

Elizabeth Tate High School

“The School of Choice”

2019-2020

Student and Family Handbook

Administration:

Ms. Ann Browning—Principal
Mr. John Netty II - Assistant Principal
Ms. Kristina Brown—School Counselor

Important Phone Numbers:

Main office—319-688-1080
Guidance—319-688-1083
Main office fax number—319-688-1089

Fall 2019 Tate will temporarily be located at 2200 E. Court Street, Iowa City, Iowa 52245

1528 Mall Drive
Iowa City, IA 52245
http://www.edline.net/pages/Elizabeth_Tate_HS

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School Mascot	Warrior
School Colors	Light blue, white and black

Non-Discrimination Statement

English Version:

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Jeremy Tabor, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, Tabor.Jeremy@iowacityschools.org.

Spanish Version:

Declaración de Equidad: Es la política de Iowa City Community School District no discriminar en base a raza, credo, color, género, origen, religión, edad, estado civil, orientación sexual, estado de veterano, incapacidad, estado socio-económico en sus programas educacionales, actividades, o políticas de empleo. Si usted piensa que usted o su hijo (a) han sido discriminados o que han sido tratados injustamente en la escuela, por favor comuníquese con el Director de Equidad, Jeremy Tabor, 1725 North Dodge St., Iowa City, teléfono: 319-688-1000.

ELIZABETH TATE HIGH SCHOOL

WELCOME TO A YEAR FULL OF POSSIBILITIES!

Elizabeth Tate High School is the regional alternative high school for the Iowa City Community School District and surrounding communities. Tate is a model PBIS school recognized the Iowa Department of Education and has a strong MTSS system to support all students in areas of Behavior, Attendance, Mental Health and Academics. By design Tate is flexible in the hours of schooling to provide work opportunities and unique schedules for those teens with children, mental health and work demands. Tate uses technology to offer blended learning classes, has a MakerSpace for hands-on learning activities and may pursue classes at Kirkwood Regional Center. The staff is well-educated in the pedagogy of at-risk education. Each individual student is recognized and prized for his/her individuality at Tate.

Our mission is to maximize every student's academic potential and personal responsibility through personalized educational experiences with alternative curriculum and environments. This handbook will provide further insights into the support systems in place.

TATE HIGH SCHOOL BELIEF STATEMENTS

Tate High School is:

- an institution where Warrior CORR Values are practiced and expected
- establishing a safe, respectful, nurturing, and clean environment for all students and staff
- differentiating instruction to maximize every student's academic potential
- teaching our students personal responsibility and traits of success

age

Daily Schedule

Tate High School Bell Schedule

	MTW	TH, F
Period 1	9:00-9:47am	Period 1 9:00-9:40 am
Period 2	9:49-10:36am	Period 2 9:42-10:22am
Period 3	10:38-11:25am	Period 3 10:42-11:04am
Period 4	11:27-12:14pm	Period 4 11:06-11:46am
Advisory/WWT A	12:16 - 12:48pm	Advisory/WWT A 11:48 am - 12:18pm
Advisory/ WWT B	12:50 -1:22pm	Advisory/WWT B 12:20 pm - 12:50 pm
Period 5	1:42-2:15pm	Period 5 12:53-1:33pm
Period 6	2:17-3:00pm	Period 6 1:35-2:15pm

Tate High School 2 Hour Delay Bell Schedule

MTW	Th, F
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Period 1 11:00am - 11:27am
Period 2 11:29am-11:56am
Lunch/WWT A 11:58am-12:28pm
Lunch/WWT B 12:32pm-1:02 pm
Period 3 1:06pm-1:33pm
Period 4 1:35pm - 2:02
Period 5 2:04pm-2:31pm
Period 6 2:33pm-3:00pm

Period 1 11:00am - 11:20am
Period 2 11:22am - 11:42am
Lunch/WWT A 11:44am-12:14am
Lunch/WWT B 12:16pm-12:46pm
Period 3 12:49pm-1:09pm
Period 4 1:11pm-1:31pm
Period 5 1:33pm-1:53pm
Period 6 1:55pm-2:15pm

Tate High School Parent/Teacher Conference and Early Release Schedule

Period 1 9:00 am -9:28 am
Period 2 9:30 am -9:58 am
Period 3 10:00 am - 10:28 am
Period 4 10:30 am - 10:58 am
Period 5 11:00 am - 11:28 am
Period 6 11:30 am- 11:58 am

Dismissal at 12:00 for non bus riders

Lunch 12:15 pm - 12:45 pm

Bus arrival 12:45

Parent Teacher Conferences 1:00 pm - 7:30 pm

PBIS: Positive Behavior Intervention Supports

School-wide Positive Behavior Interventions and Support (SW-PBIS): Information for Parents

What is SW-PBIS?

School-wide positive behavior interventions and support is a system that is developed by a school for improving student behavior. It is used:

- with all students
- across all environments in school (classroom, lunchroom, restroom)
- to help schools to create effective learning environments

Why does a school choose to use SW-PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that have decided that their current discipline process is not effective in helping students to change their behaviors. These schools are interested in:

- Identifying and teaching expected student behaviors.
- Finding ways to reinforce and reward those behaviors.
- Enforcing consistent meaningful consequences when violations occur.

School-wide positive behavior interventions and support is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of SW-PBIS, and many choose to use a similar system at home. SW-PBIS consists of two steps:

Levels of School-Wide Support

Schools that use SW-PBIS create and maintain supports to meet the needs of all students. These supports are based on the understanding that specific behaviors need to be taught, not just expected. However, even with PBIS in place, about 5-10% of students will need additional support to be successful. A continuum of support is described below.

Family Involvement in PBIS

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a student has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with ongoing personal needs.

Interventions and Supports

Throughout the school year, Tate will be following a state initiative to implement Multi-tiered Student Supports. Please see a snapshot of the interventions and supports we will be providing for the students this year.

Warrior Work Time: This is a time that is designated for all students who have Ds or Fs in a class to work with the teacher on skill building, make up work, or to get a differentiated assignment. This will occur during the school day and will be available to students who would like to get further assistance from their teacher as well.

Academic Supports: Each period an academic support teacher is available to work with students struggling with class concepts or to offer a week intervention to improve their grades. Based on the student data and teacher review, the students who need specific skills bolstered will work during academic support on that particular skill/class. Students could be placed in academic supports more than once, however, they must show they are willing to work with the teacher to improve skills/grades.

Check-in/Check-out: Students who are in need of daily support from a Tate staff member will be placed on a Check-in/Check-out system. One Tate staff member will monitor the student's progress throughout the school day and meet with the student to set goals at the beginning of each day and the end of each day. This is to help support daily student success.

Check-and-Connect: Some students need to check in with a staff member about their emotional or mental health on a daily basis. The school counselor will maintain a list of students that could

benefit from Check and Connect and meet with those students for daily goal setting at the beginning of the day and the end of the day.

Literacy Initiative: The faculty at Tate recognize the importance promoting strong literacy skills. Therefore they developed a 10-step writing process that each teacher will reinforce every trimester across all subject areas. Our goal is that each student is comfortable articulating their thoughts through writing to better assess their mastery of the skill and their mastery of the subject areas.

