

Administration

Spence Evans, Principal
Michael Avise, Associate Principal
Christian Paulson, Associate Principal
Judge Johnston, Athletic Director

1921 Ames High Drive
Ames, IA 50010
Main Office: 817-0600
Student Services: 817-0620
Attendance Office: 817-0601
Athletics 817-0611
FAX: 817-0627
Web Site: www.ames.k12.ia.us

This planner belongs to:

Name _____

Address _____

City _____

Phone _____

Ames High Loyalty Song

Students of Ames Senior High
Proud of our school are we,
Cheering the orange and the black, On to a victory
Rah! Rah! Rah!
Comrades in work and in play,
Loyal and true are we,
Doing the best for our high school
Ames High, Aims High.

Ames, Fight, Fight, Fight
Ames High Fight, Fight

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Welcome to Ames High School

AHS Students:

On behalf of the staff and school administration, I want to extend a special welcome to all freshmen and new students, and welcome back all returning students to Ames High School. You are part of one of the finest high schools in the United States. In addition to an excellent academic foundation, we offer many activities, clubs and sports delivered by a very dedicated staff.

It is important to read and become familiar with this planner. I personally wish you success in all your endeavors at AHS during the coming year and I look forward to meeting and working with all of you. Once again, welcome!

Spence Evans
AHS Principal

Mission Statement

The mission of the Ames Community Schools is to ensure that all learners develop the knowledge, skills, attitudes, values and personal esteem necessary to grow in and shape a changing society.

Important Phone Numbers

From time to time a student or parent may wish to communicate an idea, suggest an improvement, ask a question or express a concern. Because our high school is so large and complex, the following information is presented to help you communicate with school personnel. Please feel free to call on us.

To Contact a Teacher:

The most efficient way of contacting a teacher is via e-mail. The school's homepage is www.ames.k12.ia.us/AHS/AHS.html. Please use this address to find individual teacher addresses listed under their department. Another option is to call 817-0600 and ask for the teacher by name and subject area.

Attendance Office:

Direct Attendance Number 817-0601
(Messages may be left 24 hours a day)

To Contact a High School Administrator

Principal: Spence Evans 817-0605
E-mail: spence.evans@ames.k12.ia.us
Associate Principal: Mike Avise 817-0607
E-mail: mavise@ames.k12.ia.us
Associate Principal: Chris Paulson 817-0610
E-mail: chris.paulson@ames.k12.ia.us

Guidance Department:

John Burke
E-mail: jburke@ames.k12.ia.us
Allison DiBlasi
E-mail: adibiasi@ames.k12.ia.us
Keith Papin
E-Mail: keith.papin@ames.k12.ia.us
Julie Bryant
E-mail: jbryant@ames.k12.ia.us
Student Assistance Counselor
Jane Adams
E-mail: jane.adams@ames.k12.ia.us

ELP Coordinator:

Linda Martens
E-mail: ltelleen@ames.k12.ia.us

ALP Coordinator:

Brent Helmkamp
Ext. 180 E-mail: bhelmkamp@ames.k12.ia.us

School Nurse:

Monica Behning 817-0614
E-mail: mbehning@ames.k12.ia.us

Athletics:

Judge W Johnston, AD 817-0609
E-mail: jjohnston@ames.k12.ia.us

JCO (Juvenile Court Officer):

Jacque Burkhart
E-mail: jacque.burkhart@ames.k12.ia.us

School Resource Officer

Brooke McPherson

BELL SCHEDULES

REGULAR MTRF Schedule

Warning Bell	0:05		7:45 AM
Period 1	0:46	7:50 AM	8:36 AM
Period 2	0:48	8:41 AM	9:29 AM
Period 3	0:45	9:34 AM	10:19 AM
Period 4	0:45	10:24 AM	11:09 AM
<i>Period 5</i>	<i>1st Lunch</i>	<i>0:38</i>	<i>11:09 AM</i>
	<i>Class</i>	<i>0:45</i>	<i>11:47 AM</i>
	<i>Class</i>	<i>0:45</i>	<i>11:14 AM</i>
	<i>Last Lunch</i>	<i>0:38</i>	<i>11:59 PM</i>
Period 6	0:46	12:37 PM	1:23 PM
Period 7	0:46	1:28 PM	2:14 PM
Period 8	0:46	2:19 PM	3:05 PM

LATE START WEDNESDAY WITH HOMEROOM Schedule

Warning Bell	0:05		9:10 AM
Period 1	0:34	9:15 AM	9:49 AM
Period 2	0:34	9:54 AM	10:28 AM
Homeroom	0:10	10:33 AM	10:43 AM
Period 3	0:33	10:48 AM	11:21 AM
Period 4	0:33	11:26 AM	11:59 AM
<i>Period 5</i>	<i>1st Lunch</i>	<i>0:38</i>	<i>11:59 AM</i>
	<i>Class</i>	<i>0:34</i>	<i>12:37 PM</i>
	<i>Class</i>	<i>0:34</i>	<i>12:04 AM</i>
	<i>Last Lunch</i>	<i>0:38</i>	<i>12:38 PM</i>
Period 6	0:33	1:16 PM	1:49 PM
Period 7	0:33	1:54 PM	2:27 PM
Period 8	0:33	2:32 PM	3:05 PM

LATE START WEDNESDAY *WITHOUT* HOMEROOM Schedule

Warning Bell		0:05		9:10 AM
Period 1		0:35	9:15 AM	9:50 AM
Period 2		0:37	9:55 AM	10:32 AM
Period 3		0:35	10:37 AM	11:12 AM
Period 4		0:35	11:17 AM	11:52 AM
Period 5/	1st Lunch	0:38	11:52 AM	12:30 PM
	Class	0:35	12:30 PM	1:05 PM
	<i>Class</i>	0:35	<i>11:57 AM</i>	<i>12:32 PM</i>
	<i>Last Lunch</i>	0:38	<i>12:32 PM</i>	<i>1:10 PM</i>
Period 6		0:35	1:10 PM	1:45 PM
Period 7		0:35	1:50 PM	2:25 PM
Period 8		0:35	2:30 PM	3:05 PM

