to solve a dispute or without the supervising teacher's permission. Students should be advised to always try to resolve the problem with the person involved before appealing to the principal. To be productively, comfortably, and responsibly in charge of one's own behavior is the hallmark of a mature, self-activated, and productive person.

- You are in control of your behavior and therefore accountable for it.
- You are in control of making choices within an acceptable range.
- You are competent to make these choices wisely.
- You are responsible for what happens as a result of your choices.

- Young people, like everyone else, at times make poor decisions. The consequences described in this section are administered to help students make better decisions regarding their actions and behavior the next time they are presented with similar circumstances.

Sanctions:

Board Policy 503.1 describes the possible sanctions that may be employed to deal with a breach of conduct. They include removal from class and then range from the lesser consequence of detention through Saturday School and suspension up to expulsion:

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on non school days. Whether a student will serve detention and the length of the detention shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities, or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. During the suspension, the student may not participate in a contest or other co-curricular activities. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not attend or participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Restitution can be assigned in place of other consequences. At times restitution can be given to students for issues of property damage etc. We will only offer restitution to students who will learn from this experience and help change negative behaviors.

Expulsion means the removal of a student from the school environment that includes, but is not limited to, classes and activities for a period of time set by the Board. The Board Policy manual contains additional information regarding the procedures and student rights involving an expulsion hearing.

Detentions:

Students earning a detention in the classroom will be required to serve that detention with the teacher based on a time the teacher sets. If the negative behavior is consistent in the classroom an office detention may be issued. Students earning a detention outside of the classroom will be issued an office detention. These will be served on Fridays from 12:30-3:30. Students are required to be on time and stay the entire time for the detention to count as served. Students are expected to bring homework or a free reading book to detention. Sleeping, talking, and general misbehavior is strictly prohibited. Not following these rules will result in the student being asked to leave. If a student is asked to leave the time doubles for not serving. Only the administration can change a detention time; **we will not change detention times for work schedules, performances or athletic events.**

Saturday School:

In order to ensure that students have the best opportunity to learn that Adel DeSoto Minburn High School can provide, an effort will be made by the administration to assign Saturday School attendance in place of suspension whenever appropriate. This will allow the student to serve the consequence without being removed from the learning environment provided by the teacher and the classroom. Saturday schools are held during the school year from 8:00 a.m. to 12:00 p.m. The student will be notified of the day they are expected to attend. Saturday schools will be scheduled for the next available Saturday and will be changed only in emergency situations. If Saturday School is skipped, the time doubles.

In-School Suspensions Procedures:

Times: 7:30 a.m. - 4:00 p.m. In-school suspensions will be served in the office area and the student will be expected to make up all schoolwork missed while serving the suspension. Full credit is given for all work completed during the suspension. If a student does not show up on time, their time will be extended at the end of the day or they may receive an out of school suspension and will be expected to serve the in-school suspension the next day.

In-School Suspension Rules:

1. The lunch period will be assigned by the principal or administrative assistant. Lunch will be eaten in the suspension area.
2. The student will need to work on all missed classroom assignments.
3. The student will take all assigned tests and quizzes on the day assigned during the suspension period.
4. No student may visit the student who is in suspension..
5. Students are to remain in the suspension area and are not to be in the office area unless it is an emergency.
6. Restroom breaks will be given.
7. Students are expected to remain busy reading or working on schoolwork while serving in-school suspension. Failure in doing so may result in the time spent in suspension not counting against the time assigned
8. Sleeping will not be acceptable. This time will not count towards the consequence and the student will have to make this time up the following day.
9. The student will give their cell phone to the office staff to hold for the day. It will be returned after in-school time is served.
10. Students are NOT allowed to participate in extracurricular activities on the day of any suspension.

Out of School Suspension:

Out of school suspensions are used based on the severity of the rule violation of the need to maintain a safe learning environment. The number of days a student will be suspended out of school at one time will also be determined based on the same criteria. Students will not be suspended out of school for more than 10 days at one time by the high school administration; for serious violations, students can be taken to the ADM Board of Education for out of school suspension time that exceeds 10 days. Students are NOT allowed to participate in extracurricular activities on the day of any suspension.

Failure to Attend Assigned Detention/Saturday School:

Students assigned detention are to report to the detention supervisor on the assigned day. Assigned detentions not served will be turned over to the administration for reassignment. Only the administration can change a detention or Saturday school time, and will be changed only in emergency situations. Students assigned to attend Saturday School are to report to school at 8:00 a.m. and will be dismissed at 12:00 p.m. Students who fail to attend detentions and/or Saturday Schools will be subject to the following disciplinary action: Missing an assigned detention will result in a second detention being assigned or a Saturday School being assigned in place of the detention. Missing an assigned Saturday School will result in an additional Saturday School being assigned (resulting in two Saturday Schools). In addition to receiving the same consequence as described above for the first and second offense, the third offense will result in a loss of open campus privileges for the rest of the semester. Students who fail to complete detention or Saturday School more than three times during a semester may be suspended from school until a conference is scheduled with the parents/guardians to determine when the time will be made up. This suspension will be for a minimum of one day. Any time that has not been served by the end of the school year must be made up during the first two weeks after school is dismissed for the summer. It is the responsibility of the student to contact the school administrator to schedule this time. Failure to make this time up will result in the amount of time being doubled and served at the beginning of the next school year.

Students that owe time may be ineligible to attend extracurricular activities including dances (homecoming and prom), fine arts activities, or sporting events. Students may regain eligibility to attend if all time is completed prior to the event.

Specific Disciplinary Infractions

Smoking – Drinking –Drugs (Board Policy 502.9):

The board prohibits the possession, use, or transmittal of tobacco products, including e-cigarettes and look-alike tobacco products (this includes vape machines and juice whether it contains nicotine or not), by students on school district property or at any activities sponsored by the school district, on or off school district property. The board also prohibits the possession, use, transmittal or being under the influence of alcohol and unauthorized controlled substances, including apparatus used for the administration of alcohol or controlled substances and look-alike substances that appear to be alcohol or controlled substances by students on school district property or at any activities sponsored by the school district, on or off school district property (this includes students that are legal to purchase items).

Alcohol and Other Drugs:

Students using, possessing, distributing or under the influence of alcohol or other illicit drugs (excluding nicotine) or "look-alikes" or in possession of drug paraphernalia, or under the influence of drugs, alcohol, paraphernalia or look-alikes, including misuse of over the counter drugs, will receive strong consequences. Students will be subject to the following disciplinary action: suspension to a recommendation for expulsion depending on the severity of the issue. The consequence could be reduced to the following if the student and parent/guardian schedules the student for a substance abuse assessment by an approved agency, the student completes the recommendations that result from that assessment, and the parent/guardian and student agree to allow school officials to visit with the assessment agency to ensure that the student receives the needed help. A second offense of this type may result in a referral to the Board of Education with a recommendation for expulsion with no opportunity to reduce the consequence as described above. Selling or otherwise distributing alcohol or other illicit drugs may result as a referral to the Board of Education with a recommendation for expulsion.

Tobacco/Vaping:

Students using or possessing tobacco (or vaping liquid and/or equipment regardless of student age) will be subject to the following disciplinary action: All violations will result in police involvement.

1st Offense - Suspension

2nd Offense -Suspension, longer duration

3rd Offense - Suspension, longer duration and may be referred to the Board of Education with recommendation for expulsion.

Consequences may be given in a different order based on the severity of the event.

Weapons:

Bringing dangerous weapons onto school property or possessing weapons at school is prohibited. This includes items that simulate dangerous weapons and could be mistaken for the real thing (e.g., toy guns). It also includes knives of any type including pocket knives. Some items may be used as weapons even though they are not generally considered to be weapons...when used as a weapon, other items will be considered as such. Students who bring dangerous weapons to school or school activities or possess dangerous weapons at school or school activities will have the weapon confiscated and will be subject to the following disciplinary action: consequences may range from detentions to suspension or a recommendation for expulsion. Students who have knowledge or a belief of the existence of a weapon on school grounds or at a school activity and fail to report it promptly to a school official will also be subject to consequences. Police will immediately be contacted for security purposes and possible charges. Bringing firearms to school without authorization from school personnel (e.g., to be used in classroom presentations) will result in a recommendation to the Board of Education for expulsion for one calendar year. The superintendent has the right to make exceptions in certain cases.

Fighting and Use of Physical Force:

Students involved in fighting and/or use of physical force will be subject to the following disciplinary action: may range from detentions to suspension or a recommendation for expulsion.

Insubordination and Disrespect:

Insubordination is defined as the refusal of a student to obey a rule, regulation, or request of a teacher or school employee. For any show of disrespect or act of insubordination, a student will be subject to the following disciplinary action: may range from detentions to recommendation for expulsion.

Profanity and Inappropriate Language:

Profanity is defined as the use of vulgar, abusive, obscene, insulting, or inappropriate language (spoken or written) and/or gestures. Students using profanity may be referred to the office and will be subject to the following disciplinary action: may range from detentions, Saturday school, and/or suspension. For continued behavior of this nature, students could be suspended for each incident.