Limited Hall Passes: Students who are leaving class too often or have gotten too many unexcused tardies in a short period of time may be placed on a Hall Pass system. These students would be required to follow the protocol given to them by staff to limit their out-of-class time.

2019-2020

SCHOOL DISTRICT CALENDAR

August 23 First Day of Classes for Students (Thursday dismissal schedule)
September 2 Holiday (Labor Day): No School & District Offices Closed
October 4 No School: Teacher PD
October 7 No School/No Work for Teachers
November 18 End of First Trimester (57 days)
November 19 No School: Parent-Teacher Conferences/Secondary Records Day
November 27-29 Holiday (Thanksgiving): No School & District Offices Closed
December 23-January 3: Winter Break: No School & District Offices Closed
January 6: Classes Resume
January 20 MLK Day Holiday: No School & District Offices Closed
February 28 End of Second Trimester (60 days)
February 29 No School: Secondary Records Day
March 16-20 Spring Break: No School & District offices closed
April 17 No School: No work in exchange for evening conferences
May 21 Last Day of Classes for Seniors
May 23 West High Graduation
May 24 Liberty High School Graduation
May 24 City High Graduation
May 25 Holiday (Memorial Day): District Offices Closed
May 26 Tate High Graduation

May 29 End of Third Trimester/ Last Day of Classes for Students (Early release following Thursday dismissal schedule)
 June 1 Teacher Work Day

**EARLY DISMISSAL WILL BE SCHEDULED EACH THURSDAY
 (DISMISSING ONE HOUR EARLY)**

All inclement weather decisions are broadcast on TV, radio and via Blackboard.

You can also access information at any of the following:

- Visit the website at www.iowacityschools.org
- Sign up to receive ICCSD twitter feed at <http://twitter.com/ICCSDNotify>
- Call 319-688-1234

A calendar of religious holidays can be accessed on the District website at www.iowacityschools.org

TATE HIGH SCHOOL FACULTY 2019-2020

Faculty Member	Position
Becky Aman	School Nurse
Kiely Auch	Library Associate
Marsha Berentson	Associate
Sandy Barnes	Principal's Secretary
Lisa Breneman	Government Teacher
Kristina Brown	School Counselor
Ann Browning	Building Principal
Anne Coatar	English, Academic Supports
Mandy Duffey	ScienceTeacher
Shawn Donovan	Science Teacher
Jason Dwight	Associate
Sara Eisenberg	Principal's Secretary
Maria Encarnacao	Front Desk Receptionist
Brett Finger	Math Teacher
Carrie Fitzgerald	Math Teacher
Jodi Gibson	Social Studies, Academic Supports
Uli Goerlich	Edgenuity Teacher, Art
Rhonda Halverson	Health, Family Consumer Science
Ebony Hawkins	Hall Supervisor
Tara Harrod	Social Studies Teacher
Jill Herrig	Math Teacher
Jennifer Hood	Associate
Wendy Jacobsen	Academic Support Coordinator

Amanda Remington	Student Family Advocate
Wes Kelly	Associate
Dan Kinney	Art, Resource
Kevin Kofron	Physical Education, Coach
Vincent Lehmkuhl	Special Education Teacher
MJ Meidlinger	Social Worker
John Netty II	Assistant Principal
Huy Nguyen	Head Custodian
Amir Noreldaim	Associate
Alex Parham	English
Kra Prantner	Student Family Advocate (SFA)
Kate Richey	English, Instructional Design Strategist
Caitlin Hauskins	Student Advisory Center
Lisa Petrie	Library Media Center
Valerie Quarles	Associate
Jesse Smith	Academic Support Teacher, MTSS Coordinator

****ICCS D E-mail format for staff is: lastname.firstname@iowacityschools.org**

Of Note 2019-2020

Tate will begin the year at 2200 E. Court Street while an addition is being built at Tate High School. The goal is to move back to Mall Drive after winter break.

We've highlighted below some important policies and procedures that will be a focus for us during the current school year. These have been implemented to enhance the educational experience we provide for our students.

Student Chromebooks: The Iowa City School District will be issuing each student their own chromebook to use during the school hours. This chromebook will be your students' for the year to use. Students are responsible to bring their CB each day fully charged and have their charger, and to report any issues with the CB to the library staff.

Tips for basic day to day care and use of your Chromebook

- Tip #1: Plug your Chromebook in every night so that it can have a full charge each morning. If you do that, there should be no reason for you to bring your charging cable to school, as your battery is designed to last a full day.
- Tip #2: It is a really good idea to identify one safe place for your Chromebook to be kept at home, and that place should NOT be on the floor. Find a flat, elevated surface, such as a table or a desk and always plug your Chromebook in there.
- Tip #3: Don't pile things on top of your Chromebook. These devices are not designed to hold any weight, and even a relatively small amount of pressure on the screens can cause damage.
- Tip #4: Be careful with pets and younger siblings around your Chromebook. And, be particularly careful with food and drinks near your device.
- Tip #5: Remember not to put things on your Chromebook keyboard when you are using it. Closing the lid onto a pencil or a notebook is a sure way to damage the screen.
- Tip #6: Always close the lid when you are carrying your Chromebook. Don't worry, you won't lose any work if you close the lid. Also, don't carry or lift your Chromebook by grabbing just the screen. Always close the Chromebook and carry it with the lid down.

MakerSpace: The Iowa City School District in partnership with the Iowa City School District Foundation has collaborated to offer Makerspace learning space available for students which are DIY spaces where people can gather to create, invent, and learn. Tate has a few such spaces available for students and teachers this year located in the library. See Librarian Lisa Petrie for more details.

●**Electronics Policy:** Tate has adopted a NO ELECTRONICS policy. During the school hours of 9:00am-3:00pm all phones must be put away and ringers turned off. Students are allowed to have their phones on their person, however, if the phones are **seen or heard** they will be expected to store their phones in the Electronics Lockers provided. The devices may be picked up at the end of the day. The Electronic Lockers are safe and secure storage of all electronic devices such as iPads, headphones or electronic games. Again, if a student uses or displays their phone during school hours, they will be expected to store their phone in the locker for the remainder of the day. For students who refuse to comply with this request, parents will be called and the student will be sent home for the remainder of the day.

Parents or day care providers who need to get in contact with a Tate student are asked to call the main office and messages will be delivered immediately to the student.

Tate has moved to this policy to protect the educational environment of the school. Phones and electronic devices have created major disruptions during class as students text, check Facebook and play games during educational time. Electronic devices are often stolen and

investigations of these thefts consume long periods of staff and school time. The Tate staff strives to reinforce CORR Values and prepare students for future workplace etiquette.

- Silver Cord Program**: Students may earn a Silver Service Cord to be worn on their gown at graduation, which indicates at least 100 hours of volunteer service during their enrollment at Tate High School. Tate will accept documented previous hours earned from other high schools.

- Academic Awards**: Numerous academic awards are available for students and are recognized by a celebration each trimester. These awards are aligned with CORR Values and PBIS standards. (See Guidance section for more details.)

- Visiting other schools**: Students are not to visit other schools without the permission of that schools administration. This includes City High, Liberty, West High, Regina, and along with all district elementary and junior high schools.

