

North Fayette Valley

Downtown Academy

Student and Parent Handbook

2016-2017

North Fayette Valley Downtown Academy Student and Parent Handbook

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General Information

Purpose

The Downtown Academy is a specialized, alternative program that offers both academic and behavioral support for students who have demonstrated a need for this type of setting. In order to promote individual success for each student attending the Downtown Academy, it is a highly structured classroom environment with a low student to staff ratio. Students will have the opportunity to take classes at NFVHS as academic and behavioral success at the Downtown Academy is attained.

The Downtown Academy provides:

- a highly structured classroom environment
- a low student to staff ratio, with small group and individual support provided, as needed
- specially designed instruction in Behavior/Coping Skills, including Employability Skills
- implementation of individual Behavior Intervention Plans (BIP), including strategies to prevent challenging behavior from occurring as well as immediate feedback/response strategies to challenging behavior
- implementation of a positive, classroom-wide behavior management system
- regular, on-going communication with parents/guardians regarding a student's progress at the Downtown Academy
- the opportunity to earn course credit toward an NFVHS Diploma or Alternative Diploma
- vocational opportunities with local business partners

Admission To Downtown Academy

In order to be admitted to the North Fayette Valley Downtown Academy, the following criteria will be followed:

- All students being considered for admission into the NFV Downtown Academy **MUST** have an Individualized Education Plan (IEP) that explicitly states behavior is a concern.
 - Has contact been made with the AEA Core Team member for your building?
 - Does the student have a current FBA/BIP?
 - Has the FBA/BIP rubric been completed and implemented with fidelity?
- All students admitted into the NFV Downtown Academy **MUST** have a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) as a part of their IEP.
 - Does the data indicate that the current placement is not successful?
- Prior to admission, an Intake Meeting will be held to determine if the Downtown Academy is an appropriate placement for the individual student. If the student has an IEP, the Intake Meeting will serve as an IEP Amendment or Review meeting to accurately reflect the change of setting in the IEP. The purpose of the Intake Meeting is to introduce the student and parents/guardians to the NFV Downtown Academy, explain the philosophy and expectations of the program, and to answer any questions. A starting date at the Downtown Academy will be determined at the Intake Meeting.
- Admission into the Downtown Academy is determined by North Fayette Valley administration based on the recommendation of the IEP team.

- Emergency Situations/Interim Alternative Educational Placement may be considered on a case-by-case basis. When placement is a result of an Emergency Situation, a data review will be conducted 10-20 days after placement. Within 45-days, a meeting MUST be held to determine future placement. Possible Emergency Situations include, but are not limited to:
 - Student is returning from alternative placement for reasons other than completing the program/meeting goals;
 - Student demonstrates behavior that warrants implementation of a 45-day Interim Alternative Education Setting.

Breakfast and Lunch

Students at NFV Downtown Academy will have access to the North Fayette Valley Breakfast and Lunch programs. Accounts will be held with the NFV Food Service Director. Those eligible for free and/or reduced lunch must complete the appropriate paperwork with the food service director.

Continuum of Services

The program at Downtown Academy is designed for students with Individual Education Plans and is considered a special class with integration. Keystone AEA personnel will provide support for the program and partner in the management of the academic and behavioral program and services that are provided.

Participation in High School Activities

Students from the North Fayette and Valley districts enrolled at the Downtown Academy are eligible to participate in extra- and co-curricular activities at NFVHS. The eligibility of students from other districts is determined by their residential district. Should students not meet behavior goals they will not be allowed to attend practice or participate in the activity. Repeated failure to meet behavior goals will result in the student having the privilege of participating in these activities removed. The opportunity to return will be considered at the next quarterly meeting and will be based in large part on the student's behavior from the time they were removed from the activity up to the meeting date.

A student that arrives to school after 8:45 a.m. or misses any other part of a day is not able to participate in activities that day. A student must be in school a full day to participate in activities unless granted permission from the high school principal.

In order to participate in the music programs, the student must integrate into the band or chorus classes at the high school.

School Hours

- 8:30-3:00 MTTF
- 8:30-2:00 W

- Breakfast -- 8:30
- Lunch -- 11:15
- Downtown Academy will follow the NFV calendar, including all late starts, early dismissal, and weather related changes to the schedule. On days when there is a late start, breakfast will not be available.
- Doors open at 8:15 a.m.