Removal from Class:

If an instructor finds it necessary to send a student from a classroom because of disruptive behavior, the student should report directly to the office. Students dismissed from a class will be subject to the following disciplinary action:

1st Offense - To be reinstated in the class, the student must confer with the teacher and/or the principal. Consequences may be assigned by the teacher or by the principal ranging from detention to suspension.

2nd Offense - The teacher may call the student's parents to schedule a conference involving the student, the student's parent(s), the teacher, and the principal. The student may remain out of class until after the conference. Consequences may be assigned by the teacher or by the principal ranging from detention to suspension. A contract may be developed which describes expectations and consequences for future behavior.

3rd Offense - The student may be dropped from the class for the rest of the semester with their transcripts to show that they were withdrawn from the class...no grade will be recorded. Consequences may be assigned by the teacher or by the principal ranging from detention to suspension.

Bus Conduct:

REGULATIONS REGARDING STUDENTS RIDING SCHOOL BUSES

The primary responsibility for the bus driver is to drive the bus in a safe and courteous manner. Students can assist the driver in achieving this goal by cooperating fully with the regulations listed below. Activity trip chaperones and coaches are responsible for enforcing these regulations when students are involved with school-sponsored activities.

1. Students are to take a seat immediately upon entering the bus and remain seated while the bus is in motion.
2. Students may talk with normal tones. Loud and/or vulgar language is not acceptable.
3. Students' books and other personal property must be properly stored either on their laps or under their seat. No glass jars or bottles are to be carried on the bus. The center aisle shall be clear at all times.
4. Students should assist in keeping the bus clean. Foods such as candy, gum, pop, etc. should not be eaten on the bus.
5. No actions, which might distract the driver from driving the bus in a safe manner on the road, will be tolerated.
6. Students will be held responsible and liable for any damage they may do to any part of the bus.

These regulations apply to all students riding regular bus routes, shuttle routes, and all activity trips. Violations of these regulations by any student(s) will be reported to the student's parents/guardian, and the transportation director. Repeated violations by the student(s) will be reported to the principal, and may result in a temporary or permanent suspension of bus riding privileges for the student(s).

School Bus Discipline Policy:

Please understand that students riding on school buses must obey all regulations governing their riding a school bus or the student may forfeit the right to ride the bus.

The following procedures will be used in maintaining student discipline on the school buses.

1. The bus driver will tell students when they are not following the rules. Parents will be notified when appropriate.
2. The driver, Transportation Director, Principal or Superintendent can assign a student to a seat.
3. Students continually or seriously violating the rules are to be reported to the Transportation Director or Principal by the driver and a written Bus Conduct report will be completed. The student will be given the white copy of the Bus Conduct report to take home to the parents. The parents will then comment and sign the report and send the report back to the driver. The driver will turn the signed copy in to the Transportation Director.
4. Based on the seriousness of the violation and the students disciplinary history, the Transportation Director and the Principal will determine if riding privileges will be revoked.
5. The following are grounds for immediate revocation of bus privileges.
 - Assaults against other riders or the driver.
 - Verbal attacks or threats to other students or the bus driver.
 - Intentional damage to the school bus.
 - Bullying other students or fighting.

The following consequences will apply

1. First Bus Conduct Report: The student may be placed in an assigned seat or denied bus privileges. A copy will be sent home to parents to be signed and returned to the driver.
2. Second Bus Conduct report: The student may lose the privilege of riding the bus for up to five actual school days. A copy will be sent home to parents to be signed and returned to the driver. The Transportation Director will give the parents a telephone call regarding the problem.
3. Third Bus conduct report: The student may lose the privilege of riding the bus for up to 45 actual school days. A copy will be sent home to the parents to sign and return to the driver. The parents will be notified by a telephone call explaining that a fourth Bus conduct report will result in the loss of the privilege to ride the bus for the remainder of the school year.
4. Fourth Bus Conduct Report: The student may lose the privilege to ride the bus for the remainder of the year. The parents will be responsible for transporting the student to and from school. Reinstatement of Bus riding privileges will come only after a conference with the student, Parents, Bus driver, Transportation Director and the school Principal.
The loss of riding privileges may be appealed to the Superintendent and the School Board.

School Bus Video Cameras:

The ADM Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior for the purpose of maintaining order on the school buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding.

Academic Dishonesty Policy/Plagiarism:

Academic dishonesty is against ADM High School's standards. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts or work of another as one's own; or assisting in the act of plagiarism by allowing one's work to be used in this fashion. Examples include but are not limited to:

- Copying homework assignments or providing school work to another student to copy.
- Cheating on quizzes or exams including sharing answers with students in other sections of the course.
- Including information in written assignments without proper citations.
- Using AI (artificial intelligence) to create all or portions of an assignment.

Any incidents of any type of academic dishonesty will result in a student receiving an F for the assignment.

Unethical practices also include the selling or purchase of information to other students; all work **MUST** be the original work of the student.

Disciplinary procedures for incidents of academic dishonesty may involve both academic action and administrative action for behavior. The procedures involve the determination by the teacher pursuing concerns over alleged cheating or plagiarism as to whether administrative action is warranted, in addition to making a determination as to any academic consequence. Academic action may include: (1) issuing an F for all work determined to be academically dishonest, including any test, quiz or project (2) possible code of conduct (3) continued dishonesty may result in being dropped from the class with a failing grade.

False Fire Alarms/Bomb Threats:

The Code of Iowa describes false alarms of fires as follows: "No person or persons shall cause or give a false alarm of fire by setting fire to any combustible material, or by crying or sounding an alarm, or by any other means without cause". Students who sound a false alarm regarding fire or the false reporting of a bomb threat will be subject to the following disciplinary action: Consequences may range from detentions to suspension or a recommendation for expulsion. The incident may be turned over to police for further investigation and charges.

Forgery:

Students, who write notes, fill out passes, etc. and sign a name other than their own (e.g. - parent's or teacher's), or alter a teacher's or parent's note will be subject to the following disciplinary action. Consequences may range from Saturday School to suspension.

Internet Use:

There is a District **Internet - Appropriate Use Policy** that governs student behavior. In order for students to access the Internet at school, parents/guardians are required to sign a permission form acknowledging that they have read and understand the regulations and the consequences for violating the policy. Please note that chat rooms are off limits to students unless under the supervision of a teacher.

1st Offense - a verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of one week and/or a disciplinary consequence will be issued. A copy of the notice will be mailed to the student's parents.

2nd Offense - a verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents. The student shall forfeit all Internet privileges for a minimum period of one month and/or a disciplinary consequence will be issued.

3rd Offense - a verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents. The student shall forfeit all Internet privileges for two concurrent semesters and/or a disciplinary consequence will be issued. This involves the balance of the current semester and one more semester during the current school year or transferring to the next year.

Any Internet use that violates other school rules may result in additional consequences being administered according to building policy.

Public Display of Affection:

Students are reminded that schools are a public place and a certain amount of decorum is necessary. Students should not engage in excessive physical contact, students who do will be corrected by the teacher and could be subject to disciplinary actions. Consequences may range from detention to Saturday School.

Theft:

Students who steal will be subject to the following disciplinary action: Consequences may range from detentions to suspension or a recommendation for expulsion. Police may be contacted for investigation and possible charges. Students must return all stolen property or pay for any stolen property that cannot be returned.

Vandalism:

Students who vandalize school property will be subject to the following disciplinary action: This includes marking on the high school building with any material and/or marking the sidewalk or other school property. Consequences may range from detentions to suspension or a recommendation for expulsion. Students must pay for cleanup and/or the property that is vandalized. Police may be contacted for further possible charges.

Search and Seizure:

Students, parents, guardians and legal custodians are hereby notified that school officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks or other spaces owned by the school provided as a courtesy to the student without prior notice. Such an inspection shall either occur in the presence of the students whose lockers, etc. are being inspected or the inspection shall be conducted in the presence of at least one other person. School administrators' and/designated representatives may conduct searches of students or protected student areas when on school property and on property being used by the school. Administrators are required to have reasonable and articulable suspicion to conduct such a search. Students do not have to be present during the search of a protected student area; if students are not present, they will be informed as soon as reasonably practicable after the search. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. ADM High School will cooperate with local law enforcement officials by permitting them to conduct searches of the building and parking lot with the aid of a drug dog.

Other Examples of Breach of Discipline:

Any conduct of a student which conflicts with or disrupts the educational program or which interferes with or negatively affects a disciplined school atmosphere or violates the law is considered a breach of school discipline and may result in consequences from detentions to suspension or a recommendation for expulsion being assigned. Examples of other breaches of discipline include:

1. Disorderly conduct, including rowdy behavior, temper tantrums, making loud noises so as to cause interference with other persons, disruptions of meetings, activities, or assemblies, or any other behavior intended to interfere with the rights of others.
2. Joining, becoming a member of, or soliciting other students to join, or become a member of, or taking part in forming or organizing a gang, fraternity, or society of students without prior approval of the school administration.
3. Gambling
4. Violation of Board Policies, the laws of the State of Iowa, or the laws of the United States of America.
5. Students will not be allowed to play cards at school, unless teacher directed. This is not an appropriate activity and can promote gambling.