- Insubordination**: Students must comply with any reasonable request from a teacher or staff member when at school or attending a school function.

- Water Bottles**: All students are allowed to carry water with them to classes. No flavored beverages are allowed. Any non-water beverage will be required to be placed in your locker. Repeat offenders will be subject to school discipline.

Students will need to follow teacher guidelines on consuming water during the class period.

- Early Release/Late Arrival**: Students who have early release or late arrival times should not be in the building before their first class of the day or after their last class of the day or be in the library, commons, or a classroom if they are waiting for a scheduled club or activity. Students must wait in the office until their scheduled activity begins.

- Repeated behavior issues**: Students who are involved in multiple behavior issues during the year will be required to have a parent meeting to problem solve and determine appropriate coping strategies or possible change of placement.

- Visitor policy**: In order to maintain a productive school environment, student visitors will not be permitted during the school day. Visitors will be asked to return to talk with teachers after school has ended. Students from other schools are not allowed on our property at dismissal. If a visitor comes to Tate, we will ask that they stay in the main office and have you come to the main office to collect information or items you may need. This is for the safety of all in the building.

•**Physical Fighting:** Students who engage in physical fighting or related behaviors will be suspended out of school. We have zero tolerance for any physical violence in our school.

Vape/E-cigarettes: Any vape pen or e-cigarettes will be confiscated and thrown away. If the student is underage the vape pen or e-cigarettes will not be returned. If this becomes an ongoing issue the student may be fined for underage smoking on school property.

General Student Expectations

Teachers will communicate their specific classroom expectations to students at the start of the school year/trimester. Students will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

1. Make school attendance a priority.

- a. Consistent and prompt attendance in every class is critical for successful academic performance.
- b. An unexcused absence may result in no credit for class work that day.
- c. For pre-excused/school-related absences students should have work for the day completed prior to being excused. Students should be prepared to take a quiz, test, or submit assignments on the day of his/her return to school.

2. Be prepared for and participate in class.

- a. Report to class prior to the tardy bell with pen/pencil, paper, text, notebook/folder, and other materials related to the class.
- b. Complete homework in a neat and legible manner.
- c. Achieve maximum performance in class through effort, attitude, and daily attendance. Sleeping is not permitted in class, library or offices.
- d. Items which inhibit maximum academic effort will not be allowed. iPods may not be turned on nor headsets worn during class. Cell phones and other similar communication

devices are prohibited during the student's scheduled class time. Items in use must be locked in the designated Electronics Lockers.

3. Respect other people and their property.

- a. At all times the student should practice CORR Values and act with courtesy toward teachers, staff members, and students. Actions and words should reflect courtesy.
- b. The student is responsible for keeping all school property (books, classroom materials) in good condition.
- c. Theft of property is unacceptable at Tate High and will be dealt with severely.

General Information

This handbook was designed as a general guide. It is not meant to list every possible "do" and "don't". It is the responsibility of each student to become knowledgeable of the expectations of student conduct and behavior. Ignorance of a rule will never serve as an excuse for its abuse. Not all situations can be labeled or defined in advance. Administrators are to make decisions in those situations

Visitors/Strangers On Campus

All visitors to Tate High School are required to sign in with the secretary in the Main Office upon arrival in the building. Visitors should wear a visitor ID tag while in the building. Students are not allowed to bring visitors to school.

Entrance Doors

After the school day begins, all entrances will be locked. This measure is taken to deter unwanted visitors from entering our building. Please do not open the door to anyone during the school hours; this includes students. The main office is responsible for granting visitors access to the building.

Video Surveillance

The Board authorizes the use of video cameras located where there is no legitimate expectation of privacy in public areas. Video recordings may become a part of a student's educational record and may be used as evidence in internal disciplinary proceedings or by law enforcement agencies.

Powerschool

Powerschool is a web based system that gives parents and students access to grades, assignments, and attendance in real time so they are able to track student progress. Powerschool can be accessed through the Tate High home page. Login and password information can be picked up in the main office. Students and parents should check their Powerschool accounts regularly to monitor progress.

Fee Waiver Policy

Families who meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Social Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Forms are available in the Main Office. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. This waiver must be completed annually.

Lost and Found

Articles that are found around the building should be turned in at the main office. Students should check to see if lost articles are in the main office in a box marked "Lost and Found".

Disaster and Fire Drills

Instructions are posted in each room. When an alarm is sounded, move quietly, according to posted directions. False alarms endanger the safety of students and staff. Perpetrators will be suspended and prosecuted.

Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and principal. Any expression made by students, including student expression in an official school publication, is not an expression of official school policy. Official school publications are free from prior restraint by employees or officials except as provided by law.

Student Hall Lockers

(Refer to Board Reg. 502.01c)

Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring lockers, are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker. Contraband discovered during searches shall be confiscated and may be turned over to law enforcement officials.

Use of School Telephones

The school telephones are business phones and use by students will be kept to a minimum. Students will not be allowed to leave class to make phone calls except in urgent situations. If a parent must contact you at school, please instruct them when possible to leave a message for you with the main office. Parents may contact students at school by calling the main office and leaving a message.

Guidelines for hanging posters and signs

All posters must be approved in the main office by the principal or designee. The advertised events must have been previously approved.

- Posters that are inappropriate or offensive will not be approved.
- Date, time and contact person or group, should be included.
- Posters and signs should be hung on bulletin boards or tack strips.
- Posters and signs should not be attached to the pillars in the commons.
- Posters and signs should be removed by the sponsoring group after the event is concluded.

ACADEMICS

Academic Honor Code

Students are expected to exhibit and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work. Students are expected to do their own schoolwork; students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit, including examinations, essays, themes, reports, projects, or other homework. Students must give credit to sources consulted in research. Students may not interfere with another student's academic work nor help them commit an act of academic dishonesty.

The following are specific violations to the academic honor code:

1. Cheating

- a. Unauthorized use of notes, texts, or other print or electronic aids (calculators, cell phones, iPods, etc.) during a test or quiz.
- b. Copying the work of others and/or allowing others to view your answers or copy your work during a test or quiz or on homework.
- c. Allowing other parties to assist in the completion of your test, quiz, homework, paper, or project, when not permitted.
- d. Helping or attempting to help someone commit an act of academic dishonesty.

2. Plagiarism

- a. Presenting the work of others without proper acknowledgement.
- b. Claiming the words and ideas of another as one's own.
- c. Failure to properly cite and specifically credit the source of both text and web materials in papers, projects, or other assignments.

3. Forgery

- a. Altering a score, grade, or schedule change on an academic record.
- b. Forging the signature of a teacher, administrator, counselor, or other staff member without proper authorization.

4. Obtaining an Unfair Advantage

- a. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor.
- b. Retaining, possessing, using or circulating previously given examination materials, when those materials are to be returned to the instructor.
- c. Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over students' academic work.

(Based on University of Iowa Tippie College of Business Honor Code)

GUIDANCE SERVICES

There is a counselor available for each student in the school. These services include assistance with (1) planning and scheduling a high school program of study, (2) home/school/social concerns, (3) personal individual problems, (4) post-secondary and college planning, (5) occupation and career information, and (6) interpretation of test information. Parents are encouraged to contact the Guidance Office (319-688-1083) if they have questions.