AHS Calendar
2011-2012

Aug. 11/12	Lifetouch Student Pictures
Aug. 18	Classes Begin
Aug. 23	Open House
Sept. 5	Labor Day – No School
Sept. 19-Sept. 24	Homecoming Week
Sept. 19	Homecoming Parade
Sept. 23	Homecoming FB Game
Sept. 24	Homecoming Dance
Oct. 3	District Wide Workshop Day
Oct. 5	Senior Class picture
Oct. 6	Hall of Fame Banquet
Oct. 14	Marching Band Spectacular
Oct. 14	Academic Awards Ceremony
Oct. 17	Fall Choral Concert
Oct. 21	<i>End of First Nine Weeks</i>
Oct. 24	High School Workshop Day
Nov. 1	Fall Orchestra Concert
Nov. 4/5	Fall Play
Nov. 8/10	P/T Evening Conferences
Nov. 11	No School K-12
Nov. 24/25	Thanksgiving Break
Dec. 1/2/3	Madrigal Dinner
Dec. 7	Financial Aid Night
Dec. 12	Holiday Band Concert
Dec. 16	Senior Picture deadline
Dec. 16 – Jan. 1	Winter Break
Jan. 2	Classes Resume
Jan. 11/12	Semester Finals
Jan. 12	<i>End of Second Nine Weeks</i>
Jan. 13	HS Workshop Day – No Classes
Jan. 16	District Workshop Day – No Classes
Jan. 17	First day of Second Semester
Jan. 26	Winter Orchestra Concert
Jan. 27	1:15 Young People's concert
Feb. 3/4/5	Winter Musical
Feb. 13	Winter Choral Concert
Feb. 16	Jazz Encounter

Feb. 18	Winter Dance
Feb. 27	Junior Parent Night
Mar. 1	Winter Band Concert
Mar. 10-16	Band tour
Mar. 12-18	Spring Break
Mar. 23	Film Festival
Mar. 23	<i>End of Third Nine Weeks</i>
April 12/13	Senior One Acts
April 14	Prom
April 18	Honor's Recognition Reception
April 21	Veishea Parade
April 23	9 th grade and AMS Concert
April 30	Spring Choral Concert
May 2	Scholarship Awards Reception
May 3	Spring Band Concert
May 4/5	Spring play
May 9	8 th Grade student/parent orientation
May 14	Pops Concert
May 16	Baccalaureate
May 20	Graduation
May 24/25	Finals
May 25	<i>End of Fourth Nine Weeks</i>
May 28	Memorial Day
May 29	District-Wide Workshop Day

Attendance

The laws of Iowa require children between the ages of six (6) and sixteen (16) to attend school. The Board approved annual school calendar outlines the required school days per Iowa law. The District may excuse seniors from up to five days who have met graduation requirements. Each child's parent/guardian or legal custodian is the person held responsible in the law for seeing that the child receives an education. A child who will be six (6) years old by September 15 must attend school that year and for the ensuing years until the child is sixteen (16) years old. If a child turns sixteen (16) prior to September 15, the child is no longer required to attend school and may discontinue his/her education without risk to the parent/guardian or legal custodian. If a child turns sixteen (16) after September 15, he/she must attend school during that school year.

It is the responsibility of the parent/guardian, or legal custodian to make sure his/her children enrolled in the Ames Community Schools attend school as required by the laws of Iowa and follow the District's policies and regulations for attendance.

The Board believes the primary purpose of education is to provide an opportunity for students to fully develop the basic skills needed to function as responsible citizens in a changing world.

The Board and all District employees believe learning takes place every day in every classroom. Students can make academic progress only when they attend school regularly and take advantage of the educational experiences offered. Students receive the full value of the learning offered in our schools when they are present each day.

There is a strong correlation between good attendance and the successful attainment of standards and benchmarks. Students who miss more than six (6) days in any quarter or eight (8) days in any trimester will likely be adversely affected by those absences. The academic achievement of any student who misses more than 10 days in a school year will be closely reviewed. Grade level retention may result if all standards and benchmarks have not been attained.

Student: The student's responsibility is to be in school on time every day. If absent, the student must secure all make-up work and turn it in within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher. If assigned, detention must be served.

Parent/Guardian: The parent/guardian's responsibility is to see that the student attends school every day and is on time. If an absence is needed, the parent/guardian's responsibility is:

- to call the school secretary by 10:30 a.m. for high school students.
- to write and sign a note which details information on the absence (stating the date, the name and grade of the student, and reason(s) for the absence) and send it to school when the student next attends if there is no telephone in the home.
- to attend any needed conferences and agree to participate in any needed probation agreement.

Teacher: The teacher's responsibility is to publish and post the definition of tardy in

his/her classroom. Teachers must take roll accurately and participate in needed probation conferences. Teachers must contact the parent/guardian, preferably by phone, when a student's absences from class begin to affect the student's performance.

The teacher must allow for make-up work, according to the regulation. Teachers will participate, when appropriate, in conferences with student, parent/guardian, and principal to help resolve absentee issues.

Principal: The principal conducts appropriate conferences and determines whether or not interventions will be taken. The principal will provide multiple notifications to parent/guardian relative to the absence status of their student. (See Unexcused Absences, A. 2.)

A. Absences. An absence is defined as not being present in the assigned school or class on a day or time classes are being held. An elementary or middle school student who arrives more than 60 minutes after the school starting time will be considered absent for half a day. If a parent/guardian picks up a student from school more than 60 minutes before dismissal time, the student will also be considered absent for half a day. A high school student who is absent from two class periods will be considered absent for half a day.

1. Excused Absences

An excused absence will be granted by the school upon parent/guardian telephone or in-person verification of the student's absence for reasons listed in this policy. If it is not possible to report the absence by telephone or in person, the student must bring a note signed by the parent/guardian with detailed information on the absence to school when he/she next attends.

The parent/guardian will call the school to report a student absence prior to 8:40 a.m. for elementary students, 9:00 a.m. for middle school students, and 10:30 a.m. for high school students on the day of absence. Any absence not properly reported by telephone, in-person visit or note will be considered an unexcused absence. An absence shall be excused only if sufficient evidence is presented to substantiate one of the following reasons:

- a. Personal illness (The school may require documentation from a medical provider or the school nurse after eight (8) accumulated days of absence for illness in a school year.)
- b. Family illness or death;
- c. Observance of a religious holiday;
- d. Extraordinary emergency in the home or family;
- e. Medical appointments that cannot be scheduled after school hours;
- f. Participation in school-sanctioned activity;
- g. Court appearance or other legal proceedings beyond the control of the family; and
- h. Post secondary visits not to exceed three in a school year.

The school realizes that the parent/guardian may desire to have a student excused from school for reasons not listed. A written request for an exception will be considered by the principal. Students whose absences are approved shall make up work missed and receive full credit for the missed work. It is the

responsibility of the student to initiate a procedure with the teacher for completion of the work missed.

2. Unexcused Absences

An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Schoolwork missed because of unexcused absences must be made up within two times the number of days absent. The time allowed for make up work may be extended at the discretion of the classroom teacher. Students who have unexcused absences may be denied points or percentages for attendance and participation if those points are used as part of the grading process. If unexcused absences become excessive, each child's case will be reviewed for intervention and truancy.

- After five (5) unexcused absences, the parent/guardian will receive written notification from the principal and a conversation by telephone or a meeting will be held to discuss the nature of the unexcused absences and corrective measures.