Computer - Improper Use:

As ADMHS continues to increase the number of computers available for student and staff use, it becomes increasingly necessary to secure or lock folders and programs. Students who attempt to breach security measures, tamper with secured files, or otherwise misuse school computers may lose the privilege of using the computers and may be subject to the following disciplinary measures. Consequences may range from detentions to suspension or a recommendation for expulsion.

Electronic Devices:

Students using them in study hall will be expected to be actively working on academic work. If the student is not, they will lose this privilege of using their electronic device. This policy may change based on our technology committee's suggestions. The school is not responsible for valuables that are lost or stolen. A parent will be required to pick up the device for any offense. Any student refusing to turn over their device to a teacher when asked will be considered insubordinate and may be suspended from school. Upon return, the student will be required to fulfill the consequence issued for the device. If it is found that these devices become a larger distraction, then the policy may revert to no electronic devices anytime during the school year.

Homecoming Behavior:

Students need to be aware that inappropriate activities during homecoming, such as TP'ing, painting, destruction of property, etc. may result in a loss of eligibility to attend any further homecoming events including the homecoming dance for that week, along with possible code of conduct violations and police involvement. We want students to have fun during homecoming, BUT NOT at the cost of others.

Securing Electronic Devices During Federally Mandated Assessments:

One of the largest threats to test security is the use of electronic devices during the administration of the assessment. ADM has adopted the following procedures to manage student access to personal electronic devices during testing.

- 7-12: Devices are allowed in the classroom. However, devices must be powered off and stored in the classroom cubby device or in a central location such as a table, clear bin, or calculator caddy where they can be monitored by the proctor. Students are not allowed to access personal electronic devices at any time during or after testing while other students continue testing. Personal devices include cell phones, smart watches, or other internet connected devices that allow students to access content and/or communicate with others electronically.
- Consequences: Students who do not follow expectations for securing electronic devices will be referred to the building principal for investigation and determination of consequences based on the circumstances of the incident.

More information about ADM's assessment practices for federally mandated assessment can be found in ADM's Assessment Handbook.

Health And Safety

Nurse:

The school nurse is available to the high school to help whenever a student becomes ill or injured and is available for counseling on health related problems. The nurse's hours are 8 a.m. to 3:30 p.m. Students should report injuries that occur at school to the teacher, coach, or director in charge of the group when the injury occurs. The school will make every effort to inform parents of any accident or illness occurring at school that may need care or observation at home. Normally a student will not be sent home unless a responsible adult is there to receive him/her. The nurse's office is located in the athletic hallway.

School Immunization Certificates:

Students enrolling for the first time in the district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Provisional enrollment will be permitted to enable children to enter school during the time they are in the process of obtaining the necessary immunizations. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

Emergency Drills:

During emergency drills all students and faculty members shall report to designated places quickly, quietly, and orderly. Stay to the right when passing through halls and corridors.

Fire:

The fire signal is the continual sounding of the fire alarm system. Each room has a sign that indicates the nearest exit and route to follow from the building. Walk - do not run - to the assigned exit. Please remain quiet throughout the entire drill. Each teacher will exit the building with his/her class or group and will supervise and account for them until the drill is over.

Tornado/Disaster:

The alert signal will be given by a message on the intercom system. Each room has a sign that indicates where people are to go for safety. Students are asked not to talk enroute to their assigned rooms. Please listen for announcements over the intercom during the drill. Do not stop in a hallway unless you are assigned to the hallway. After reaching your assigned area, take a seat on the floor, put your head down, and remain calm.

Intruder/bomb/emergency drill:

These drills will be practiced several times a year. It is very important to take each and every drill seriously. In the event that an evacuation is needed, students and teachers will report to the predetermined designated area. Teachers will accompany the group of students they are teaching or supervising.

ADM District Food Allergy Policy/Procedure:

Adel DeSoto Minburn School District will promote a safe environment that strives to protect children with food allergies and provides a climate that supports their positive psychological and social development. Children with food allergies need an environment where they feel secure and can interact with caring people they trust.

Severe allergies are serious and can be fatal. Anaphylaxis, a potentially life-threatening allergic reaction, can be triggered by exposure to one or more allergens, including foods, insect stings, drugs and latex products. Anaphylaxis can affect multiple areas of the body, such as skin, respiratory tract, gastrointestinal tract, and the cardiovascular system. Symptoms can include severe headache, nausea and vomiting, sneezing and coughing, hives, swelling of the lips, tongue and throat, itching all over the body, and anxiety. The most dangerous symptoms include difficulty breathing, a drop in blood pressure, and shock-each of which can be fatal.

Adel DeSoto Minburn School District cannot guarantee that a student will never experience an allergy-related event while at school. However, ADM has created this policy to reduce the risk so students with life-threatening allergies will not experience an allergy-related event at school. ADM recognizes that all students are unique and may require further allergy accommodations to provide optimal safety. If you feel your child requires more than what this policy outlines please contact the school nurse to discuss and create an individual health plan for your child. The following policy will be followed for all life-threatening allergies, where appropriate.

1. Children with food allergies will be identified at registration and throughout the year by the parent and physician. All food allergies must be communicated directly with the school nurse and written on the ADM Annual Health Update form.
2. If requesting a meal accommodation, the USDA requires that a Diet Modification Request form be completed by a physician based on student need. The form may be obtained from the nutrition department or on the school website at

www.admschools.org.

3. If your student has an allergy that requires cafeteria accommodations the parent must request accommodations to the school nurse at registration.
4. A form allowing the Release of Health Information will be requested from the parent to aid in communication between the nurse and physician regarding the food allergy and development of a food allergy plan. This form may be obtained from the nurse or on the school website at www.admschools.org.
5. Staff that work directly with children identified as having a food allergy will be trained by the school nurse. This includes, but is not limited to the teacher, associates and administration:
 - Allergy awareness
 - How to read food labels appropriately for the allergen
 - The student's **Food Allergy & Anaphylaxis Emergency Plan** which is located in the nurse's office
 - The use of epinephrine auto injector (EpiPen or Auvi-Q) and location
 - Updated "safe snack" list quarterly
 - Safe hand washing procedure
6. If an allergic reaction were to occur the parent will be notified and the event will be documented. When an emergency medication is administered an emergency procedural review will be conducted with all staff involved.
7. At Adel Elementary, Meadow View Elementary and Desoto Intermediate, parents will be notified if a food allergy exists in their student's classroom. Food allergies may change during the school year based on individuals in the classroom. For these classrooms with allergies, the school nurse will provide parents with a list of "safe food resources".
 - If a child has a food allergy the parent may provide an alternate snack for their child and it may be kept in the classroom for use as needed.
8. In Preschool – 12th grade, when providing any snacks or treats for classroom distribution, pre-packaged or store prepared foods with a complete ingredient list must be provided. Treats will be sent to school in unopened original containers. Whole, uncut fruits and vegetables are encouraged.
9. Hand washing procedures, with soap and water, will be encouraged before and after eating. NOTE: Hand sanitizer is not effective in removing peanut protein from the skin.
10. All staff are encouraged to eat allergen food products in designated staff areas.

Medication Guidelines:

No medication shall be dispensed to or used by any pupil in the Adel DeSoto Minburn Community School system unless the following rules are observed:

- Licensed medical personnel must prescribe the medication.
- A medication administration consent form must be signed by a guardian and contain a statement of the physician's directions requesting the specific medication to be dispensed and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. The parent's/guardian's signed request to dispense the medication are to be kept on file in the nurse's office.
- The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
- The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
- In each building access to the medication shall be under the authority of the nurse.
- An electronic record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will enter the information on the health tab in Infinite Campus.
- Over-the-counter medication requires a parent's written/electronic consent. The medication must be brought to school in the original labeled container with the student's name written on it. The registered nurse may also determine that an over-the-counter medication, ordered by a parent, could be detrimental to the child. In this case, the registered nurse may refuse to administer the medication and state the reasons in writing to the parent. Sending cough drops and throat lozenges to school for your child is discouraged.
- Medication (prescription or non-prescription) should not be transported back and forth from home to school and from school to home. Send only enough dosages for school in the original container or, preferably, ask the pharmacist for two containers, one for home use and one for school use.

- At the end of the school year, or at the end of dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.
- Prescribed inhalers must be kept in the nurse's office. If you would like your child to carry an inhaler on them during the school day you must have a physician sign an Asthma Self-Administer consent form annually. This form is available on our district website under Health and Nursing Services.
- In accordance with 655 IHC 6.2(5) the position of the Iowa Board of Nursing is that nurses may not administer natural remedies and supplements to school children during the school day.