School Counselor: Kristina Brown

Student Records

(Reference Policy 605.5)

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendment to, and copy their child's records during regular office hours.

Homeless Children and Youths

The definition of homeless is as follows: individuals who lack a fixed, regular, and adequate nighttime residence. Anyone who fits that description is eligible for access to certain resources.

If this describes your situation or you have questions contact your school counselor and/or Student Family Advocate.

Academic Awards As a part of PBIS, Tate offers academic awards and attendance awards for each trimester. The awards ceremony takes place on the final day of each trimester.

- **Classroom Excellence:** all As and Bs for trimester’s end.
- **Classroom Honors:** No grades lower than a C for trimester’s end.
- **Attendance:** No greater than five missed days in the trimester.

Transcripts

Transcript requests by students or parents will be honored and information will be released unless the parent indicates in writing to the guidance office that they do not want this information transmitted.

Address Changes

Students are to notify the Guidance Office (688-1083) immediately to report any changes in address, email address or telephone number. Because many school-related materials and contacts are made with families during the course of the year, it is extremely important that change of address be reported.

College Entrance Requirements

Students are strongly urged to work closely with their Guidance Counselor regarding college entrance requirements. In order to be prepared, students need to get specific information from a variety of schools and/or post-high school programs. Not all courses listed in the Program of Studies meet colleges and/or NCAA admission requirements.

Graduation Requirements

Students are required to successfully complete 310 credits, including all specific core course credit requirements, and meet the residency/attendance requirement in order to receive a City High diploma. **Students must have attended City High or West High or Liberty High School for their final trimester of academic work in order to receive a diploma from City High or West High or Liberty High School.**

Specific Requirements

English (4 years)	Credits
English 9	15 credits
English 10	15 credits
US Literature	15 credits
English Electives	15 credits
Social Studies(3 years)	Credits
American Studies	15 credits

World History	5 credits
Government 1	5 credits
Government 2	5 credits
Economics	5 credits
Mathematics(3 years)	Credits
Mathematics electives	45 credits
Science(3 years)	Credits
Foundations of Science and/or Biology	15 credits
Biology	15 credits
Science electives	15 credits
Physical Education(4 years)	Credits
Phys. Ed.	20 credits (5 per academic year)
Health	5 credits
	<i>*PE waivers or medicals do not award credit</i>

Physical Education Requirements

Tate requires five credits of PE per academic year. PE is offered daily and may also be completed independently when approved by guidance and the following requirements are met. Suggestions of activities include daily walking, joining a gym, taking PE when offered, jogging, etc. These hours of PE must be logged, verified by a supervisory adult, and submitted on a trimester basis to both the PE teacher and the guidance office. Once approved, those credits will be entered on the transcript. PE forms are available in the main office.

Work-based Credits

As an alternative school, Tate strives to offer ways for working students to earn credit toward graduation for working.

120 hours of work = 5 credits of an elective course

These hours must be documented by submitting copies of paystubs or from signed copies of hours documented by a supervisor.

Report Cards

A midterm progress report will be distributed to parents at the midterm of each trimester, at parent-teacher conferences and at the end of each trimester, report cards will be mailed home.

Students With Failures

Students who fail two or more classes (excluding PE) in a trimester will be encouraged to meet with their advisor to determine how to remain on track for graduation.

Early Graduation

Although students are encouraged to complete four years at Tate/home schools and continue to study in the many areas available, students sometimes decide to graduate early. Students must complete all of the graduation requirements and the required number of credits (309) to graduate early.

Students planning early graduation must contact the counselor to request this status before their last trimester ends. A student who graduates early may participate in senior activities and commencement.

Making Up Graduation Deficiencies

Students who are deficient graduation credits may enroll in APEX credit recovery or APEX summer school. APEX enrollment is contingent on teacher recommendation, previous adequate academic progress, and continued academic success in the online program.

All credit requirements for graduation must be completed by the end of summer school of the graduating year in order to receive a diploma for that graduation year. Credits completed after that date will apply toward a diploma for the school year in which requirements are met.

Independent Study

Students may earn credit in fields or areas not offered in the current year's curriculum by doing Independent Study. Students must acquire a sponsoring Tate teacher and cooperatively develop a course of study to fit individual interests. Teachers may take on no more than two independent study students per trimester.

Independent Study courses can be used to fulfill general elective graduation requirements only. Once a course of study is cooperatively developed, the student must obtain parent(s) and counselor signatures and then submit the application to the Principal for final approval. Students must apply for Independent Study by the final day of the preceding trimester. A student may earn 1 to 5 credits of Independent Study per trimester with a maximum of thirty (30) credits counting toward graduation.

Warrior Work Time

Warrior Work Time is Tate's commitment to making sure all students succeed. WWT is supplemental instructional support for students who are struggling with core course concepts or who need more time to complete course work. It is a designated period during the school day where students can meet in small groups or one-on-one with teachers to practice and learn skills, and/or to receive clarification or additional help on assignments. Anyone can attend WWT at Tate for instructional support, however, students earning Ds or Fs are required to attend. The benefits of WWT include:

1. More instructional time for learning

2. Smaller instructional groups or individualized help
3. Instruction targeted at appropriate levels
4. More detailed explanations of and supports for assignments
5. More extensive opportunities for practice
6. More opportunities for error correction and feedback

Procedures for Warrior Work Time are as follows:

- On Monday mornings, grades in PowerSchool will be reviewed and students earning Ds or Fs will be assigned to WWT. During Advisory, students will be told if they are to report to WWT and where they should report. Class assignment may also be seen on the monitors in the hallway.
- Each morning thereafter, grades will be reviewed and WWT lists updated.
- If a student has more than one D or F, they must attend WWT in each course until all grades are raised.
- Students can be released from WWT once grades are above Ds. However, if they finish assignments during WWT, they must have a pass to leave the classroom.
- Students may choose to attend WWT any time regardless of their grades.
- Students who refuse to work in class and/or refuse to work during WWT will be assigned to the SAC where they will work through the underlying cause of the work refusal. Students assigned to the SAC will remain there until their grades are above Ds.

ATTENDANCE

It is the policy of the ICCSD to encourage regular attendance on the part of its students. By Iowa law, a child who is under sixteen years old by September 15 must attend school. Parents, legal guardians, or custodians of a child are responsible for the child to attend school during the school year. In order for the Tate High School staff to do the best possible job of educating our students, they must be in regular attendance. A successful educational program requires the cooperation of the parents, the student, and the school staff. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance.

Absence Procedures

1. When a student knows in advance that he/she will miss school, he/she should make up the work before the absence. Students should bring a written excuse from parents stating the reason for the absence.

2. When a student is absent because of an unforeseen event such as illness, parents should call the office between 7:30 a.m. and 9:30 a.m. (688-1080). If it is not possible to phone, the parent should send written notice with the student when the student returns to school or correspond with the main office via email. If a student is absent multiple days in a row, it is necessary to

inform the school **each day** your student will be gone. Students absent more than 3 consecutive days should present a doctor's excuse to return to school. Students whose parents phone will not be required to bring a written note to school. Those not phoning will be required to bring a note, signed by the parent, stating the nature of the illness. If neither of the above two procedures have been followed, the student may be asked to phone home from the office so that the absence may be verified.