School Calendar

The Downtown Academy will follow the North Fayette Valley School Calendar. Students will be provided with a copy of that calendar when they enroll. When NFV does not have school scheduled, Downtown Academy will not be in session. When NFV is scheduled to have school, it is expected that the resident district will provide transportation for their students to attend. When North Fayette Valley cancels school due to weather, there is no school at the Downtown Academy. If the resident district cancels due to weather, there is no expectation for students from that district to attend. If school is delayed due to weather, it is up to the residential district whether to send their students.

Quarterly Parent Meetings

Meetings will be held each quarter between the teacher, behavior interventionist, student, and parents to discuss academic and behavior progress. A review of IEP goals will take place as well as a report on course grades, behavior intervention, and attendance.

Technology Resources and Laptop Computers

Students will be issued a school computer and therefore are not to bring in personal computers or tablets. As long as they abide by the North Fayette Valley Acceptable Use Policy (AUP), they are able to use the computer at school. When using other electronic devices or technology, students must also follow the AUP.

Acceptable use of the electronic information services requires that the use of these resources be in accordance with the following guidelines and support the educational goals of The Downtown Academy. Among other things, the user must:

- Use computer for educational purposes only.
- Food or drink kept away from computers, keyboards, and other devices.
- Treat computers with respect and not damage, vandalize or tag equipment.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang related, sexually threatening, racially offensive or illegal.
- Not attempt to harm, modify without system administrator approval, gain unauthorized access to school systems or data, destroy software, or interfere with system security. Students are to notify a system administrator if a password is lost or stolen.
- If there is reason to believe that someone has an obtained unauthorized access to the system, the student is to notify a teacher.
- Not use the network in a way that would disrupt the use of the network by others.

- Understand that e-mail on networks should not be considered absolutely secure or private.
- Not reveal home addresses or personal phone numbers while using the computers.
- Not use computer to make any unauthorized purchases or to conduct any non-approved business.
- Abide by all copyright regulations, thereby refraining from illegally copying copyrighted software.
- Follow all district policies and the student handbook as written.

The use of computing resources at the Downtown Academy is a privilege, not a right. Any action by a user specifically delineated in this document, the district's Acceptable Use Policy, or determined by a system administrator to constitute an inappropriate use of a computer system or network system is subject to consequences. Depending on the seriousness of the user's offenses, consequences will be determined by the school administration. In addition, users will be subject to all applicable laws.

Vocational and Employment Program

A goal for every student that attends Downtown Academy is to engage in work experience at some point during their time at the school. Staff will work with students who have progressed through their first year of high school to identify possible work experiences in the community. Once an opportunity is located, it will initially resemble a job shadow or mentoring experience where the student learns about the job, and gradually will turn into a work experience. For upperclassmen, this may evolve into a part time job while they are also attending school. Staff members will accompany students when they begin a job shadow and work experience. Credit toward graduation may be earned for work experience. This will be determined on a case-by-case basis.

Academic Program

Academic Progress

For all online classes, students are expected to achieve Academic Progress, which is defined at moving forward a minimum of 5% daily or a total of 25% per week. Failure to accomplish this will result in a drop in status and denial of any earned privileges. For two consecutive weeks of failing to achieve Academic Progress, a meeting will be held with the parents and a plan will be developed to spend additional time getting caught up on the course. Academic Progress must be achieved weekly for all courses the student is working on. *Note: Year-long classes will be split into semester length classes when necessary in order to maintain the 5% daily target. Should that not be possible, then for those classes only, 2.5% daily progress will be the target.*

Eligibility

Students who are considered to be ineligible for any reason at the school from which they are transferring will also be considered to be ineligible for a like period of time at North Fayette Valley Downtown Academy. Starting in the fifth week of the semester, students who do not

make Adequate Weekly Progress on their courses will be ineligible to participate in extracurricular activities for one week, from Monday at noon to Monday at noon. This will be similar to and administered the same as at North Fayette Valley High School.

Course Offering

Online Courses

A list of course available through Edgenuity and Iowa Online is available on the DA Course Lists document.

General Education Courses

Character Development & Leadership I -- 1 credit

The Character Development & Leadership Curriculum utilizes a consistent set of 10 lesson plans to teach each of the 18 character trait modules. This is both the simplicity and the beauty of this curriculum. It's what the teachers love and the students come to rely on. Once the students understand the 10 lesson plans, they know what to expect, which provides consistency. At the same time, one ethical dilemma (for example) doesn't look like the next, so each lesson plan is unique and fresh.

Character Development & Leadership II -- 1 credit

This is a continuation of the first semester of the course above.

Consumer Math -- 2 credits

A math class focused on the development of math skills that will aid the student in making better consumer decisions. Included in the content will be budgeting, banking, interest, credit, and a number of other concepts. It is a two-semester course.