- After ten (10) unexcused absences, the parent/guardian will receive written notification from the principal; and a mandatory meeting with the principal, the parent/guardian, and student will be held for the purpose of discussing what interventions, if any, are needed to remedy the situation, including referral to the county attorney in the case of truancy.

A student who is deemed truant must participate in an attendance cooperation process (Iowa Code 239.5B & 299.12) where the student, parent/guardian, school officials, and other appropriate persons meet to determine ways to get the student to attend school. Ames Community School District requires students of compulsory attendance age to attend school a minimum of 170 days. In cases involving families of students in PreK-6 receiving Family Investment Program (FIP) benefits, a designated school representative is required by law to contact the Department of Human Services in the case of truancy. Families are then at risk of having their benefits reduced by 25% and may be referred to the county attorney. All other families with truancy issues are subject to possible civil or criminal penalties.

Invalid reasons for a student's absence include but are not limited to the following:

- Oversleeping
- Senior pictures/Family picture
- Jobs
- Tanning sessions
- Haircuts
- Obtaining a driver's license/drivers' permit
- Babysitting/Day Care

3. Activity Absences

A student present, as a participant, at a sanctioned school activity will not be considered absent. This includes only those regularly scheduled activities such as field trips, organizational meetings and activities. While the student is not counted absent, it should be noted that it is the responsibility of the student or parent/guardian to notify the school of the absence in advance and to arrange for any make-up work.

B. Tardy

A tardy is defined as being late to school within 30 minutes of starting time for students at the elementary schools and middle school and within 20 minutes of starting time for students at the high school. It is also defined as being late to a class or scheduled activity. Each teacher will use the District-defined attendance expectation for students. Because a tardy constitutes a class disruption, each tardy will be treated as a serious violation of the attendance regulations.

The parent/guardian of a student who is tardy five or more times in a quarter or trimester will be notified. Interventions to correct the pattern of tardy arrival will be considered and implemented.

Students have access to their attendance through the Infinite Campus Portal and are encouraged to check it daily. Any absence must be cleared through the attendance office within 3 school days of the absence.

Prior Arrangements Before Anticipated Absences

When it is known in advance that a student will be absent from school, the parent/guardian should send a note with the student to the attendance office with the reason for the absence at least three (3) days prior to the absence. The attendance office will in turn, make a copy of the note for the student to show their teachers and get homework. This procedure is to be followed for the absence to be excused.

Entering and Leaving the Building During the Day

For student safety and to assist parents, it is important for students to check in with the attendance office when arriving late or leaving early. Failure to do so could result in an unexcused absence. **A student who becomes ill at school MUST HAVE PARENTAL PERMISSION TO LEAVE THE BUILDING AND MUST OBTAIN A PASS FROM THE SCHOOL NURSE.**

Out of Bounds

Students are expected to stay in the school building (excluding the courtyard) during school hours unless they have open campus privileges or have been given special permission by the administration, school nurse, or have a pass from a teacher or other school authority. Students can also be considered "out of bounds" if they are not where their class schedule designates that they should be during the course of the day.

Consequences will include but not be limited to the following: In-School Suspension; Community Service at AHS (after school hours), or Loss of Privileges.

Class Attendance

If a student is absent from class, he/she misses class interaction and discussion. While some written assignments can be made up, class participation can never be replaced. Thus, excessive absence from class will likely result in a lower grade or perhaps failure to pass the class.

Unexcused absences:

An automated message is used to contact a parent/guardian after each unexcused absence.

For each unexcused absence:

- Office sends automated message.
- Teacher may assign consequence.
- The teacher may deny points for attendance and participation if those points are used as part of the grading process.

3rd Unexcused absence - additional steps:

- Teacher makes a contact to parent/guardian (documented).

5th Unexcused absence - additional steps:

- The office sends parent/guardian notification that the student has a 5th unexcused absence.
- Counselor makes a contact to parent/guardian.

10th Unexcused absence - additional steps:

- The office sends parent/guardian notification that student has a 10th unexcused absence.
- Counselor meets with student and parent/guardian.

**Administration will use best discretion when addressing exceptional cases such as legally binding circumstances (504, IEP, etc.)

**The parent/guardian of a student under 17 years of age with excessive absences from school may be referred to the Story County Attorney. Students, ages 16-18, who decide to withdraw from or refuse to attend school will be referred to the Department of Transportation which will revoke the student's driver's license (according to Iowa code 299.1B).

Additional office consequences for unexcused absences will be at the discretion of the administration (i.e. Revoke privileges to attend a school activity or event such as I-ball, Homecoming, Winter Formal or Prom).

Make-Up Work

For any unanticipated absence, the student upon his or her return, is expected to contact the instructor about assignments missed. The allowable time for make-up is **two** days for each day of an excused absence up to 6 school days for multiple, consecutive, excused absences. The time allowed for make-up work may be extended at the discretion of the teacher. Assignments/projects not turned in on time by a student with an **unexcused absence** on the due date are to be treated by the teacher the same as an assignment/project not turned in on time by a student who was in attendance on the due date. Assignments, projects, speeches, etc. that are due on a day of an excused absence are due the day the student returns. New assignments given on the day of an excused absence are given the regular 2-day make-up time allotment.

Incomplete Work

With teacher approval, students with incomplete work at the end of the semester may be given 2 weeks to complete work in order to get a grade for the class. Failure to do so will warrant an "F" for the class.

Course Load

We encourage students and their parents/guardians to take into consideration all activities in and out of school when deciding a course load.

Semester Tests

Semester tests will be given the final two days of each semester. All students will be allowed open campus privileges during lunch and breaks. The semester test will not count more than 20% of the semester grade for that class.

Alternative Credits

1. Correspondence and Online High School Credit Courses

Students must obtain prior administrative approval before taking a correspondence course or a class via the Internet for Ames High credit. Correspondence or non-AP Internet High School courses may not be taken to fulfill the minimum requirements for graduation from AHS. An exception may be made for a student who has taken and failed or been dropped from a required course/credit and is in danger of not graduating with his/her class.

2. College Credit Courses

- A. The student must obtain prior administrative approval before taking any college credit course.
- B. An Ames High student who fails to obtain prior administrative approval before taking any college credit course may not have that course appear on the Ames High transcript.
- C. Ames High will be in full compliance with the Post Secondary Enrollment Options Act of the Iowa Department of Education.

- D. A course must carry the equivalent of three (3) semester hours or more of college credit to receive one (1) high school credit.

Acceleration Process

For more information on the Acceleration Process see the Registration Book from the Ames High School page of the school district's website www.ames.k12.ia.us

Withdrawal from a Class

A student may drop a class up to 15 school days into the semester without penalty, if the student still has enough classes to be a full-time student. If a student drops after the 15th school day of the semester or drops below full-time status, s/he will receive an "F" for the course. The "F" will appear on the transcript and the student will be ineligible for 30 calendar days for athletic, music, or speech activities during the next semester.