3. A student will have two days to make up work for the first day absent. From that point they will have one day to make up work for each day absent, up to teacher discretion. The administration may grant additional days in special circumstances. Make-up work will be given upon a student's return. Teachers need at least one day to gather make-up work for students.

4. If you return to school during the school day when classes are in session, always go first to the main office and sign in. This tells the office that you have returned and helps keep an accurate attendance record.

Absence Types:

Type I-"Excused"- "EX"

- Parent calls the child in absent
- Examples include but are not limited to: illnesses, family emergencies

Type II – "Unexcused" - "UA"

- Truancy, skip days, tardy over 10 minutes
- Absence unverified by a parent

Type III – "Activity" - "ACT"

- School related absences
- Examples include but are not limited to: school field trips, school sponsored events, college visits (4/year)

Type IV-"Medical Appointment"- "MED"

- Pre-Approved Appointments
- Examples include but are not limited to: medical and legal appointments with a note from the medical office.

Type V-"Administrative"- "Admin."

- Administrative Approved
- Examples include In-School and Out of School Suspensions, students being pulled from class, and other Administrative related occurrences.

Tardies

A student is considered unexcused tardy up to 10 minutes after the bell rings. After 10 minutes a student will be counted extended tardy/late.

Things to Note about Attendance:

1. Regular school attendance promotes learning and achievement. Absences (excused AND unexcused) are considered excessive when the number of absent days exceeds 20% of required attendance days.
2. Any number of absences that exceed the 20% limit will be considered on an individual basis. (ie: hospitalizations, family hardship, etc.)
3. Excessive absences may result in the student receiving zero credit for that class or loss of graduation credit.
4. Per District policy, 10 consecutive days of any type of absence will result in the student being dropped.

Advisory

Advisory attendance is mandatory. It is used for informing students of school announcements, conducting guidance functions, distributing student information such as midterm reports, report cards, and registration information. It is the student's responsibility to get information from their advisor.

Early Release/Late Arrival

Any student given permission to have late arrival or early release due to classes being dropped, work schedules, or other administratively approved reasons must have this approved in the office. These students must sign in when they arrive and sign out when they leave. No students are able to stay in the Commons to wait for a class to begin nor end. No students may visit other classrooms. The students must wait in the office for class to begin.

Pre-arranged Absence forms are available to students who anticipate an extended absence due to a school function or family situation. It is required that every teacher sign this form and the student take responsibility to prior to the absence to complete the form. The student is responsible for completing all work assigned during the period of their absence.

BEHAVIORAL GUIDELINES

The Iowa City Community School District is committed to providing the best possible educational environment and to develop student self-discipline. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. The district will protect students' rights in a manner that won't result in an impact on students by virtue of race, sex, sexual orientation, disability, or national origin. School rules apply to students on school grounds; on the way to and from school; away from school in connection with school related activities; and in other community settings in which student behavior may impact the successful implementation of school programs or affects the safety and welfare

of students.

Definitions

Student Advisory Center (SAC)

- Our student advisory center (SAC) is a place where students can de-escalate, problem solve and learn strategies to prevent further problem behaviors. It is designed to keep students connected to school when they are receiving disciplinary action.
- If students are directed by staff to go to the SAC, they should report directly to the SAC. Failure to do so may result in additional school consequences.

In-School Suspension

• Student will be required to stay in the SAC during the school day. If a student is in the SAC more than one class period, the student will not be allowed to practice or compete in co-curricular or extracurricular events that day. Parents will be notified of the suspension. Parent conference may be required for re-admittance. Use of electronic devices such as cell phones and iPods are prohibited during ISS. Student is responsible for make-up work missed during the suspension period.

Out-Of-School Suspension

• Student required to stay out of school during the school day, including all events and practices. Parents are notified of the suspension. Parent conference is generally required for re-admittance. Student is responsible for make-up work missed during the suspension period or as negotiated with each teacher.

Due Process

• To ensure that students receive fair treatment, student suspensions or recommendations for expulsion must be made in accordance with the following:

The administrator shall conduct an investigation into the charges against the student and provide the student with the following:

1. Oral or written notice of the allegations.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.
4. An explanation of the evidence against the student if they deny the allegations.
5. Information about the right to appeal. Appeals must be submitted in writing.

Inappropriate Behaviors

The following is a list of inappropriate behaviors. It is not intended to be exhaustive but is representative of inappropriate actions.

- a. Intimidating acts or language including initiation/hazing. Students may not report to school dressed for any type of initiation.
- b. Insubordination. Not following reasonable staff requests
- c. Fighting. Any student who has physical contact in a confrontational manner with a student or school employee will receive a suspension from school, including the possibility of expulsion.
- d. Distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, psycho-active and/or other controlled substances, paraphernalia or equipment associated with these substances and/or "look alike" substances that appear to be any of the above substances or immediate association with any of the above.
- e. Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability. Tate High School is an institution with a diverse ethnic and racial makeup. It is our policy that all groups be treated in a supportive and equitable manner.
- f. Theft.
- g. Destruction of property and/or vandalism.
- h. Repeated acts of belligerence, disruptive behavior, or violation of any school rules. Generally, when a student is repeatedly referred out of a classroom for disciplinary reasons, the student will be withheld from attending the class until a conference is held with the student's parent(s).
- i. Promotion of gang or gang related activity. This may include but is not limited to displaying/wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items that promote gang activity.
- j. Sexual harassment of individuals or groups.
- k. Possession or control of an offensive or dangerous weapon/object (e.g., firearms, knives, explosives).
- l. False fire alarms, bomb threats, or other similar illegal acts.
- m. Arson or any other inappropriate use of fire.
- n. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
- o. Gambling.
- p. Truancy, unauthorized absence, leaving school at unauthorized time or failure to check in/out upon entering or leaving school, or unexcused tardiness.
- q. Throwing objects (e.g., snow, pencils, rocks, food etc.).
- r. Visit to another school during normal school hours.
- s. Misbehavior on bus.
- t. Failure to attend assigned detentions.
- u. Inappropriate use of cell phones, iPods, laser pens, skateboards or roller blades.
- v. Any clothing or insignia that is deemed offensive or has the potential to cause a substantial disruption to our school environment will be prohibited from being worn or displayed on school premises.
- w. The use of cell phones, pagers, beepers, and other similar communication devices is prohibited during class. Items in use or in view during this time will be confiscated.
- x. Excessive public display of affection at school or school activities.