Healthy Kids Act:

The purpose of the Healthy Kids Act is to establish physical activity requirements for students in kindergarten through 12th grade and to establish nutritional content standards for food and beverages sold on or provided on school grounds during the school day. Along with the physical activity requirements, students are also required to have exposure to CPR, prior to graduating. There is no requirement that the student receive a certification for having completed the course, however the course must include components that one would find in a course that leads to certification.

Attendance Policy

Philosophy:

Adel DeSoto Minburn High School is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives of any course. Learning which is lost due to absence can never be adequately replaced. Since regular attendance is one of the greatest single factors contributing to successful schoolwork, the first obligation of a student is to attend school regularly.

Attendance Record:

Attendance is recorded on a period-by-period basis. Student absences will be totaled for each class. If a student is absent 3 times unexcused for a class, the student may be dropped from that class with a failing grade and scheduled into a study hall. Arriving late for a class by more than ten minutes will result in a recorded absence for that period. **Students MUST be in attendance for their entire scheduled day to participate in activities on that day.** Also, students MUST be in attendance from periods 5th-8th to be able to practice that afternoon. Parents have the right to make the decision concerning school attendance for their children within the limits prescribed by the laws of our state. ***The school, however, has the responsibility of determining whether the reason for the absence presented by the parents/guardians is excused or unexcused.***

Calling/Emailing School/Excuse Notes:

Three ways:

1. Calling at 515-993-4584
2. Emailing: HS.Office@admschools.org
3. Parents now have the ability to enter their student's attendance via the parent portal (instead of calling or emailing).

How to Notify the Attendance Center of a Student Absence

Parent Portal:

1. Log into your Campus Parent Portal account
2. Click "More" from the left navigation menu
3. Select "Absence Request".
4. Complete the form and submit.

If you lose your access code it can be obtained by emailing Kendra Wolf at kendra.wolf@admschools.org. It cannot be given out over the phone. We ask that you keep this password confidential. Students will have the opportunity to check their grades online as well with their own password. A process on how to set this up will be given during the year.

Sign In-Process:

Students coming to school late need to be sure to sign into the office, every time. This is to ensure accurate attendance records and reporting. Students who do NOT sign in when late to school could earn consequences of detentions to Saturday schools, depending on the frequency of the violations.

Advanced Makeup Slips:

There will be occasions when students know they will be absent from school...e.g., family vacations. In these cases, students are to bring a written request **to the office** from their parents/guardians prior to their planned absence. Students are urged to secure Advanced Makeup slips from the office at least **TWO** days prior to the date(s) of the planned absence for scheduled appointments, family vacations, etc. in order to allow students time to complete school work prior to the absence. Each teacher on the student's schedule prior to the absence should sign the Advanced Makeup slip. **Parent's signatures on the advanced makeup slips may take the place of a parent call or note. All assigned work is to be completed and turned in to the teachers in advance of the absence unless other arrangements are made with the teachers.** Failure to secure the Advanced Makeup slip and complete assignments as requested by an individual teacher may result in the work being considered late and the student may not receive credit for the assignments.

Makeup:

Generally, students will be given two days for each of the first two days they are absent to do makeup schoolwork once they return to school. For long absences (three or more days), students and teachers will work together to establish reasonable expectations for makeup deadlines. Previously assigned work or tests due on the day of the absence will be due on the day the student returns. It shall be the student's responsibility to secure make-up work assignments from their teachers. Failure to do so may result in the student receiving no credit for the work missed. Students who suffer from a long-term illness will be required to create a plan for completion with their advisor. These students will be allowed to participate in activities with administrative approval.

Field Trips and Forms:

Students taking a field trip are required to fill out a pre-absence form. This form is to be taken to each of the student's teachers for a permission signature and to get the upcoming assignments. Each extra curricular activity will have the opportunity to attend one state event as a team.

Each extra-curricular activity will be allowed one (1) field trip as a whole group to attend, a state level event within the schools "class". This absence will be considered school sponsored and not count against a student's attendance.

Types of Absences:

Adel DeSoto Minburn High School classifies absences into two types:

Excused absences - Absences will be considered excused for the following reasons:

- Personal illness or injury of students.
- Serious illness or death of a family member.
- Grave emergencies requiring the student's presence at home. (Absence excused or unexcused to be determined by the principal).
- Health care appointments, which cannot be made other than during school time. Excuses should be presented prior to appointments whenever possible.
- Recognized religious observances.
- Vacations/personal
- Job Shadow Experiences arranged by the teacher
- Attendance at state-sponsored tournaments or contests, including the Drake Relays, will be excused if an ADM team or individual is participating and the absence is necessary in order to witness ADM's participation. A written note prior to the absence must be provided to the school and signed by parents.

- Phone calls the day of the event may not be considered an excused absence. The principal will set the time that students may be excused. Any other time missed to attend state events will be vacation time.
- Absences deemed unavoidable and unpredictable by the school (e.g. - travel delayed or prevented by weather).
- Other reasons to be determined by the school (e.g., the absence results in a significant learning experience).
- Non-school sponsored athletic or fine arts events **WITH PRIOR APPROVAL FROM THE ADMINISTRATION, TWO DAYS IN ADVANCE**. These absences will count towards the 10 maximum absences per semester.

Unexcused absences - will be given to students for missing school **EVEN WITH PARENTAL KNOWLEDGE OR CONSENT PRIOR TO THE ABSENCE** for reasons including (but not limited to) the following:

- Oversleeping.
- Haircuts, permanents, etc.
- Errands for parents.
- Car trouble (students are allowed one incidence of car trouble per semester without penalty).
- Missing the bus.
- Shopping trips.
- Senior pictures.
- Staying home to study or prepare an assignment.
- Driver's license (except during study hall time).
- Gainful Employment.
- Concerts

Absences without parental knowledge or consent will be considered unexcused (truant) and will automatically result in Saturday school time equal to twice the time missed. It will also be an unexcused absence anytime a student fails to report to or remain at an assigned location (including those for which the student has a pass) during the school day.

Attendance at Extracurricular events:

Students who are NOT in attendance during the school day, will NOT be allowed to attend extra curricular events that evening, as a participant or spectator. We believe that it is much more important that a student attends the school day than being able to attend an extra curricular event in the evening. Students may not leave the school during an activity and be re-admitted later.

Truancy:

A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age and must attend some public school, an accredited nonpublic school, or competent private instruction. Any child of compulsory attendance age who fails to attend as required without reasonable excuse shall be deemed to be truant. Continued truancy of more than five days per semester may be turned over to the county attorney.

Skippping School:

Students that are above the compulsory attendance age, that do not show up to school or miss a scheduled class or study hall without a valid excuse, will be considered skipping. This absence will be considered unexcused and a student's work that is due that day, may be counted as not receiving credit. Students will also be assigned twice the amount of time missed in Saturday school.

Consequences:

UNEXCUSED ABSENCES- Students who accumulate unexcused absences during a semester will be subject to the following consequences:

For the first and second offense:

- The student will be assigned detention/Saturday school time equal to twice the amount of time missed.

Continued unexcused absences will result in:

- The student may be assigned In-School time equal to twice the amount of time missed.
- The student will lose open campus privileges for the rest of the year.

- **Whenever an absence results in the third unexcused absence in a class period in any course, the student may be dropped from that course with a final semester grade of an F and assigned to study hall without an open campus. That course will appear with the student's name on the failing list for the remainder of the semester. The grade will be included in the student's GPA.**

Tardiness:

Tardiness is counted when a student is not in his/her room when the tardy bell rings. Individual teachers may place additional requirements upon students in their classes (e.g. - teachers may require that students be sitting in assigned seats when the bell rings; or teachers may administer consequences upon the first incidence to their individual rooms). Students who are tardy to a class will be subject to the following consequences:

1st Offense - No consequence.

2nd Offense - A detention (45 minutes) will be assigned by the teacher, unless this behavior becomes consistent in one or more classes.

3rd Offense - consequences can range from detentions to suspensions.

Tardies that become consistent will be directed to the principal for further consequences. Tardies count against a student's perfect attendance. Failure to attend an assigned tardy detention will result in being assigned twice the time in a Saturday School.

Excessive Absences:

As indicated in the philosophy statement above, learning experiences missed due to absences can never be duplicated in their entirety. This puts students who miss a lot of school at a distinct disadvantage in terms of achieving academic success. ADM believes that missing over 10 days in a semester is considered excessive. For these circumstances, a parent meeting will be requested to develop a proactive plan that will directly address the student's attendance.

Open Campus:

Open campus will be allowed to students as follows:

9th grade – **NO OPEN CAMPUS**

10th grade - all study halls, open lunch

11th grade - all study halls, open lunch

12th grade - all study halls, open lunch

Students **MUST** meet the following criteria each quarter to be eligible.