Contract Grade With A Pass/Fail Option

1. The decision to take one or more courses for a contract grade with a pass/fail option must be made within a period of thirty-five (35) school days after the beginning of each new semester.
2. One class or multiple classes during each semester may be taken for a contract grade with a pass/fail option if the class or classes are in addition to five other full credit courses for a 9th or 10th grade student or in addition to four other full credit courses for an 11th or 12th grade student. (University classes earning 3 or more credits count as a full credit course.)
3. Check the registration book or ask your counselor for a list of courses eligible to be taken for a contract grade with a pass/fail option.

Graduation

Only those students who have completed the credits required for graduation can participate in the graduation ceremonies. Special Education students who have completed all the required credits but plan to attend AHS after graduation may participate in the graduation ceremony only once in their high school career.

GRADUATION INFORMATION

A minimum of 44 academic credits is required for graduation from Ames High School. A credit is earned by receiving a passing grade for a one-semester course that meets a minimum of five times per week or the equivalent. Credits from state accredited high schools, accredited International Schools, or US Department of Defense Schools that are deemed similar or equivalent to Ames High School will be accepted for transfer students. Religion courses are not accepted transfer credits.

Academic credit required for graduation from Ames High School:

8 English Credits:

2 semesters of ninth grade English

2 semesters of tenth grade English

2 semesters of American Literature, Advanced Placement (AP) English Language and Composition, or 1 semester of Perspectives in Literature plus 1 semester writing course

2 semesters of electives

6 Mathematics Credits:

6 semesters

6 Science Credits:

6 semesters

6 Social Studies Credits

2 semesters of World Studies (transfer students in grades 10, 11 or 12 may meet this requirement by taking two semesters of an approved world-oriented course)

2 semesters of US History

1 semester of US Government

1 semester of an elective

.5 Health Credit

1 Practical Arts Credit

Earned through Family and Consumer Sciences, Business Education or Industrial Technology

1 Fine Arts Credit

Earned through art education (the visual arts) or music

2 Physical Education Credits

(.25 credits per semester)

Each freshman and sophomore is required to take a minimum of thirty-two (32) periods of classes/activities per week each semester (i.e. 6 classes plus PE). During the semester a sophomore takes health, health will be counted the same as a 5-day per week class. Each junior and senior is required to take a minimum of twenty-seven (27) periods of classes/activities per week each semester (i.e. 5 classes plus PE).

Behavior Expectations

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and the school. Adjustment to an appropriate pattern of behavior must be achieved in a manner that will not jeopardize the education of others. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the rules and procedures of the school. Unacceptable behavior is detrimental to the individual and infringes upon the rights of each student to learn. Therefore, to help students grow toward self-discipline, to accept self-responsibility, and to learn to appreciate the rights of others, patterns of appropriate behavior must be practiced. **All rules and procedures not**

specifically covered in this handbook will be addressed on a case-by-case basis by the administration.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids schools 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 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 web site: www.iowa.gov/educate.”

Classroom Behavior

Most students at AHS conduct themselves in an acceptable manner in the classroom. Teachers address those situations affecting unacceptable classroom behavior. However, when the teacher deems it necessary to remove a student from class because of unacceptable behavior, consequences will result. This may include the student being permanently removed from class after 2 documented incidents where the parent/guardian has been contacted or informed.

Insubordination

Insubordination is specifically defined as a refusal to follow directions from a person in authority and/or verbal abuse to a staff member. In situations involving conflict, students are expected to comply with the directions of faculty or any staff. In those situations where students feel they have been treated unfairly, they may discuss the situation with an administrator. **In all cases, students are expected to conduct themselves in a courteous and respectful manner.** Insubordination will cause disciplinary action, which may include in or out-of-school suspension.

Offensive Language

The school environment is like the workplace and different from the streets. Language used in classrooms, hallways, and school activities must be appropriate. This is important to the orderly and efficient operation of the school. Words can hurt and can be offensive to others. Students at AHS have the right to attend school and

school activities without being subjected to words that show disrespect for race, color, religion, creed, disability, gender, sexual orientation or ethnicity.

Public Displays of Affection

Public Displays of Affection (PDA): It will be a violation of conduct for students to demonstrate overt displays of affection on school grounds or at school activities. This includes but is not limited to embracing, kissing or other inappropriate physical contact. Consequences may include but are not limited to: suspension, and/or parent meeting.

Harassment

While you may not always like everyone you come in contact with, you need to treat everyone with respect. You have the responsibility to show how people can work and live together without harassment. Harassment is considered to be words and or actions directed toward an individual which intimidate, degrade, and/or fail to respect a person's dignity. Harassment includes references made to a person based upon a person's age, sex, race, color, religion, disability, ethnic or national origin, sexual orientation or marital status. Verbal comments, sexual name-calling, gestures, jokes and spreading sexual rumors are also considered to be harassment. Steps to follow if you are being harassed:

- Tell the harasser to stop
- Go to a school authority

Keep a record of what happened, when, where, who, what you said, and how the person responded. Appropriate actions may include mediation or filing a formal complaint. Any student who files a false claim will be disciplined.

Fighting

Fighting in school or on school grounds is not acceptable. Both parties will be subject to disciplinary action, which may result in suspension and/or referral to local police. Students are encouraged to bring conflicts they need help resolving to a counselor, teacher, or other person in authority.

Dress Code Policy

The AHS staff believes that our dress code standards must encourage respect, character and reasonable levels of modesty in our working environment, our school environment. We realize clothing acceptable outside the school setting may not be considered suitable for the school day (7:45 am – 3:05 pm) and as such should not be worn to school. Student clothing should not unreasonably infringe on the rights of others to benefit from a quality educational environment. Students are expected to wear clothing, which is suitable for school and promotes respectable student-teacher relationships, as well as student-student relationships.

Unsuitable clothing for school includes the following:

- Items that expose undergarments, excessive skin, or inappropriate areas of the anatomy. All visible shirts, blouses or tops must cover the chest and both shoulders. No cleavage or backside should be exposed.

Examples of unsuitable clothing:

- Midriff-baring tops, tube tops, spaghetti strap tops
- Baggy pants that expose undergarments
- See-through clothing
- Very short skirts or shorts (*hem must be **below** fingertips when arms are laying flat against legs*)
- Items that advertise or promote drugs, alcohol or tobacco
- Items that are sexual or obscene in content
- Items that promote violence, racism, or gang affiliation (i.e.: long chains, large safety pins, etc)
- Footwear must be worn at all times. Roller shoes are not allowed in the building.

Consequences

Students not in compliance with our dress code will be asked by a teacher, administrator or other staff member to correct the situation immediately.

Other conditions

- Hats or other headgear and sunglasses may **NOT** be worn in the building.
- Spikes, heavy chains and similar items are safety hazards and are not allowed in school.