School personnel determine latitude for the determination of precisely what sanction should be imposed for each infraction. Every effort is made to relate the consequences or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the causes or factors contributing to the student's actions. The range of available consequences or disciplinary measures includes:

- Develop and follow an improvement plan with administrator, teacher, or counselor assistance
- Warning
- Cancellation of special privileges
- Referral for counseling/staffing evaluation
- Reassignment to another class
- Confiscation of unapproved items – mp3 players, skateboards, cell phones, etc.
- Parent/teacher conference
- Payment of damages
- Work option or community service
- In-school suspension in SAC
- Out-of-school suspension
- Reassignment to an off-site district program
- Expulsion
- Notification of law enforcement authorities

Insubordination

Insubordination is the flagrant disregard for authority, the refusal to obey school rules and regulations or a directive of school personnel. This is considered to be a serious affront to maintaining a safe and secure learning environment for all students and will not be tolerated on any level. Insubordination will be reported by the teacher or staff to school administration. Parents will be contacted by the teacher and/or administration regardless of severity. Appropriate disciplinary action will be determined by the administration and may result in an out-of-school suspension for up to 5 days and/or removal from the class. (Refer to Board Reg. 502.01)

Food and Drink

Building health and sanitation are essential. Consumption of food or non-water drinks is not acceptable in the hallways. Food should be consumed in the commons. Water bottles are acceptable but should follow teacher guidelines while in class. Open food and beverage containers may be stored in lockers if sealed. Teacher-supervised consumption of food and beverages at specific events is an exception to this guideline (especially during Advisory). Students may eat lunch in the cafeteria. **Students are not allowed to eat lunch or breakfast in the academic wing at any time.**

Profanity

Use of profanity will not be tolerated at Tate High School. Repeated or extreme usage may result in school discipline. If directed toward a staff member (implied or direct), suspension will occur.

Vandalism

The students, faculty, and parents are very proud of Tate High School as a new and contemporary building. We expect that all students will continue to use the building and its equipment as it was intended, and discourage abuse and misuse of school property. Abuse of any property will be prosecuted according to the law and may result in a suspension. This includes times when students represent Tate High School outside the school. The student will be held responsible for the dollar amount of damages incurred. Parents/guardians will be notified.

Theft

Theft is not tolerated at Tate High School. Students who steal will be subject to school consequences and may face legal prosecution. It is expected that students respect the property of other students, faculty, staff and the school district. Restitution will be required. If a student has something stolen they should come to the Main Office and fill out a theft report.

Unauthorized Visits to Another School

Students may not visit another school during the school day without prior permission from that school's administration. If an unauthorized visit occurs, parents will be contacted. Consequences may include loss of open hours, no trespass warning, and/or suspension.

Conduct at Assemblies

Assemblies are scheduled at regular intervals partly determined by student participation. Students are asked to be especially well-mannered and practice CORR Values during these assemblies. Students that do not meet the proper standards of conduct will be banned from attendance at future assemblies.

Parking

It is a privilege for students to be able to drive their automobiles to school and to park in the school parking lot. The vehicle must be parked in a designated area in a proper manner. Any vehicle parked in the school parking lot is an extension of school property and may be searched with reasonable suspicion. Any car illegally parked may be moved by tow truck. Habitual violation may result in losing the privilege for the remainder of the school year.

Items of contraband that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. The student will be asked to consent to the search. If

consent is refused, the student's parent or guardian will be contacted for consent. If the apparent contraband is illegal, law enforcement will be contacted.

Initiations, Hazing, Bullying or Harassment (Reference Policy 102)

Harassment, bullying and abuse are violations of the Iowa City Community School District's policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The Iowa City Community School District has the authority to report students violating this rule to law enforcement officials.

SEE SOMETHING/SAY SOMETHING:

Students who feel that they have been harassed or bullied should:

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. Tell a teacher, counselor or principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser or bully did;
 - Witnesses to the harassment or bullying;
 - What the student said or did, either at the time or later;
 - How the student felt;
 - How the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. it places the student in reasonable fear of harm to the student's person or property;
 2. has a substantially detrimental effect on the student's physical or mental health;
 3. has the effect of substantially interfering with the student's academic performance;
- or**

4. has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Sexual harassment includes, but is not limited to:

1. verbal, physical or written harassment or abuse.
2. pressure for sexual activity.
3. repeated remarks to a person with sexual or demeaning implications.
4. suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

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

Appropriate Dress

Students are expected to dress appropriately for school and may not wear or display attire, which is deemed disruptive of the school environment or unreasonably infringes on others' rights to health, safety, welfare or property. If clothing is deemed disruptive or unreasonably infringes on others' rights, the offending student will be required to correct the situation. Depending on the situation (repeat violator), the student is subject to disciplinary action.

An administrator will make all final decisions.

The following are examples of clothing considered inappropriate for school:

- Clothing that exposes excessive cleavage
- Inappropriately short skirts or shorts
- Bare midriffs, chests or torsos
- Pants, slacks, or shorts worn below the waist
- Hoods or other head coverings, including bandanas in the school buildings. These items must be placed in a student's locker during the day.
- Clothing or accessories that promote the use of alcohol or drugs, includes profane or offensive language or pictures that are obscene (vulgar, crude, or lewd) or include sexually inappropriate or racially biased material or references.
- Shoes or sandals are to be worn at all times during school. Students will be asked to change to appropriate shoes, if students need to travel home to change clothing or shoes it is counted as unexcused absent for that class. If there is a medical reason or religious reason to make an exception to these rules, the parents must request an exception. An administrator must approve exceptions before the student can wear attire that is an exception to these rules.

Student Protection Legislation

Iowa State law includes legislation to protect students in our schools from physical and/or sexual abuse by the school district employees or volunteers. Physical abuse is a non-accidental physical injury that leaves a mark at least twenty-four hours after the incident.

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to:

1. necessary to stop a disturbance,
2. to obtain a weapon or dangerous object,
3. for purposes of self-defense,
4. to protect the safety of others,
5. to remove a disruptive student,
6. for the protection of property or to protect a student from self-infliction of harm.

This law entails a three-step process. If you believe that your child has been physically or sexually abused by a district employee, a Level I investigator will determine the facts in your case. If indeed abuse is supported, the case will be moved to a Level II investigator. If abuse is still suspected at this level, the Level II investigator will turn your case over to district court officials.

Level I Investigators for abuse and harassment (Contact at Educational Services Center 319-688-1000)

Kingsley Botchway (Equity Coordinator), Matt Degner (Director of Secondary Schools), Susie Poulton (Health Services Coordinator)

Student-To-Student Harassment

Bullying or harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities;

and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) Places the student in reasonable fear of harm to the student's person or property; 2) Has a substantially detrimental effect on the student's physical or mental health; 3) Has the effect of substantially interfering with the student's academic performance; 4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Retaliation against any person because they have filed a complaint OR the filing of false complaints is also prohibited and students who engage in this behavior will be subject to appropriate disciplinary measures. District policies and forms can be found on the district web site.

Abuse of Student by School Employee

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator or any school employee. To generate an investigation, the report must include basic information showing that the victim of the alleged abuse is a student, that the alleged act or omission of the school employee meets the definition of abuse, and that the person allegedly responsible for the abuse is a school employee.

The report shall be in writing, signed, witnessed, and contain the following:

- a. The full name, address, and telephone number of the person filing
- b. The full name, age, address, and telephone number of the student.
- c. The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
- d. A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- e. A list of possible witnesses by name, if known.
- f. Names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Student Searches (Reference Policy 502.1, 502.1c)

The Board of Directors holds all school property in trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. The scope or intrusiveness is determined based on factors such as the: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay. A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks,

pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay.