Current Events I -- 1 credit

The students will study a variety of current local, state, national and world events, learn how to discuss them, and express themselves in an appropriate manner. Channel 1 and other news sources will be used as resources.

Current Events II -- 1 credit

This is a continuation of the first semester of the course above.

Employability Skills -- 1 credit

The content of the course is based on Core Curriculum 21st Century Skills. Included in the curriculum initiative and self-direction as well as productivity and accountability.

Financial Literacy -- 1 credit

A digital course using a variety of platforms -- 3-D gaming, animation, video, and social networking -- to teach complex financial concepts including: credit scores, insurance, credit cards, taxes, investing, saving, and other topics. *Note: This is a required course for all students at Downtown Academy.*

Independent Reading -- 1 credit

The student is required to read 1000 pages and write a one-page review on each of the books that they read. One of the books must be non-fiction. *Note: The student may earn up to one(1) credit per academic year for Independent Reading.*

Life Skills I -- .5 credit

Students will learn and apply basic life skills that may include cleaning and other household tasks. Additional skills that will help them live on their own will be introduced over the course of the semester.

Math I -- 2 credits

A two semester, entry level math class for high school students designed to help build basic math skills. A common curriculum will be taught, though individual modifications in content may be made to address specific IEP goals.

Physical Education -- .5 credits

Physical activity will be included each day when possible.

Reading -- 2 credits

Direct reading instruction provided to students to develop their fundamental reading skills with particular emphasis on the improvement of comprehension and vocabulary. Instruction will support students at their identified reading level. It is a two-semester course.

Social Skills -- 1 credit

The development of improved social skills is a fundamental component of instruction at the Downtown Academy as it most likely ties into IEP goals as a specially designed instruction component. Character development and leadership will be strong points of emphasis in the instruction.

Technical Writing -- 1 credit

Students will be taught “real world” applications of writing, which includes writing technical reports and instructions, business letters, resumes, and applications. Seniors will use this course to complete their research paper if they are working to complete the Capstone.

Work Experience -- 1 credit

A goal for the program is to provide opportunity for students to gain meaningful employment. In order to receive one credit, the student must complete 80 hours of structured work, verified by pay stubs. They must also submit a two-page paper on a work related topic to be determined by the teacher and student, and submitted after the 80 hours are logged and before credit is awarded. Students can earn one Work Experience credit.

Graduation Requirements

Each student has the option of completing his/her high school program by meeting the graduation requirements of their home district, or by meeting the graduation requirements of the North Fayette Valley Downtown Academy Diploma, or by meeting the graduation requirements of the North Fayette Valley High School Diploma. The different diplomas are described below.

Graduation Requirements for Downtown Academy

Each student must acquire **45 credits** in grades 9-12 to be eligible for graduation from North Fayette Valley Downtown Academy. Students will earn the alternate Downtown Academy diploma.

Each student must earn credits in the following areas in accordance with the Iowa Department of Education and the North Fayette Board of Education.

English	8.0 credits	
Mathematics	6.0 credits	
Social Studies	6.0 credits	
	Required:	U.S. Government (1 credit)
Science	6.0 credits	
Health	1.0 credits	
Financial Literacy	1.0 credits	
	Total Required Credits:	28
	Total Elective Credits:	22
Physical Activity	Participation is required for graduation	
Social Skills	Participation is required for graduation	

Graduation Requirements for North Fayette Valley

Each student must acquire **50 credits** in grades 9-12 to be eligible for graduation from North Fayette Valley High School. Each student must earn credits in the following areas in accordance with the Iowa Department of Education, the North Fayette Board of Education, and the Valley Board of Education:

English	8.0 credits	
	Required:	English 9 (2 credits) Speech 10 (1 credit) English 10 (1 credit) Jr/Sr English Electives* (4 credits)
Mathematics	6.0 credits	
Social Studies	7.0 credits	
	Required:	World Geography (1 credit) World History (1 credit)
United States History	(2 credits)	Government (1 credit) Elective (2 credits)
Science	6.0 credits	
	Required:	Unified Science (2 credits) Biology (2 credits) Electives (2 credits)
Health	1.0 credits	
Physical Education	4.0 credits	
	Total Required Credits:	32

Total Elective Credits: 18

Capstone Project Successful completion is required for graduation.

* Must have at least one writing class and one literature class.

Graduation from Home District Requirements

To earn a diploma from another home school district, the student must meet those established graduation requirements. This will be clarified at the time of admission.

Graduation via IEP

For those that have this as a stipulation of their IEP, once their goals are completed, they will graduate.