Tobacco

State Law and School Board Policy prohibit the possession and/or use of tobacco on school grounds. Students in violation will be subject to suspension and referral to law enforcement.

Alcohol and/or Controlled Substances

The possession, use, sale or attempted sale of controlled substances or alcoholic beverages on school grounds, in school vehicles and at all activities is prohibited. Students present at school or school-related activities, whose use of illegal substances is evident, will be subject to suspension from school and/or removal from the activity. Students thought to be under the influence of drugs or alcohol may be asked to take a Breathalyzer test administered by a school administrator or police officer. Parents will be contacted and notified of the incident. Students involved in inter-scholastic athletics (including cheerleading and drill team), music and speech (including debate and drama) will also be subject to the "Good Conduct" policy.

Pagers/Cellular Phones/Electronic Devices/Personal Lap Tops

Use of pagers and laser pens are prohibited at school. Radios, tape/CD players, MP3 players, I-Touch and headphones are allowed only during passing or quiet study time. Personal laptops may be used as an educational tool in classrooms with teacher permission. **Students are asked not to access the school network due to complications that this creates.**

Cell Phones

Because Ames High places a very high value on instructional time, students may not use their cell phone for any reason during class time. **Phones must be put away and turned OFF during class.** Students may use their phones **ONLY** during passing time and lunch. This rule applies to all areas of the school including study hall and the media center. If students use their cell phone during class time, they will be expected to surrender the cell phone to the staff member and the phone will be brought to the office. Students may pick up cell phone at the end of the day and consequences will be assigned.

Fire Alarms, Threatening Calls

Fire alarms are placed throughout the building for the safety of students and staff. Turning in a false alarm or making a threatening call or communicating a bomb threat is a very serious matter, which disrupts the educational process and endangers students, staff, and fire and law enforcement personnel. Any such situation will result in disciplinary action by the school and referral to authorities for further action.

Weapons

The possession of dangerous weapons on school premises and at school-related activities, is a serious violation of the discipline policies of Ames Community Schools. A weapon is defined as any object (including explosive devices), which could be used with the intent to harm or any object, which appears as if it could be harmful. Any student found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner, (including the infliction of harm or injury to another person), shall be subject to suspension, expulsion and referral to law enforcement. Each case will be handled individually considering the evidence and circumstances.

Search and Seizure

A "search" is an examination of an area in which an individual has a reasonable expectation of privacy. Such areas include, but are not limited to, a student's body, vehicle, individual clothing, purses, book bags, brief cases, or other containers used for holding or carrying personal belongings. A search will be based upon reasonable suspicion that the area to be examined will reveal evidence of a violation of a school rule or the law. If a body search is necessary, it shall be conducted by two school officials of the same sex as the student. The school officials shall not conduct a strip search or body cavity search of a student. Drug sniffing animals will not be used to search a student's body.

I. Reasonable Suspicion

Searches must be based on reasonable suspicion that the search will produce evidence that the student violated or is violating school rules or the law and must be reasonable in scope. An administrator and/or designee who has reason to believe that a student is in possession of items evidencing a violation of school rules or the law, or the student's vehicle contains items evidencing a violation of school rules or the law, may conduct a search. When possible, searches shall be conducted in the presence of the student, and in all cases, the student will be informed of the search in a timely manner. The following shall be taken into account in determining the reasonableness of the search:

- A. The prevalence and seriousness of the problem within the school in which the search is conducted.
- B. The urgency requiring the search without delay.
- C. The probative value and reliability of the information used as a justification for the search.
- D. Prior experience with the student who is being searched or whose protected student area or vehicle is being searched.
- E. The age and sex of the student who is being searched.
- F. The nature and seriousness of the suspected violation.
- G. The objectives of the search.
- H. Any other factors deemed relevant in a particular case.

II. Personal Searches

A. It is recognized that illegal, unauthorized or contraband material generally causes a material and substantial disruption to the school environment, or presents a threat to the health and safety of students, employees, or others on the school premises, or at school sponsored functions.

B. Items of contraband may include, but are not limited to, non-prescription drugs or controlled substances, including but not limited to marijuana, cocaine, amphetamines, barbiturates, counterfeit (look alike) substances; apparatus used for the administration of controlled substances; alcoholic beverages; tobacco; weapons; explosives; poisons; other dangerous items; or stolen property.

C. School authorities, without a search warrant, may search a student or protected student area who are on school premises or at school-sponsored functions, and may search personal items within lockers, desks, computers, or work areas whenever an authorized school official has reasonable suspicion to believe that the search will produce evidence of the student's violation of school rules of the law and the search is reasonable in scope. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. With the approval of the Superintendent, canine trained in the detection of contraband may be used unannounced to search all areas of school property including the parking area. Measures will be taken to be certain the dog is kept away from students.

III. Emergency Searches

Administrator approval is required for all searches except in the case of emergency, in which case it is recommended that such searches be conducted in the presence of another certified school employee. Subsequent to the search, the administrator involved shall document in writing the reasons for believing contraband or other illegal or unauthorized items, or items evidencing the student's violation of school rules or the law, to be present. This procedure is to be carried out regardless of whether such contraband or other item is actually found. If contraband or other illegal or unauthorized items are found, appropriate disciplinary action shall be taken. Items which may be illegal to possess will immediately be turned over to the proper authorities.

IV. Vehicle Searches

Students and others are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of school parking lots. The interiors of vehicles on school property may be searched whenever a school official has reasonable suspicion to believe that the search will produce evidence of the student's violation of school rules or the law and the search is reasonable in scope. Searches will be conducted in the presence of the student, when possible, and may occur without notice and without a search warrant but in all cases the student shall be informed of the search in timely manner.

Restitution

Restitution may be required of students who have stolen, damaged, vandalized, or lost school or personal property. Vandalism includes but is not limited to toilet papering, graffiti, etc. Any student identified to be associated with such activities may be subject to suspension and/or charges. These students will be responsible for cleaning the campus/area.

Cheating

All forms of cheating are unacceptable. Cheating is considered any of the following behaviors;

- Plagiarism – includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - Using, submitting or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.
 - Behavior that gives one student an unfair advantage over other students.
 - Situations in which a student does less work than assigned because he/she has "borrowed" material from someone else.
 - Situations in which a student' grade is enhanced without the student putting forth the required effort.

- Talking without permission during any classroom situation in which the teacher has given other directions.
- Giving answers or materials to other students without teacher permission.