Open Campus Policy:

Students will be eligible for open campus only if they meet the following criteria:

- Students must be passing all of their classes with a C- and above at the end of the semester to keep open campus privileges.
- They may earn open campus back at the next semester break by passing all of their courses with a C- and above.
- Students **MUST** maintain regular attendance and meet the behavior expectations outlined in the Student/Parent Handbook.
- Any absence that is determined to be "skipping" will result in the loss of open campus and open lunch privileges for 90 days.
- Open Campus may be revoked by administration/parents, at any time, for attendance, behavior, or lack of satisfactory academic progress at any time.

Students who have an open campus should not be in the hallways or other parts of the building or on school grounds during their open campus periods, including the parking lots, unless they are under the supervision of a teacher. Of course a reasonable amount of time is permitted to come and go as dictated by student schedules.

This is a year-long permission form. If you feel that your student's open campus privileges need to be reviewed at the semester break, please contact the high school office.

Sophomores/Juniors/Seniors must have a permission form filled out by their parents to have open campus. Forms can be found at [this link](#) for a designated time frame. Select the high school tab and open campus drop down to fill out and submit.

Leaving School During the School Day:

Students are not permitted to leave school without parental permission and permission from office staff. Students must sign out in the office when leaving school and sign in when arriving at school after the school day has begun. Generally, students will not be permitted to leave school more than twice per semester for such things as homework or other items left at home and only during study halls.

Lunch 9th Grade:

Freshmen do not have open lunches. Students are expected to remain in the lunchroom during their assigned time. We do not allow for guests EXCEPT for parents who would like to join their child in the lunchroom. It is expected that each student will be courteous and cooperative. Eating in the commons is a privilege and is available to each student only as long as appropriate behavior is practiced. Students are expected to clean their eating area (food, napkins, trays, etc.) BEFORE leaving the table. Students who choose to throw food will be given consequences ranging from lunch in the in-school suspension room to out of school suspension. **OUTSIDE FOOD MAY NOT BE BROUGHT IN DURING THE LUNCH PERIOD. SACK LUNCHES MUST BE BROUGHT TO SCHOOL IN THE MORNING AND KEPT IN THE STUDENT LOCKER.** Each student will have his/her own individual or family account and will be the only one able to use that account. Students may not borrow from another student's account. Students may deposit any amount of money in the account and will be notified when the account is running low. Parents will also be notified by email when the account is running low. Money needs to be deposited in the account before lunchtime, not in the lunch line. Lunch accounts will not be allowed to drop below negative \$5. Parents will be contacted by email, phone call or letter when the balance is negative. Lunch or breakfast may be denied to a student after the student and parent have been warned of a negative account. The ala carte line at the high school will allow the use of the computerized system. If parents do not want the computerized account to be used for ala carte the food service department must be contacted. Students may remain in the commons area or go outside (west door only) **after** eating each day. Students are expected to stay in front of the main doors and not to go around the corner of the building.

Open Lunch Period:

ADM High School will be allowing **senior, junior and sophomore** students to have open lunch if an open campus form is filled out online by their parent/guardian. Students must meet and maintain the following criteria to be eligible for this privilege. This program can be stopped at any given time during the year and not be continued if the Administration and Food Service Director feel it is not successful.

- Students who are eligible for open lunch are welcome to stay at school and eat. Students do not have to use open lunch even if they are eligible.
- It is **STRONGLY** suggested that students do not attempt to drive outside of Adel for open lunch. There is not enough time to safely make it to Waukee and back. Student safety is a priority. If there are issues with a student compromising their safety, the school will revoke their open lunch.
- Students must have a permission form filled out by their parents to have open lunch. Forms can be found at [ADM High School Open Campus Form](#) Select high school tab and senior open lunch drop down to fill out and submit.

Criteria for students:

- Grades will be reviewed each semester. If a student receives a D or an F at the grade check point, they will lose open lunch privileges for the following semester. If that student receives a D or F at the end of first semester, that student will not be eligible for open campus for the remainder of the school year. If they did not regain eligibility they will no longer have the opportunity for open lunch.
- Absolutely no outside food is to be brought into the school during this time. Students bringing outside food in will be required to discard the food. Continued non-compliance of this will result in a loss of open lunch. Students cannot have other students bring food back into the building for them.

- Students who accrue 2 tardies coming back from open lunch will lose open lunch for the remainder of the semester. Along with that, students can earn other consequences for being tardy such as detentions to suspensions.
- If students are not eligible for open lunch and are caught taking one, the student will lose this opportunity for the remainder of the year and receive a Saturday school for the violation. Continued violations will result in larger consequences.

Practice and Performance Requirements:

A student must be in attendance all day on the day of a scheduled activity (plays, musicals, athletics, cheerleading, etc.) in order to participate unless advanced arrangements have been made with the office (e.g., -funeral or doctor appointment with a doctor's note). In order to attend co-curricular activity practice, a student must be in attendance at school during the afternoon (periods 5, 6, 7 & 8).

General

Cell Phone Policy:

Students will be allowed to use cell phones during non-instructional times. This includes before and after school, pass times and lunch. Students cannot use their cell phones in the hallways or bathrooms if there are classes in session. Upon entering the classrooms, students are required to place their cell phones in a designated area away from their desks. Students that do not place their phones in the designated area and are found to be in possession of the device will immediately have the device confiscated by the teacher. Parents will be required to pick up the cell phone from the office. It will not be given back to the student. Refusal to give the cell phone to the teacher will result in immediate removal from the class and in-school suspension. While in in-school suspension, the cell phone will be taken and a parent contacted to pick it up.

Dress Code:

This policy was reviewed and recommended changes by the ADM Student Council during the 2022-2023 school year.

A student's style of dress and/or grooming may reflect individual preference, however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school. The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Dress code is enforced and up to the discretion of the ADM highschool staff and administrators.

Not Permitted Apparel

The following decorations and/or designs are not permitted:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Clothing that conveys a double meaning message.

General Expectations:

- Permitted garments shall be clean and in good repair.
- Permitted clothing shall be worn as designed/manufactured to include the following:
 - Shirts/blouses must be appropriately buttoned
 - Zippers on pants and shirts must be zipped
 - Pants and shorts will be worn at the waist
 - Belts must be fastened
- **Headwear:** Beginning with the 23-24 school year, we will allow hats to be worn in the classrooms, IF they are not a distraction to the learning environment or interfere with others ability to see the instructional material. Hats can

NOT cover the ears. If this permission becomes an issue, ADM High School reserves the right to discontinue hats in the school. (2023-2024 will be a trial period for this policy)

- **Accessories:** Sunglasses are prohibited unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity. Dog collars, chains of any manner, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.
- **Upper Garments:** The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Immodestly low cut necklines, off the shoulder, or bare backs are prohibited.
 - **Crop Tops:** Crop tops should be modest and not go above your belly button.
- **Lower Garments:** Undergarments shall not be visible. Pants and shorts shall be worn at the waist. Shorts/skirts must be longer than the length of an upper garment and have a minimum of a 3 inch inseam. Tights or leggings worn as outerwear, will be permitted to be worn. This includes yoga pants, jeggings and pajama pants. Bathing/swimming wear are not permitted. If the garments are immodest, even if they do not meet one of the "names" above, the student will be asked to change.
- **Footwear:** Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. Slippers are allowed if they contain a sole. Shower shoes are an example of unacceptable footwear.
- **Religious and Health Accommodation:** Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Dress Code Violation Consequences:

The success of a dress code is dependent upon consistent expectations and enforcement from staff (teachers, administrators, associates, and office staff).

- **1st and 2nd Offenses:** Students who do not have appropriate clothing at school will be asked to change and have no punishment only if the student complies. If a student does not comply, punishment is based on teacher and administrator discretion.
- **3rd Offense:** Students who do not have appropriate clothing at school will be sent home; an unexcused absence will be assigned for the time it takes the student to return. Students must serve detention time in compliance with the unexcused absence rule.
- **Unusual Circumstances:** If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to decide if it fits within school appropriateness. The dress code is in effect throughout the entire school year.

Non-Discrimination Policy:

Students, parents, employees, applicants for employment, and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (for employment), national origin, sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion, creed, or genetic information (for employment) in admission or access to, or treatment in, its educational programs and activities and in its hiring and employment practices, as provided by applicable federal and state law.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries or complaints concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Eric Brown, Business Manager
District Administration Center
215 N. 11th St. Adel, IA 50003
(515) 993-4283
ebrown@admschools.org

Section 504 and the ADA:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The ADA (Americans with Disabilities Act) likewise prohibits disability discrimination. In order to fulfill obligations under section 504 and the ADA, the Adel DeSoto Minburn School District has a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. If there are questions, please feel free to contact Greg Dufoe, Section 504 Coordinator for the Adel DeSoto Minburn Community School District, at 993-4283.

Homeless Students:

In accordance with Chapter 33, Iowa Administrative Code, the ADM Community School District encourages homeless children and youth to enroll in school. For information, please contact the superintendent's office at 993-4283.