Integration to High School Academic Program

One of the fundamental goals for the students at Downtown Academy is to be integrated back into their high school. While it is not required for a student to do this, they will be encouraged to do so at least on a limited basis. When a student attains Blue Status, conversations will begin about the student's interest in taking a course at North Fayette Valley High School. The course options available will be discussed and narrowed before the student attends NFVHS. With the help of the behavior interventionist, a scheduled meeting will take place at the high school with the teacher(s) of the course(s) the student is interested in. At that meeting the student will explain why he/she wants to enroll in the class and the teacher will make his/her expectations clear. The student will be allowed to enter the class in the middle of the term if necessary and at that point grading will begin. Students will be accompanied to the high school classes by a paraprofessional until they demonstrate the ability to engage in the class in a responsible manner.

Review of Credits

Students who transfer into North Fayette Valley Downtown Academy will have their credits assessed by the high school administration and guidance department with a determination made as to those credits that will be accepted toward meeting the graduation requirements established by the North Fayette Board of Education and the Valley Board of Education.

Students who transfer into North Fayette Valley Downtown Academy from another school district and have a desire to earn a Downtown Academy diploma will have their credits assessed by the high school administration and guidance department with a determination made as to those credits that will be accepted toward meeting the graduation requirements established by the North Fayette Board of Education and the Valley Board of Education.

A student that enrolls after attending non-accredited educational programs must meet the requirements for students who initially enroll in the school district. The school retains the right to determine grade level placement. Credits will not be accepted from non-accredited educational programs or count toward meeting graduation requirements. To determine credits that will be accepted toward graduation, school personnel will do an audit of the student's coursework.

Student Conduct

Alcohol, Tobacco, and Drugs

The Downtown Academy has a zero-tolerance for alcohol, tobacco, and drugs. Students in possession or under the influence at school will be suspended immediately and referred to the high school principal who will determine the next steps that will be taken. Consequences will follow those of North Fayette Valley High School. All employees of the Downtown Academy are responsible for enforcing school rules, regulations, and policies at all times, and police reports may be filed for any violation of federal, state, or local drug, tobacco, or alcohol laws.

Attendance

All students are expected to maintain outstanding attendance. Successful completion of the academic program and IEP goals can only happen if the student is at school. It is expected that the student will be on time as being late will result in consequences. Students will be excused for the following reasons:

1. Personal illness*
2. Death in the family or close friend
3. Religious events and/or observances
4. School sponsored or approved activities
5. College visit approved by the lead teacher
6. Work for parents when approved ahead of time**
7. Unavoidable occurrences as determined by lead teacher***
 - *After four (4) absences in a semester due to personal illness, written verification from a doctor is required in order for the absence to be considered excused.
 - **A student will be excused to work with their parents on a limited basis under emergency or unforeseen circumstances. When a second request is made, it must be approved by the principal at NFVHS.
 - ***Families are strongly encouraged to schedule vacations or trips during school breaks or the summer. When it is not possible, advanced notice of at least two weeks is appreciate in order to gather necessary work that the student will miss. It is expected under these circumstances that work is handed in upon return from the trip.

Before a student is readmitted and excused after an absence, the parent must have called or the student must bring a note signed by a parent to the office explaining the reason for the absence. Any student coming to school without a parent excuse or a phone call from the parent will be marked as “unexcused” and detention time will be assigned until communications are cleared with the parents as to the nature of the absence.

Students leaving the school for a doctor/dental appointment will be given a medical slip to be signed by the medical office indicating the time of arrival and departure from the appointment.

Parents will be notified in writing when their student’s unexcused absences total seven days in any one semester. At this time a conference will be scheduled with the lead teacher to examine the reasons for the excessive absences. After ten days (10) of absence, excused and unexcused, a meeting will be held with the student, parents, and administration or designee. Any subsequent absences after ten (10) days may be deemed unexcused and shall require a

doctor's excuse, and may be grounds for disciplinary action up to and including filing truancy charges with the county attorney. The administrator may excuse special and unusual circumstances.

Students are expected to remain in the Downtown Academy Building or with the group at all times unless there has been communication between parents and the staff at Downtown Academy. Should a student without permission exit the Downtown Academy building into the parking lot, a verbal warning will be issued to the student and if the student does not comply the local law enforcement will be called immediately. After that, a call will be made to a parent.

Students are required to check-in and check-out each day to affirm their attendance.