Consequences for a student cheating may include but are not limited to the following:

- A zero on that particular test or assignment
- Notification to parents/guardians
- A behavior referral sent to an administrator

Violations of School Rules

Unfortunately, even after rules and policies have been explained and the reasons for them understood, some students will violate school rules. When students violate a school rule or when they disrupt the school day, there are several options, which may be used to bring about acceptable behavior. These include, but are not limited to the following:

Interventions

Audit/Contract with teacher and/or counselor
 Parent/Teacher Conferences
 Program change; Modified schedule
 Outside resource/agency
 Other – Assigned by administration

Consequences

OSS (out-of-school suspension)
 ISS (in-school suspension)
 Office Assigned Study
 Loss of Privileges
 Loss of Credit
 Community Services
 Expulsion
 Other – Assigned by Administration

The above consequences can be used at any time for any school violation with administrative discretion.

Suspensions

Suspension may be used as a consequence for violation of school rules. The administration has the authority to suspend a student up to a maximum of ten (10) days at a time. Repeated suspension may result in a recommendation to the Board of Education for expulsion. Suspensions may be either in school or out-of-school. A student serving in-school suspension will have NO ELECTRONIC DEVICES IN THEIR POSSESSION.

Expulsion

Only the Board of Education may expel a student. Once a student has been expelled, only the Board of Education may allow re-entry into the school setting.

Loss of Privileges

A junior or senior must earn the privilege of open lunch/open campus, parking, etc.

Freshmen/Sophomore Study Halls

Attendance is required – Consequences will be assigned for unexcused absences and tardies from study hall. Study hall is designed to permit students to utilize time to complete academic work. It is a controlled academic environment and is not to be mistaken as a “free” period or social gathering.

Study halls expectations: Students are to bring all necessary work items with them when reporting to study hall. Students will not be allowed to leave study hall without a pass, once the period begins.

1. Roll will be taken and seating charts may be used.
2. Students may talk quietly.
3. Passes to go to a teacher's room must be obtained before the study hall begins. Students must bring pass to SH teacher immediately for signature and leave promptly. Teacher requesting students from a study hall are responsible for direct supervision of the student(s).
4. All students must sign out and have a pass from a teacher to go to the media center during study hall.
5. Game/card playing, laptops or any other devices that may cause disruption, are not permitted in the study hall.

Any additional rules may be established by the study hall teacher.

ELIGIBILITY

Interscholastic Athletics and Co-Curricular Programs

Participation in interscholastic athletics and co-curricular activities is a privilege. School athletics and activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in interscholastic athletics and co-curricular activities should be acknowledged as standout student ambassadors of the school district throughout the calendar year. Therefore, the school district maintains high expectations for all participants in athletics and co-curricular activities.

Eligibility requirements listed below pertain to interscholastic athletics (including drill team and cheerleading), music and speech (including debate and drama).

A. The following ACADEMIC ELIGIBILITY rules are established to be in compliance with the **academic eligibility** rules of the state associations governing athletics, speech and music. Academic Eligibility Rules for Interscholastic Athletics (including drill team and cheerleading), Music and Speech (including debate and drama):

1. To be academically eligible for the above listed activities, the student must be *passing all courses at the end of the previous semester.
2. An INCOMPLETE at the end of the semester means the student has not yet completed the course requirements and results in ineligibility until the work is completed and the teacher submits a passing grade to the office.
3. *A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.

B. Eligibility Requirements for **Interscholastic Athletics** (including drill team and cheerleading)

1. Be considered a full-time student during their athletic season.
2. Have a signed parent permission slip on file at the school.
3. Have had a physical within 13 months and physical must be on file at the school.
4. Not have reached his/her 20th birthday.
5. Have returned or paid for equipment lost from previous seasons.
6. Not possess or use tobacco or tobacco products, alcohol or controlled substance.
7. Not play on a regularly organized team other than the teams representing the Ames Community Schools during the same season without previous written consent of the principal or designee.
8. A student under any in-school and/or out-of-school suspension is ineligible for any school activity during the course of the suspension. Eligibility is reinstated following in school suspension at 3:15 the last day of the suspension. For out-of-school suspension, eligibility is reinstated the calendar day following the suspension is completed.

STUDENT SERVICES

Guidance and Counseling

Ames High guidance personnel hold degrees in school counseling. The services provided by these people are directed at assisting students in many ways such as personal growth, transitions beyond secondary school, course decisions and personal concerns. Various services may be provided on an individual basis or in small and/or large groups, utilizing the supportive skills of counselors and other personnel. Counselors, as well as other trained personnel in the building, are also available to assist students and their families who are in need of special help. Parents/guardians, students, peers and staff may refer a student to his/her counselor or other personnel to arrange assistance and referrals to other community agencies when necessary.

HEALTH SERVICES

Nursing Services: Health services include health counseling, health education, health assessment and treatment if indicated, and referrals. The school nurse maintains all current health records.

Injury or Illness: Students need to visit the school nurse when there is a health issue. If a student cannot finish the school day, he/she is expected to check out of the building through the school nurse. Parent permission is required for a student to be excused. The nurse will issue a pass for the student to leave the building. (A student returning to school after an absence of three or more days due to illness/health related reasons might be referred to the nurse before returning to classes.)

In the event of injury or sudden illness of a student, the school has the responsibility for:

- Giving immediate care (first aid)
- Notifying the parents or guardians
- Arranging for the student to go home
- Completing an accident report, if indicated

In case of emergency, an ambulance may be called for assistance and transportation to the emergency room if deemed necessary.

Too Sick for School

Keep your student home if any of the conditions exists:

- Oral temperature of 100 degrees or more
- Vomiting or diarrhea within 24 hours
- Persistent cough, croup or chest congestions
- Labored or painful breathing
- Reddened, mattering or crusty eyes
- Moist, draining lesions on the lips or skin

The parent/guardian will be notified if any of these conditions occur while a student is in school. Student must be free of fever, vomiting and/or diarrhea for 24 hours prior to returning to school.

Medications: The Ames School Board has instituted a policy regarding the administration of medication in the schools. Most students taking medication can be adequately treated by taking the medication before and after school. However, some student's health and educational needs require that they take medication during the school day. For those students, the District will assist in administering medication upon a written request of the parent(s)/guardian(s) and under the direction of a legal prescriber. The Ames Community School District accommodates families by allowing a parent/guardian to personally administer medication, over the counter medication, or an alternative medicine product at school.

Medication Administration Requirements

- Authorization form signed and dated by the parent/guardian
- Medication in its original container with a prescription or prescription label
- Requests must be on file with the school nurse before a medication is given.

Inhaler Medications: Students may carry and administer their own inhaler medication while at school or school events.

• In order for a student to self-administer medication for asthma or any airway constricting disease:

- Parent/guardian provides signed, dated, authorization for student self-administration
- Physician, Physician Assistant, Advanced Registered Nurse Practitioner provides written authorization containing purpose of the medication, prescribed dosage, times, or the manufacturer's labeled container containing the student name, name of the medication, directions for use and date.

Authorization is renewed annually. If any changes occur in the medication, dosage or time of the administration, the parent is to notify school officials immediately.