ADM Community Resources:

Ambulance/Fire/Law Enforcement: 911 or 515-993-4567
Crisis Intervention and Advocacy Center (24 hour crisis line): 515-993-4095, 1-800-400-4884, 1-800-550-0004 (Spanish speaking number)
Child Abuse/Neglect: 1-800-652-9516
Dallas County Hospital: 515-465-3547
YESS (Project Safe Place...provides immediate help and confidential help for ages 11-17 and their families): 515-243-7499
Teen Line (When you just aren't sure who to talk to, teen line can help confidentially): 1-800-443-8336
Youth Law Hotline: 1-800-728-1172
Monte Keller, School Resource Officer: 515-993-4584 (ADM High School) or 515-993-6723 (Adel Police Office)
Sexual Abuse/Assault Toll Free Youth Support line: 1-800-443-8836
Hawk-I Health - online application - <http://www.hawk-i.org/>
Iowa Legal Aid - <http://www.iowalegalaid.org/ia/homepage.html>
Employee and Family Resources: 1-800-327-4692
Heart of Iowa Community Services: 515-9931728

Human Growth and Development:

The ADM Community School District has identified Human Growth and Development curriculum units that are infused throughout the curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine this curriculum and teaching materials at any time. If parents find topics objectionable, they may choose to remove their children from class during discussion of these topics. Please contact your building principal if you have questions.

Open Enrollment:

House File (HF) 2589 eliminates the March 1 deadline for open enrollment. This change allows parents/guardians to apply for open enrollment at any time without the need for good cause. The receiving district may deny an open enrollment request if one of the following applies:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The application would adversely affect the district's implementation of a court-ordered desegregation plan, or
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment (often known as the "continuation rule"), requests cannot be denied due to insufficient classroom space policies.

Morning and Noon Regulations:

- All students are to report to their first period class or the commons area when entering the building on a school day. The commons will be open to student entry at 6:45 each morning.
- Students are permitted in the hallway wings before school. Students must adhere to all behavioral rules. No food or drinks should be taken into the hallways.
- Students are not to loiter in the parking lot after parking their car. The parking lot is off limits at noon and during the school day unless permission to go to a car has been given by the high school office.
- The music-stage area is closed to all students except those under the supervision of the director or teacher.
- Locker room areas are off limits before school, at noon, and after school unless supervised by a teacher or coach.
- All students have a 30-minute lunch period. Students who qualify for open lunch are allowed to leave.
- The only building areas open to students during lunch are the office and commons areas.

Distribution of Materials Code No. 904.5

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

The Board of Education recognizes that effective communications are frequently a part of worthwhile civic and community projects. However, students may not be used to convey promotional information except in those cases judged by the superintendent or his/her designee as directly related to the educational tasks of the school system. Approval from the Superintendent or his/her designee is required before a person or agency may:

- Distribute or display print or electronic advertisement or promotional materials of any kind
- Make announcements of any nature
- Take up contributions on any school premises for any purpose

Any print or electronic promotional materials approved for display or distribution from a non-profit agency or organization must include the following statement:

“This is not an Adel DeSoto Minburn Community School District publication, nor is it in any way endorsed or sponsored by the district. This publication is being provided only to inform you of other available community activities and opportunities.”
It shall be the responsibility of the superintendent to draft administrative regulations regarding this policy.

DISTRIBUTION OF MATERIALS REGULATION ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

I. Guidelines

The Board of Education recognizes that effective communications are frequently a part of worthwhile civic and community projects. However, students may not be used to convey promotional information except in those cases judged by the Superintendent or his/her designee as directly related to the educational tasks of the school system. Approval from the Superintendent or his/her designee is required before a person or agency may distribute or display print or electronic advertisement or promotional materials of any kind; make announcements of any nature; or take up contributions on any school premises for any purpose. The content of any promotional information shall be reviewed in accordance with relevant District policies and regulations.

II. Procedures

The ADM School District is implementing a new approach for distributing flyers from non-profit community members for whom approval is granted (see Board Policy 904.5) beginning January 2013. All flyers distributed to students or staff must receive approval from the Office of the Superintendent. Please allow ample time for your flier to be processed. Please provide a link or email an electronic version of your flier to Dusty Strunk at dusty.strunk@admschools.org to receive approval. If you have the flier posted on your own website, please provide us a link. If your flier is not available online, we will host it for you. It will remain for approximately one month. Flyers will be posted on the first business day of every month, September through May. Hard copies of flyers may be sent to the Administration Center for distribution to each building, so long as they are separated and marked with each building's name. These hard copies will be made available for voluntary pick up in the office area. Please read and follow the process outlined for a timely approval and posting of your informational materials. Thank you.

Student Education Records and Directory Information:

The Adel DeSoto Minburn Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his or her education and may include but are not limited to the following types of information: Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The records of each student are generally located in the school that he or she is attending. Any exception will be noted in the student's other records or by the principal or counselor, who are responsible for the maintenance of student records.

The District and/or the principal of each building may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances: NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, PHOTOGRAPHS OR LIKENESS, COURSES OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE INCLUDING DAILY ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION. Any student over the age of eighteen or parent who does not want this directory information released to the public must notify the principal in writing no later than September 15 of each school year or within two weeks of the student's enrollment should it occur after this date.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

Students and parents may file complaints concerning alleged failures of the School District to comply with Federal legislation dealing with student records with the Department of Education. Correspondence should be addressed to: The Family Policy Compliance Office, US Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

Volunteers:

School volunteers are an important and integral part of our school. There are many things they can do that help the staff do an even better job teaching our students. Volunteers can work directly with students, reading to them, listening to them read, or helping them locate books. They can assist teachers in classrooms, working with students or materials. Volunteers do such things as developing bulletin boards from teacher directions, developing learning stations and listening centers per teacher directions, assisting with special projects in the classroom, and typing items for teachers. If you are interested in

volunteering, please contact the building principal. Volunteers will not check student papers or directly instruct or teach students, except as resource speakers. They will not counsel or discipline students or select materials. To avoid confusing students about who is in charge, parents are not assigned to their children's classrooms. Successful volunteer-staff relationships include confidentiality, dependability, and flexibility. School information is confidential. The school staff will expect the volunteer to be present at the appointed time because tasks are planned with the volunteer's help in mind. The staff member must give thorough directions and the volunteer must be willing to take direction. Clarifying questions are encouraged. Relationships with school staff and students should be pleasant. If the assignment is not working out, contact the building principal at once. Cooperation is a key to a successful volunteer program.

Concerns About School Districts or Their Governing Boards

Local Appeals:

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. Potential actions include:

- Contact the teacher or service provider
- Contact the principal or direct supervisor for assistance
- Contact the superintendent
- Contact the school board
- Make a formal request of or complaint to the school board

Some formal requests are made of local boards on a routine basis, such as open-enrollment. School boards may also take action on requests made of them by parents, guardians, and community members that are not routinely found on the agenda. An example might be a request to review curricular materials. Parents, guardians, and community members should read and understand their local board's policies on making requests or filing complaints.

If a local school board makes a decision on a formal request, it may be subject to administrative review by the state board or the director of the Department and/or to further challenge in district court. [[Iowa Code 290.1](#)]

Calls to the Department of Education:

These are the general steps that may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards.

Parents or guardians who call the Department are generally provided with the contact information for the [School Improvement Consultant](#) who serves their area of the state. Consultants ask the same questions of all parents to determine how to handle their concerns, many of which help inform parents of potential next steps. In general, before the Department can or should take action that interferes with the local process for dispute resolution, parents should exhaust all opportunities available to them to settle disagreements by engaging with the district.

If the Department is contacted about any of the following, intervention may be required:

- Potential violation of the rights of a student with a disability, including bullying
- Potential bullying or harassment of a student on the part of a staff member
- Potential harm to a child or student
- Any other act in disregard of legal requirements that places students or staff at risk

District Court:

Certain final decisions by a local school board will give rise to a right for the injured party to pursue the issue in district court. This is only true for final action of the local board for some decisions. Only individuals sufficiently impacted by the board's decision will have the ability to challenge the decision in district court.

Board of Educational Examiners:

Parents and guardians may file a complaint with the Board of Educational Examiners (BOEE), if appropriate. Department of Education staff are required to file a report of any misconduct suspected of an educator licensed by the BOEE. [[Iowa Code 272.15\(2\)](#)]

State Board:

The State Board of Education may hear from parents, guardians, and community members if they have exhausted their local remedies. There are formal and informal options for bringing issues before the state board.

Informal:

- Parents, guardians, or community members may always speak during public comment at state board meetings. Public comment may also be taken in print and read at the meeting if the board president chooses to do so.
- State board members have [iowa.gov](#) email addresses and receive messages from members of the public regularly.
- Community members may provide information to the state board as a group, such as a letter or informal petition.