Fighting

Fighting among students is unacceptable. We want to provide a safe and secure learning environment for all students at Tate High School. Fighting will not be tolerated or excused. Students will receive a minimum three-day out-of-school suspension and may receive up to a five-day out-of-school suspension. Police may be contacted and charges filed if the following factors are present:

- Level of injury (visible, needs treatment, etc.)
- Premeditated actions (pre-planned fight, prior threats, on-going negative relationship where intervention(s) has already occurred)
- Disruption to public area (during class time, in hallways, in lunchroom, etc.) and disruption to the school day
- Level of staff intervention (number of personnel to safely stop the incident: amount of verbal/physical intervention necessary to safely stop the incident)

Parents are REQUIRED to come to school with their student for reinstatement (no phone calls). The student and parent(s) will meet with a member of the administration to discuss appropriate behavior. (Refer to Board Reg. 502.01)

District Gang Policy

The Iowa City Community School District Board of Directors has adopted a policy addressing gangs and gang activities in our school. Policy 502.9 defines a "gang" per *Code of Iowa 723A* as "any ongoing organization, association, or group of three or more persons which has as identifiable name or identifying sign or symbol, having as one of its primary activities the commission of criminal acts, and whose members individually or collectively engage in or have engaged in pattern of criminal gang activity."

The policy prohibits any student on or near school property from engaging in a variety of activities including, but not limited to recruiting others for members in a gang or gangs; engaging in other conduct that intimidates or threatens any person; displaying any clothing, jewelry, gestures, etc., that is intended to show membership in or affiliation with any gang.

Drugs or Alcohol (See Administrative Reg. 502.6)

Using or possessing alcoholic beverages/drugs and/or acting as if intoxicated or under the influence will not be permitted in the school building or on the school grounds or at any school-sponsored activity (home or away).

Any violation of the alcohol/drug policy will result in a five-day out-of-school suspension and prosecution according to the law. Students will be required to attend a Substance Abuse Education-Based Group class through the Tate High Prelude counselor and adhere to all recommendations as part of the conditions for reinstatement. Repeat violations may result in additional consequences, including support services and outside agencies.

Use or Possession of Tobacco (See Administrative Reg. 502.6)

The use or possession of tobacco in any form will not be permitted in the school building, the school grounds or at any school-sponsored activity. Violators may be reported to police. Users will be dealt with as follows:

- **first offense:** parent notification and one day out-of-school suspension. In addition, student will be referred to the Prelude counselor for counseling as part of their conditions for reinstatement back into school.
- **second offense:** parent notification and 2 day out-of-school suspension.
- **third offense:** parent conference and 3 day out-of-school suspension.

Weapons Policy (Reference Policy 502.1c)

The Iowa City Community School District has zero tolerance for unauthorized weapon or look-alike possession. Thus, any student who possesses, buys, sells, uses, or threatens to use, a dangerous weapon as defined by Board Policy 502.1c shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. Parents/guardians of students found to possess a weapon or dangerous object on school property shall be notified. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action.

A student possessing a weapon shall be suspended pending investigation. Except in the most extraordinary of circumstances, the administration shall recommend the Board expel any student who possesses, buys, sells, uses or threatens to use a gun/firearm while on school district premises, in school district facilities, or at school district sponsored activities.

LIBRARY GUIDELINES

Library Hours

Open Monday – Friday 8:30 a.m. to 3:30 p.m. The Phoenix Program meets in the library from 4:15-6:15pm Monday-Thursday. The library is a place for quiet research and study. The library provides students with access to materials that support their classroom endeavors, individual academic growth, and personal interests. Students are expected to be on task and working

productively. Students will use computers and other equipment and resources responsibly and appropriately. **Food, candy, and beverages, electronic devices, or cell phones are not allowed in the library.**

Borrowing Library Resources

Library books may be checked out for 3 weeks, with the option of renewal. A 5-cent per item per school day fine is assessed for overdue library materials. Students must pay the replacement costs for lost or damaged materials. Students must have their ID for checkout of materials.

Technology & Computer Resources and Use

Access to technology resources is provided to students for academic purposes. The goal of providing technology is to promote educational excellence by facilitating instruction and learning, research, production, innovation, communication, and collaboration. Students must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage of computers. Computers may not be used for non-academic purposes such as playing games, instant messaging, excessive personal web surfing, or excessive personal emailing. The ICCSD Board Policy 509 outlines student use of Technology Resources. Students who violate computer use guidelines will lose access privileges. The use of the school's technology resources are a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or school disciplinary or legal action.

Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. Students are not to modify the standard configuration of any computer. Students must login and logout from the network properly. Students should report any malfunction to the appropriate staff.

E-mail and Social Networking

Student use of non-academic related email and social networking sites should be kept to a minimum. Messages relating to or in support of illegal activities may be reported to the proper authorities. Illegal activities are strictly forbidden. This includes but is not limited to threats, harassment, stalking, and fraud.

Intellectual Property

Students must respect the intellectual property of others by crediting sources and following all copyright laws. Students may not download or install software on school computers.

Vandalism

Vandalism will be grounds for losing computer privileges. This is defined as any malicious attempt to modify, harm or destroy the equipment, the computer configuration, or data of another user, the Internet, or any other networks.

Network Accounts

Students are assigned a network account login that may be used on any computer in the school. The login gives students access to printers, resources, and storage space on the building file server. This space may only be used to store documents created for school-related projects. Students may not use the network to store programs or applications of any type, or non-school-related files. Files stored in students' accounts are not private. School staff may review the contents of student accounts to maintain system integrity and ensure responsible and appropriate use.

Security on the computer network is imperative. Prohibited actions that may result in loss of user privileges include:

- Using another individual's account without permission
- Attempts to break into password protected areas of a network or tamper with network systems
- Accessing unauthorized portions of the POWERSCHOOL system
- Any attempt to breach the desktop security of a computer
- Sending network broadcast messages disrupting network use.

STUDENT ACTIVITY CONDUCT CODE

The Board of Directors of the Iowa City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Iowa City Community School District throughout the calendar year, whether away from or at school.

Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the criteria established by the board, administration, and individual activity coaches and sponsors.

Tate High clubs and activities offer something for everyone. Being a **Warrior** means you are part of something bigger than yourself. Joining a club or team gives you the chance to grow individually but it also gives you a chance to help others grow.

The following activities are covered by the board's policy and these rules:

- Any Tate faculty-run clubs, Intramural Basketball
- Attending ICCSD sporting events
- Field trips

Good Conduct Rule

To retain eligibility for participation in Iowa City Community School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models in school and the community.

Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss of eligibility for participation in extracurricular activities, as set out in the section marked

Penalties:

1. Possession, use, or purchase of tobacco products, regardless of age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine; odor of alcohol on a student's breath is considered evidence of use.
3. Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
4. Engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated.

STUDENT SERVICES

Educational Support Services For Students

Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern, in identifying strategies to address the concern, in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, parents will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with school work. Information about 504 plans can be received through the counseling office.

Student Records

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Secondary Schools

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. Families may file complaints with the U.S.

Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605.