Acetaminophen (Tylenol) and Advil (Ibuprofen)

- For an occasional headache, menstrual cramps, or discomfort
- Standing orders to the District for acetaminophen and ibuprofen will be written by a local physician each school year for students attending Ames High School
- Acetaminophen and Ibuprofen may be administered after receiving a signed and dated form from the parent/guardian each school year

MEDIA CENTER SERVICES

The purpose of the media center is to provide a quiet academic center for independent student research, studying, reading or class use. It provides materials to supplement the curriculum needs of the school.

Checkout policies and fine rates are as follows:

Books, Audio Books	3- weeks	\$.25/day
Periodicals	One week	\$.25/day
Videos and DVD's	One week	\$.25/day
Reference Materials	Overnight	\$.50/day
Digital Camera	Overnight	\$5/day
Video Camera	Overnight	\$5/day

√ To check items out, overdue materials must be returned or brought in to be renewed, and fines must be under \$1.

√ Reference materials may be checked out for overnight use after school at 3:05 p.m. and returned before school begins the next day.

√ Video cameras and digital cameras are available for check out with a signed parent permission/insurance form. Forms are available at the circulation desk.

√ Students are expected to pay for lost or damaged materials. The replacement cost is charged.

√ A valid student ID must be presented for checking out media center materials and borrowing of media center supplies

√ The Media Center is opened from 7:30 – 3:15 daily for quiet, independent study and research or may be reserved for classroom usage. All students must sign in to the attendance book and present a pass from a classroom teacher if they wish to use the Media Center. **Students must have their student ID available at all times in the Media Center.** To prevent damage to books, computers, furniture and carpet, neither food nor drink may be brought into the Media Center or Computer Labs.

All students must sign an AUP (Acceptable Use Policy) to have an active computer account. Computers throughout the building are available for academic use only. Inappropriate use of school computers includes but is not limited to playing of online games, logging on to social networking sites (such as myspace.com), viewing of inappropriate material, accessing another student's server folder without permission, harming computers in any way, and online chatting. For students' safety, staff remotely monitors media center computers. Online databases are provided for use at school and at home. All databases can be accessed from <http://www.ames.k12.ia.us/ahs/mc/onlineresearch.html>

Login information and passwords are posted at all media center computers.

Items available for purchase in Media Center:

CD-R	\$.50
DVD-R	\$1
Mini DVD-R for Camcorders	\$2
Poster Board	\$.50
Transparencies:	
Write on	\$.20
For copy machine	\$.20
Copies on machine	\$.10
Construction paper	\$.10
Note cards (10/pack)	\$.25

Many supplies can be borrowed in the media center including markers, scissors, glue, rulers, etc.

IOWA HIGH SCHOOL BOOK AWARDS

2011-2012 READING LIST

Sponsored by the Iowa Association of School Librarians, the IHSBA began in 2003 to promote leisure reading. Iowa high school students are encouraged to read books on the annual list, and if at least two are read by spring students are eligible to vote for their favorite. The author with the most votes from around the state is presented with the Iowa High School Book Award. High school students from across the state also help to put the list together each year by suggesting titles for future lists on their voting ballot. The following books are all available for checkout from the AHS Media Center:

After, by Amy Efav (F EFAW)

The Assist: Hoops, Hope, and the Game of Their Lives, by Neil Swidey (796.323 SWI)

Flash Burnout, by L. K. Madigan (F MADIGAN)

The Forest of Hands and Teeth, by Carrie Ryan (F RYAN)

Iron Heart: The True Story of How I Came Back From the Dead, by Brian Boyle (920 BOYLE)

The Knife of Never Letting Go, by Patrick Ness (F NESS)

Liar, by Justine Larbalestier (F LARBALESTIER)

Paper Towns, by John Green (F GREEN)

Shift, by Jennifer Bradbury (F BRADBURY)

Shiver, by Maggie Stiefvater (F STIEFVATER)

Streams of Babel, by Carol Plum-Ucci (F PLUM-UCCI)

Thirteen Reasons Why, by Jay Asher (F ASHER))

OTHER INFORMATION

Emergency Closing/Fire/Tornado Directions

In the event of severe weather, the following is district policy:

Closing School There will be school unless there is an announcement over radio stations KASI (1430 AM), KCCQ (107 FM), KEZT (104 FM), KFMG (103.3), KJYJ (93.5 FM), KRNT Radio, WHO (1040 AM), WOI (640 AM and 90.1 FM), KCCI TB 8, WHO TB

13, and Cable Channel 7 by 6:30 a.m. or in no circumstances later than 7:00 a.m., stating that school will not be held. The basis for the decision will primarily be the safety of students to and from school and while in school.

Early Dismissal

If there is early dismissal of school, it will be announced over radio and television stations listed above. Extreme heat conditions may result in early dismissal at the discretion of the superintendent.

As a safety measure and in accordance with Iowa State School law, fire and tornado drills will be conducted at regular intervals during the school year. The fire alarm signal is a long, loud, uninterrupted corridor buzzer. When this signal sounds, teachers and students will leave by the nearest exit following the evacuation plan posted in each classroom. In the case of a tornado alarm the public address system will be used to direct students to designated areas.

Announcements

The primary means of communication with students about school-related activities is through announcements and will be posted on the Ames High website. Announcements will be read daily at the beginning of 2nd period class. Items for the daily written announcements should be given to the main office, no later than 1:00 p.m. on the day prior to which it is to be announced.

Messages

Because of the large number of calls received each day and limited secretarial time, we ask that telephone messages to students be limited to emergency situations. All students should use the phone in the lobby area for outgoing calls. Special announcements and names of students who have messages in the office can be viewed on the television monitors. It is the students' responsibility to look at the TV monitors throughout the day for messages.

Food Rule

To maximize cleanliness and supervision, food is only being allowed in the cafeteria and the junior/senior lounge. Students who bring their lunch are to eat it in the cafeteria or junior/senior lounge.

Homerooms

All students are assigned to homerooms. One teacher will advise approximately twenty students. The purposes of homeroom are as follows:

1. To serve as a means of communication for the school, clarifying school policies and news of importance to students.
2. To provide students with the opportunity to have dialogue with an adult outside of the stressors of the classroom.
3. To provide a means whereby students with questions or problems can be referred to the proper person.

Attendance in homeroom is required for all students. Students who fail to attend or are tardy will face disciplinary action. **Homeroom will be after 2nd period for 10 minutes certain Wednesday mornings.**

Junior/Senior Exception: Juniors and Seniors will not be required to attend homeroom if they do not have class on both sides of homeroom or have morning DMACC or ISU classes held at the same time as homeroom.