Formal:

The state board hears formal appeals from students, parents, or guardians. [View specific Iowa Code and Iowa Administrative Code references and timelines for formal appeals.](#)

Appeals:

Certain decisions may be appealed to the director of the Iowa Department of Education as outlined in specific state statutes. [View specific Iowa Code references, procedures and timelines for specific appeal types.](#)

Petition for Review of Accreditation:

[Iowa Code 256.11\(10\)\(b\)](#) requires the Department to conduct an accreditation review for any district or accredited nonpublic school if:

- 1.A petition is filed with the director of the department signed by a number of eligible electors residing in the district equal to at least 20% of the registered voters of the school district, or
- 2.A petition is filed with the director of the department signed by 20% or more of the parents or guardians who have children enrolled in the school or school district.

Cancellation of School:

In case of inclement weather, school cancellations will be announced on radio stations KJJY; KDLS; KIOA; KRNT; WOI; KCCI; K107 and WHO radio and television. You may also find this information on ADM's Website. Parents also have the option of signing up for informational alerts through the Central Office. PLEASE DO NOT CALL THE SCHOOL! It is extremely difficult for us to make all the necessary calls and answer the many phone requests at the same time. Activity sponsors may hold practice when the weather clears, but NO student shall be required to attend. Late starts may be used to delay cancellation decisions.

Disabled Students:

The Adel DeSoto Minburn Community School District has adopted policies that afford all disabled students in the District an appropriate educational program within the least restrictive environment. Following the completion of a systematic

intervention process, the intervention team will meet to determine whether or not further assessment is needed. If appropriate, in depth assessments of intervention areas will be conducted to determine eligibility and entitlement for special education services. When a student is eligible for services, the team develops an IEP (Individual Educational Program) for the student. IEPs are reviewed annually; more often, if necessary. Every three years, students are re-evaluated to determine justification for and appropriateness of services.

A Parental Rights in Special Education brochure outlines the guidelines for implementing this process and is available in the ADMHS office. The District will cooperate with the Heartland Area Education Agency (AEA), other local school districts within the AEA, districts outside the AEA, and out-of-state facilities to ensure the appropriate placement of each disabled student.

Phone Messages to Students:

At times the ease of contacting your student on their cell phone is very convenient for parents; however, this contact during the school day can interrupt classes. We encourage all parents to call the high school office if they need to contact their student. Students caught using their cell phones in class without teacher permission, regardless of whom they are contacting, may have their phones taken away and **a parent will be required to pick it up**. This is done to reduce the distractions in class.

Student and/or Parent/Guardian Complaints:

It is the goal of the school to resolve students' and parents'/guardians' complaints and grievances at the lowest level. Students and parents/guardians are encouraged to address problems to the **student's teacher** or other licensed employee, rather than the administration, for resolution of the complaint. If the teacher, the student and/or parent/guardian cannot resolve the complaint, the issue should be discussed with the principal within ten days. We will encourage students/parents/guardians to first contact the staff member for a resolution.

Registration, Fees and Fee Waivers:

Online school registration is open in spring of the preceding school year. Students will be assessed certain fees. These fees must be paid by the end of the first week of the semester. Per request, parents of students meeting specific financial eligibility standards are eligible for a waiver of student fees or reduction of student fees. Procedures on charging fees, written notice of fees charged to each student, the waiver and reduction policy and procedures including income guidelines and the application for waiver will be available to all registrants at time of registration or enrollment.

Lockers:

Students will have the option to use a backpack and may opt into using a locker. Students are expected to use their assigned locker and to keep it neat, if they chose to use a locker. Do not mark on or deface the locker. The custodial staff will remove posters and pictures at the end of each season. The school is not responsible for theft. Protect your locker and your belongings by keeping it locked. Lockers are school property and may be searched at any time.

Substitute Teacher Policy:

Substitute teachers at ADM High School are guests in our building. With that in mind we expect student behavior to be that of a host. Respect, responsibility, trustworthiness, citizenship, caring and fairness are the 6 pillars of character that should guide student behavior while in a classroom with a substitute. Students who are not showing these qualities will be given consequences that range from detention to suspension.

Food and Beverages:

Students will not be allowed to eat or drink at their lockers or take opened containers of food or beverages out of the commons. The exception to this would be that students will be allowed to carry water bottles to class under these conditions:

the water bottle may not be larger than 24 ounces, the bottle must contain clear, unsweetened water (NO SPORTS DRINKS OR OTHER DRINKS WILL BE ALLOWED), teachers have the right to not allow these into their classrooms, and at no time will ANY drinks, including water, be taken into the Media Center or near any computers. Students who bring food or drink as part of a classroom activity may consume it only in the classroom while under the teacher's supervision. Students who violate these rules will be subject to the following. Detentions may be assigned. Continual infractions may be viewed as insubordination.

Media Center:

The media center is a resource area. Reference materials, periodicals, general reading materials, and several computer stations are provided for the enrichment and support of regular class materials. The atmosphere will be maintained as one of a quiet workplace. Students must sign out to use the media center. Sign outs will be limited for students who do not follow the Media Center rules. Any student displaying unacceptable behavior will be asked to leave. Loss of Media Center privileges for a period of time may result if a student displays unacceptable behavior. The media staff has the freedom to assign seats in the media center when the need arises. Materials in the regular collection are available for check out for a period of two weeks at a time. Fines will be charged at a rate of 5 cents per day per item for materials that become overdue and students may lose media center privileges until their obligation is taken care of. **NO FOOD OR DRINK IS ALLOWED IN THE MEDIA CENTER.**

Cars/Parking Lot:

Driving a motor vehicle to and from school is a privilege - not a right. Students who drive recklessly or carelessly may not be permitted to drive a vehicle onto the school campus during school hours (8:15-3:40). Student parking is on a first come, first serve basis. There will be limited reserved parking for students. Spaces for Student of the Month and the Six Pillars of Character will be reserved and designated by their signs. Students may not park in visitor and staff parking. Students may not loiter around or in their vehicle while on the school grounds. Parking on the grass or beyond the orange markers at each end of the gravel parking lot is prohibited. Students also must not park where their vehicle blocks the road to the football field. Parking in areas other than assigned may result in the student's vehicle being towed at their expense. **Student drivers must register their car (see link below).** The car or vehicle needs to be identified on the application. Generally, an attempt is made to warn students the first time they are improperly parked rather than issuing consequences, however this is not required. All students are informed of the expectations of parking through this handbook. This can be done only if the vehicle is registered in the office. We ask that any student involved in an activity please park in the back parking lot to avoid issues with bus loading and vehicle flow from the parking lots. **STUDENTS NOT FOLLOWING PARKING RULES MAY LOSE PRIVILEGES TO DRIVE ON SCHOOL PROPERTY FOR A TIME TO BE DETERMINED BY THE PRINCIPAL; THIS COULD RANGE FROM A FEW DAYS TO THE REMAINDER OF THE YEAR.**

Students' vehicles parking in the school parking lots may be subject to search if there are items that can be seen from outside the car that indicates something illegal or disallowed is in the vehicle or for suspicion of having illegal items or suspicious behavior.

Students must register their vehicle online. Forms can be found at <https://adeldesoto-oar.schooltoday.com/>. Select the high school tab and vehicle registration drop down to fill out and submit.

Driver's Licenses and Permits: Students taking driver's license examinations or obtaining driver's permits from examiners may be excused from **study halls** with parental permission. Students are to secure a permission pass from the office before leaving school. Consequences will be issued for missing class time to obtain a driver's license.

Corridors and Conduct:

Please "keep to the right" in corridors and avoid gathering in large groups or sitting in the hallway since this hinders traffic. Running, loud or disruptive noises, boisterous behavior, and/or any other action that interferes with the smooth movement of students or visitors from one part of the building to another will be considered a breach of discipline. The doors to the academic hallways will generally be locked in the morning before school.

Family Night:

Wednesday night is designated as Family Night. Practices will end at 6:45 p.m. and students will be out of the building by 7:00 p.m. ADMHS does not schedule school functions, practice, or games after 7 p.m. on these nights. The only exception occurs when an agency outside the school schedules tournaments or meetings to be held on Wednesday nights.

Study Hall Guide:

A list of study hall rules is available to all teachers in order to develop consistency in all study halls. Additional rules may be added by study hall teachers to suit individual situations.