Student Directory Information

At registration parents will select one of the following three options regarding how the school will process the release of student directory information:

- A. Approve release of student directory information
- B. No release of student directory information
- C. No release to military of student directory information

Guidance Services

Parents may phone the Tate High counselor by calling 688-1083. Guidance services focus on students’ growth and development in personal and educational competencies and in career planning and preparation. Parents and students are encouraged to access the guidance link from the Tate High home page.

Mental Health Support Services

Tate High offers mental health supports and services for students. If you are concerned about the mental health of your student you may contact the Student and Family Advocate at (319) 688-1080.

Special Education (Reference Policy 602.4)

A range of special education programs are available as a result of cooperation between the Iowa City Community School District and the Grant Wood Area Education Agency. Eligibility to receive special education services is determined after identification of need, assessment and staffing of student, and parent permission.

Student Support Team

Tate High staff members meet on a regular basis to focus on students who are having difficulty with academic progress. Confidential discussions are held for the purpose of deciding how to

best serve these students. A student or parent who wishes to inquire about the services offered by the Student Support Team should contact the Tate High Guidance Office.

Health Office

If a student becomes ill while at school they should report to the Health Office with a pass from their classroom teacher. The health office will call parents/guardians to determine what action to take. Students will then be given a pink excuse slip to be handed to the Attendance Office, upon leaving school. Only a related person with parental permission may take the ill student home. Any student who leaves campus without prior approval will receive an unexcused absence for each class missed.

Medications at school (ICCSA Administrative reg. 504.01)

All medication (prescription or over the counter) is given out in the Health Office. Parents are required to fill out needed paperwork and bring the medication directly into the Health Office at Tate High, for their students. If a medication is requested by their student on the phone, that medication needs to be delivered directly by the parent/ guardian into Tate High to the Health Office. It is against school policy for any student to be carrying around medication.

Hearing Screening Grant Wood Area Education Agency (GWAEA) screens all students in alternative Kindergarten (AK), kindergarten and grades 1,2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4 middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

Food Service

Students who buy their lunch at school as well as those that bring their lunch from home are expected to eat in the lunchroom. In the lunchroom, it is expected that the students will be orderly and well mannered. Students are to remain in the lunchroom after they are finished eating. They may go to their lockers during the 2-minute passing times.

Breakfast is available except on late start days from 8:20 to 8:50 a.m. Lunch may be paid through your lunch account. Lunch and breakfast items should be consumed in the cafeteria.

Bus Transportation (Both District And Public)

Students using school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

- 1st Offense- The student will visit an administrator.

- 2nd Offense- 1-3 day suspension from riding the bus.
- 3rd Offense - Five-day suspension from riding the bus.
- 4th Offense - Extended suspension from the bus, which may be permanent.
- Serious violations may result in an immediate suspension.

Student Support Services

Health Care Services: A pediatric nurse practitioner is at the School-Based Clinics @ SEJH/West. Priority of service is given to those without insurance. To make an appointment please call, Clinic Coordinator, at 631-3204.

Dropout Prevention Services: Our Student and Family Advocate offers help with the many issues that prevent our students from attending school on a regular basis. Students and families are connected with community support services to assist them with affordable housing, childcare, food assistance, and financial resources.

Healthy Relationship Support: An advocate from Four Oaks is available to meet individually with students and to provide information in classes. Students may request services by contacting their advisor, or our Student and Family Advocate.

Mental Health Counseling: Mental health counselors from Four Oaks are on the Tate campus two days a week to meet individually with students. Parents/guardians, students or Tate staff may initiate a request for services by contacting the SFA.

Youth and Family Support Information

Johnson County Department of Human Services- 688-5700

Johnson County Department of Public Health- 356-6040

WIC- 356-6042

HACAP- 337-5765

Iowa Legal Aid- 351-6570

Iowa City Free Medical Clinic- 337-4459

Mid-Eastern Iowa Community Mental Health Center- 351-4357

Iowa Center for AIDS/ARC Resources and Education- 338-2135

United Action for Youth- 338-7518

Iowa Workforce Development Center- 351-1035

Goodwill Industries Employment Services- 337-4889

Child Abuse Hotline- 800-362-2178

Iowa City Crisis Center (Crisis & Suicide Prevention)- 351-0140

Iowa City Crisis Center (Food Bank)- 351-0128

Domestic Violence Intervention Project (DVIP)- 351-1043

Shelter House- 351-0326

Four Oaks. Youth Emergency Shelter- 337-5080

Appendix

Student Forms and other Information

Silver Cord Program Information and Guidelines

Definition of Program:

Students may earn a Silver Service Cord to be worn on their gown at graduation, which indicates at least 100 hours of volunteer service during their enrolment at Tate High School.

Volunteer Information:

Information regarding volunteer opportunities is available with the student's advisor and counselor. They will also be available on the daily announcements.

Documentation:

In order to be accepted, hour confirmation forms must be legible and accurately completed. This includes a description of the activity, the actual clock time worked, supervisor signature, and supervisor contact information. The counselor will record hours onto a Google Spreadsheet for each student, but students should also maintain copies of their own hour sheets. Parents may NOT sign as a supervisor unless previously arranged. Hours must be turned in within SIX MONTHS of the activity.

What Counts:

- Volunteer work at church, scouting, or other non-school club.
- Special events on school premises sponsored by local charities or business (ex: blood drives, Crisis Center, etc.) with principal approval.
- Staff-supervised voluntary tutoring of other students for which credit is not earned.
- Staff-supervised voluntary service performed as a member of a school group/club/organization that is not a required activity for the membership—must have principal approval.

What Does Not Count:

- Court-ordered community service hours
- Internships, Job Shadows, or work done for credit at school.

- Any work done for school activities in which the student may earn other ribbons, medals or certificates.
- Any work done for the school (ex: office help) unless the student has prior approval.
- Unsupervised hours.
- Undocumented work.
- Work for relatives (examples: raking leaves for grandparents, babysitting for family, etc.)
- Work done for individuals such as neighbors unless done through an established group.
- Work done for pay (direct or individual fundraising).

Recording of Time:

Sheets MUST list exact clock time of service (example—2:30-5:30pm). NO ESTIMATED, UNDOCUMENTED “BUNDLES” OF HOURS WILL BE ACCEPTED. Students are responsible for recording their own hours and keeping copies of their forms. ***Find Silver Cord Hour Confirmation Forms in the main office.***

Final Decisions:

The high school principal makes final decisions about eligible volunteer activities after consulting with the counselor, supervisor and student.

**TATE HIGH SCHOOL
STUDENT-TO-STUDENT HARASSMENT**

Bullying or harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) Places the student in reasonable fear of harm to the student’s person or property; 2) Has a substantially detrimental effect on the student’s physical or mental health; 3) Has the effect of substantially interfering with the student’s academic performance; 4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Harassment prohibited by the school district includes, harassment or bullying, on the basis of actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment may include, but is not limited to, the following: verbal, physical, electronic, or written harassment or abuse; repeated remarks of a demeaning nature; implied or explicit threats concerning one’s grades, achievements, etc.; demeaning jokes, stories, or activities directed at the student.

Sexual harassment means unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student’s

Student Signature

Date

Please return this document with signatures as soon as possible. It can be returned to the front desk at the main office.

Thank you!