ID CARDS/ACTIVITY PASS

Student ID cards are used for identification purposes in school, for checking out materials in the media center, purchasing lunch and for admission to school sponsored events. Students receive their ID card on the first day of school. Students are required to carry (or at least make visible) their ID cards at all times and are required to show it upon request. Failure to show the ID card upon request may lead to disciplinary action. **Replace IDs may be obtained for \$2.50 in the Main Office.** When a student purchases an AHS activity pass, an AHS activity sticker will be either printed on or attached to the ID. In addition to admittance to most AHS activities, this pass may also be used for admittance to away conference athletic events in which AHS is participating, excluding tournaments.

- Students are required to carry their ID cards during the school day.

Junior/Senior Study Time

Juniors and seniors are to spend their independent study time in an assigned study hall or other designated area including: jr/sr room, media center or courtyard. Students are not permitted to loiter in the hallways or move from place to place. Students must get to a destination within the 5-minute period of time allotted for passing. This privilege may be revoked due to office referrals or poor classroom performance and the student will be assigned to a study hall.

- Seniors may, if they have written permission on file in the attendance office, leave and return to the campus any time they do not have a scheduled class or homeroom. A senior student must have an Open Campus sticker on his/her student ID card and must have it in his/her possession when leaving or returning to campus.
- Juniors who do not have a scheduled 8th period class will be allowed to leave at the end of their 7th period.

Open Lunch

With proper permission on file in the attendance office, juniors and seniors with the appropriate sticker attached to their ID, may leave during their lunch period. Juniors may use only one period adjacent to their scheduled lunch period (period 4, 5, or 6). Near the start of 2nd semester, Juniors and Seniors will bring their schedule to the office, and will have the open lunch sticker changed to

reflect the new semester schedule. This privilege may also be revoked due to office referrals.

Cafeteria

Students are encouraged to use their meal accounts to make all purchases. While cash payments are accepted, using the meal account expedites movement through the line. Breakfast is available from 7:15am until 8:15am. To maintain a pleasant environment in the cafeteria, students are asked to return all trays, plates, utensils and refuse to the proper place and to exercise polite, courteous behavior at all times. Students may be asked by cafeteria supervisors to help clean the area where they are eating. Students are expected to cooperate and provide assistance when needed. **Coats and backpacks are not allowed in the cafeteria during lunch.**

AHS has a closed lunch for all freshman and sophomore students. Students are to remain in the cafeteria during the entire lunch period unless they have a pass from a teacher/counselor/administrator.

Assemblies

Assemblies are an opportunity for staff and students to gather, learn and build school spirit. Students are expected to conduct themselves in a considerate, respectful and responsible manner. All assemblies are required and students will sit with their homeroom in an assigned area in the gym.

Bulletin Boards/Display Cases/Posters

Permission must be granted from the Administrator in charge of Activities before hanging any posters and banners in the building. Posters/banners displayed on walls without administrator signature/approval will be removed.

Fees/Fines/Waiver of Fees

All students are expected to pay various fees. A schedule of fees are included in the registration packet handed out to students in late May. Those students whose families are eligible for fee waivers may apply for a reduction or waiver of required fees.

This waiver does not carry over from year to year, but must be completed annually. Waiver forms are available in the main office and in the food service office. Students will be assigned fines for situations such as damage or loss of textbooks, overdue materials from the media center, damage to school property, parking fines, wood materials, or general vandalism. All fines must be paid at the end of the year, prior to receiving report cards.

Dances and Special Events

School dances and special events are limited to Ames High students with the exception of homecoming, winter formal and prom. Students will need a ticket and their student ID for these events. Students who leave these events are not

readmitted. Approved school groups with staff sponsors may plan special events or activities and are responsible for providing music, determining the admission price, furnishing student help and providing for adult chaperones and police supervision when necessary. Students may lose the privilege to attend these events due to office referrals.

Internet

Students have access to the Internet from computer labs and individual computers in classrooms. Our district views the Internet as a tool to help learners locate and use information faster and more effectively than ever before. Students and staff can use the Internet for up-to-date research, electronic field trips and communication with experts and access to vast information sources on almost every subject. The greatest concerns are that students may be exposed to ideas or material that may be unhealthy or non-educational. The board expects that users will access information, educational and career or professional development activities. The following activities are prohibited:

- Using the Internet to engage in criminal activity
- Viewing or downloading material that is inappropriate in an education setting
- Using the Internet to plagiarize

Lockers

Each student is assigned a locker and is to keep that assignment unless an administrator makes a change. Please demonstrate pride in our school by keeping your locker clean. If your locker does not open properly, notify Mrs. McCarley in the main office. All hall lockers will be equipped with padlocks that are to remain on the locker. Students are not charged for their initial lock for the lockers. Students have the option to purchase additional locks for use on band, orchestra, PE and athletic lockers for the price of \$5. Students will keep the same padlock their entire high school career. **Students are not to use locks other than those purchased through the school.**

School lockers and other facilities or spaces owned by the school in unprotected areas are subject to reasonable search. Since Ames High School is not responsible for losses, students should not bring valuable items or large amounts of cash to school.

Driving Permit

Students who believe they may qualify for a school driving permit need to see the principal to obtain information and guidelines for this privilege. Typically the requirements have been the following:

- Passed driver education course
- Reside more than one mile from AHS
- Participate in an activity that meets more than three times per week

Work Permits

Juniors with unscheduled periods and who have reasons for requesting released school time for work may be excused as arranged through the administration. Schedules will not be arranged to accommodate work. An employer must submit a written request for the hours involved and a parent/guardian must give approval before a work permit is issued. Proof of birth must also accompany the permit. Requests must be on file in the main office. If school rules and privileges are abused, the privilege of release for work may be withdrawn.

Parking Lot Regulations

All student vehicles must be registered and display a current AHS permit hangtag (from rearview mirror) to be parked during the school day in the student lot. Cost for the initial permit hangtag is \$1.75. Replacement for a lost or stolen permit tag is \$2.50. Student vehicles are not allowed in the faculty lots, which are the north lot and the lots behind the school, or in visitors' stalls. Parking violations for parking in the faculty lots, visitor stalls or along any yellow curb will result in a fine of \$20. Parking violations for parking in the student lot without a permit or not parking properly in the stalls will result in a fine of \$15. Students who have cumulative unpaid fines in excess of \$45 will be subject to having a boot lock put on their vehicles until the fine is paid or payment plan agreement is made with an administrator. Removal and/or damage of the boot before this agreement may result in criminal charges being pressed. Vehicles displaying a hangtag other than the one registered for that vehicle will be subject to having a boot lock applied immediately and the student driver fined \$100.

Visitors

To provide for the safety of all students we ask that all visitors sign in at the main office and obtain a visitor pass. Parents are always welcome. We encourage your visits. Please check in at the main office so we can assist you with your visit. If a parent is dropping off something for their student, they will be asked to leave the item on a table in the main office, and the student's name will be placed on the TV monitors.