- To be eligible for privileges (sign-out, speaking, restroom, etc.) a student must obey all of the study hall rules.
- Students assigned detention time by individual teachers may lose all study hall privileges until detention time has been completed (this may be from any teacher - by him/her notifying the student's assigned study hall teacher).
- Students may not eat snacks during study hall unless the study hall monitor gives permission to do so. The only beverage that should be consumed is juice from the juice machine in the Commons...no pop.
- Students are not permitted to sleep during study hall. They must keep their eyes open and their heads up so that the teacher can determine that they are awake.
- Radios, headsets, and similar devices and/or gadgets are permitted in study hall with teacher permission and if you are actively working on academics.
- Sign-out Privileges:
 - a) Being tardy to study hall will result in NO sign-out for the period on that day.
 - b) To complete the study hall sign-out sheet correctly, the student must specify: 1)his/her full name; (2) destination; (3) the time leaving study hall; and (4) the time he/she returned to the study hall, NOT the time the student left the destination.
 - c) All writing on the sign-out pad must be legible to the instructor or the permission is automatically denied.
 - d) While waiting to sign out, stand quietly in a line facing the instructor's desk. No more than 3 students at a time may be at the desk to sign out (some study hall teachers may prefer to sign their students out one row of tables or desks at a time).
 - e) When the student returns to the commons or study hall, he/she is signed back in on the sign out log. Students must sign back in to the study hall before going to their next class.
 - f) Students may not sign out to lockers during the first 10 minutes or the last 10 minutes of a study hall.
 - g) Sign-out privileges are limited to a combined total of two per day.
 - h) A pre-signed pass is required to go anywhere in the building except to the media center, the student's locker, or the restroom.
- Talking Privileges:
 - a) No student shall talk to another student unless he/she has permission from the study hall instructor.
 - b) Only two students may have permission to talk at a time.
 - c) The time limit for talking should be no longer than 2 minutes.
 - d) All talking must be done in a non-voiced whisper.
 - e) Sign outs and talking privileges are limited to a combined total of two per day.
- Restroom Privileges:
 - a) Limit restroom trips to 3 or 4 minutes. Students must use the restroom closest to the commons area.
 - b) Only one boy and/or one girl may sign out to the restroom at the same time.
 - c) Students are not permitted to use restrooms on the way to the library. Only those students signed out to the restrooms (from class, study hall or library) have permission to use the restrooms during class period times.
- **Whenever a student sees marks on a desk, table, or chair the student should alert the study hall teacher of the marks at the beginning of the study hall; otherwise, the student sitting in the desk may be held responsible. This also applies to loose or broken seats in the Auditorium...it is very important that students not put their feet or knees on or against the seats in the Auditorium.**

Interrogation By Outside Agency:

As a general rule, individuals from outside of the school district should not interrogate students during school time. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Except in emergencies or pursuant to a valid subpoena or court order, such a request will be granted only after an attempt has been made to notify the parent regarding the interrogation and asking if they want to be present. If a parent or guardian cannot be reached, a school official will sit in on the conference with the student and the law enforcement officer. The request will be granted without contacting the parent when a child abuse investigator makes it.

Unauthorized Persons; Criminal Trespass:

All visitors are required to check in with the office upon entering the school. The principal has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution." This includes students who are under suspension or expulsion and waiting to be readmitted. The principal has the authority to tell unauthorized persons that they cannot come onto school property at any time, thus barring them from school premises. This can include all school activities. If the principal has barred a person, he/she is subject to immediate arrest if he/she fails to leave or returns after being told by the principal that he/she is barred. Staff members may ask for identification from any person and may ask them why they wish to come onto school property. Further, they may ask unauthorized persons to leave.

Activities Handbook:

Students and parents should consult the Adel DeSoto Minburn Student Activities Handbook for additional information concerning the activities program including the **Activity Code** and eligibility rules. Students must turn in a signed form indicating that they have received and understand the Activity Code before participating in co-curricular activities.

National Honor Society:

The purposes of this chapter are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character. These objectives serve as the basis for membership. Candidates must have a minimum grade point average of 3.25 and maintain this average each semester. All sophomores with a cumulative GPA of 3.5 or higher and junior and senior students with a cumulative GPA of 3.25 or higher may receive nomination packets. Packets must be completed and turned in on time to be considered for membership. A five person faculty committee will review nomination packets based on scholarship, leadership, service and citizenship. The selection of members to the chapter shall be a majority vote of the faculty council. Members may be dismissed for not maintaining the required 3.25 GPA. Students may be dismissed from NHS for other reasons as well. The guidelines regarding dismissal are available from the NHS sponsor.

Gifted and Talented Education (GATE):

GATE is open to students currently identified for the program, and with permission, to those who were previously enrolled in the program. GATE options include testing out, acceleration, scheduling changes and post-secondary enrollment and will be coordinated by the Personal Education Plan team which consists of the GATE coordinator, principal, counselor, parent and student. At times students will be faced with a choice in classes based on their interest areas. Not all classes will be able to be taken depending on a student's class choices.

Assemblies:

When an assembly is called, pass directly to the gym or auditorium and be seated as quickly and quietly as possible. Attendance at assemblies and pep meetings is required. Students not attending these programs must report to the commons area and will be directed to a study room. Misbehavior during an assembly may result in future assembly privileges being suspended as well as other sanctions being assigned for breach of discipline.

Boys/Girls State:

Although not official school activities, ADMHS works closely with the American Legion and American Legion Auxiliary by nominating deserving students for participation in Boys State and Girls State. Students are presented with a worthwhile opportunity to learn more about citizenship and democracy and to experience state and local government in action.

Commencement:

To be eligible to participate in commencement exercises, seniors must have completed all graduation requirements, paid all bills and fees, made up all time assigned for discipline or attendance reasons, and satisfactorily participated in commencement practice.

Dances:

High school dances are for senior high students and invited guests (one guest per student). Middle school students are not allowed to attend the high school dances (even as invited guests). All out-of-school guests must be signed up in the office prior to the dance and must be accompanied by the ADM student. The dance shall be confined to the commons area and students who attend must stay in the building once they arrive. Clean up must be completed and the building cleared by 12:00 a.m. Permission to hold dances must be granted by the class sponsors and cleared through the principal and/or activities director. All juniors and seniors are eligible to attend prom providing they have not had that privilege revoked and they have purchased a ticket. Ninth and tenth grade students are only allowed to attend prom as a date of a junior or senior student.

Students that "owe" time for behavioral incidents, will not be allowed to attend dances until that time is completely served.

Sportsmanship:

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture, but in the reality of the festivities surrounding interscholastic athletics these concepts are too often replaced by unsportsmanlike conduct. Sportsmanship can be defined as those qualities of behavior that are characterized by generosity and genuine concern for others. It is the Golden Rule in action. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. It is the responsibility of each Adel DeSoto Minburn High School student to know and demonstrate the fundamentals of sportsmanship at all interscholastic athletic events at home and away.

Student Council:

The purposes of this organization are to promote better relations between the student body and the administration, to serve as a means of presenting concerns of the student body to the administration, to promote better citizenship and better school spirit. As we transition to a new Student Council Advisor, the below bullets will be what we strive to put in place.

- The membership of the student council consists of three elected delegates from each class. One junior member of the student council is to be elected by the council to carry over automatically in his/her senior year. Regular meetings are held each month, and special meetings are called when necessary. The faculty sponsor must be present at every meeting. Student council members are elected for the next year in May. It is recommended that a student council member maintain an overall scholastic average of "C".

Transportation - School Activities:

The school provides transportation for students who participate in school-sponsored activities held out of town. Students are required to ride on the bus to and from the event. Only when a parent personally contacts the teacher in charge and requests that his child ride home with him/her can an exception be made.

Trips - Activities and Field Trips:

A field trip form must be filled out and signed by teachers and parents prior to the absence. All students who miss any or all of a period because of a school activity will be responsible for the next day's assignments, tests, quizzes, etc.; normally, students should complete all school work before leaving on the trip. Field trip forms need to be turned into the field trip sponsor.

Auditorium:

Students are not to put their feet or legs on the tops or backs of the chairs in the auditorium. Climbing over chairs to get from one row to another is also prohibited.

Humanitarian Cord for Service

The Humanitarian Cord for Service is a distinguished award available to students at ADM High School who achieve **160** hours of volunteer service to their school and community. The purpose of this honor is to expand volunteer opportunities outside of the school setting, and activities need to be focused on “serving others” to qualify. Students are required to earn hours as follows:

- 9th/10th grade must earn a *combined* **80** hours
- 11th grade must earn **40** hours
- 12th grade must earn **40** hours

*Please note: a student is not considered to be a 9th grader until the first day of their Freshman school year, therefore, may only begin accruing Cord hours at that time. **Each grade levels required hours is a prerequisite to the subsequent grade level.** Transfer students will be given special consideration.*

For a full copy of the process please use this link:

[Humanitarian Cord for Service Forms](#)

Review of Instructional Materials:

Board Policy 605.2 allows parents of enrolled students or residents of the school district access to review instructional materials used in classrooms. Parents and residents are asked to use the following process to review instructional materials.

- **Parents:** Parents of enrolled students should contact their student's teacher to request a review of instructional materials used in the classroom. Instructional materials may be viewed on school district premises.
- **Residents:** Residents should contact the building principal to request a review of instructional materials used in the classroom. Instructional materials may be viewed on school district premises.

Opt-Out of Instructional Materials:

Board Policy 605.2 allows parents of enrolled students to request that a student be prohibited from accessing instructional materials used in classrooms. To opt a student out of instructional materials, a parent or guardian must complete an opt-out form found in [Board Policy 605.3E5](#) or contact the building office for an opt-out form.