Behavior Expectations

Students are expected to be civil, polite, courteous, and respectful to everyone at school. They are to respect the property of others and the school, and refrain from crude, sarcastic, or critical remarks directed at others. Good behavior is the expectation at Downtown Academy. The discipline procedures are in effect to protect the health, welfare, and safety of all students and the rights of students who want to learn. Students who persist in making learning impossible for other students or teaching impossible for the teacher may be removed from the classroom. Students are responsible for their conduct, however, parent(s) and/or legal guardian(s) are also legally responsible for their children's conduct. Close cooperation between parents, legal guardians, and the school is an effective way to prevent situations from arising.

It is a fundamental expectation that each student will have respect for himself/herself and others. They are expected to treat other students, instructors, staff and visitors with respect. This means they are not to physically or verbally abuse others, and not sexually harass or abuse anyone at the school. This includes touching others without their explicit permission. Do not disrupt the peace and quiet of your classes or of the other classes. Respect the personal property of the other students, teachers, visitors, and staff, and the buildings and school grounds.

The teacher is responsible for enforcing all discipline and rules in the classroom. Generally there are two common types of discipline problems. At one end of the spectrum, a student might occasionally act out or misbehave. Teachers normally handle these problems in their classrooms, and the student is not referred to the principal. Classroom teachers may assign a detention, lunch detention, and/or community service at their discretion. There may be students who persistently misbehave, chronically come to class without materials, refuse to do class work, or continuously talk, argue, or disrupt. When their insubordinate actions are to the extent that teaching is nearly impossible for the teacher and learning is difficult for other students, they may be referred to administration for disciplinary action.

Parental Notification

Downtown Academy personnel will attempt to inform parents or legal guardians when serious situations may be developing so that parents/guardians, the student, and staff can work together to resolve the issue before it becomes a big problem.

Flexible Sanctions

The school reserves the right to have a flexible sanctions policy, though the consequences used at the high school will serve as a guide. The lead teacher and principal enforces discipline. A minimum and maximum penalty can be imposed, depending on the severity of the infraction. Progressive consequences will be used to help students learn to change their behavior to be more positive. Any suspensions must be imposed by the principal, as well as any recommendations for expulsion.

Removal From Class

The staff at school recognizes that situations can arise that may necessitate removing a student from a class or from the school in the best interest of the majority of students. The student may be placed in isolation or they may be sent home if their behavior warrants.

Other Sanctions

Consequences may include, but are not limited to: warnings, detentions to do homework, detentions with a community service component, removal from a class, in-school suspension, out-of-school suspension, or expulsion. It is the expectation of the staff that the parents, teachers, students and administrators support each other in the goal of teaching students to exhibit positive, appropriate manners in the workplace (school setting) as well as social situations.

Appropriate Language

Students are expected to use appropriate and respectful language at all times. Lewd or profane language, swearing, derogatory and harassing comments directed toward any other student, instructor, visitor, or staff member of the Downtown Academy is inappropriate and will receive correction and consequences. Threatening comments directed toward any other person at the school or an off-campus activity will result in referral to administration.

Hygiene

Good personal hygiene is an expectation. Students are expected to be clean and wear clean clothing to school. Excessive amounts of deodorant, cologne, or perfume is not appropriate and students may be asked to work in a different space or leave if it is too distracting.

General Housekeeping

It is expected that students will police their area and put all waste in appropriate containers and clean up any messes that they make. Spitting is unacceptable in other other place than the restroom and gum must be thrown away in waste containers. Students will be responsible for maintaining the cleanliness of the room. They will have assignments and clean at the end of each day.

Cheating and Plagiarism

Plagiarism is using someone else's work or original ideas without giving credit to the author and claiming it as one's own. Plagiarism includes, but is not limited to, a student copying a phrase, sentence, paragraph, or entire report from a published source or from the Internet without citing the original author. It also occurs when a student buys a report from a company and submits the report as his or her own work. A student who

plagiarizes a work can expect to receive no credit for the assignment and will be required to start all over and complete an original work. The student may also be subject to a suspension.

Personal Property

While there is supervision on campus, Downtown Academy is not responsible for personal property or automobiles. Students are advised to leave valuables at home. They are also advised to respect other's property and leave it alone. Theft, suspected theft, or evidence of damage to one's personal property will result in contacting administration and possibly law enforcement.

Cell Phones

Students are able to use their cell phones when given permission by the teacher or interventionist. Cell phones used inappropriately or without permission will be confiscated and will be returned at the end of a school day.

Music and Other Electronic Devices

Music devices are not to be used during class time. Teachers can grant permission as long as devices are being used with headphones. Staff and administration reserves the right to confiscate any electronic device that is causing a disruption to the classroom, prohibiting a student(s) from being productive, or is being used disrespectfully. Other devices may be retained longer depending on the punishment prescribed.

Good Neighbor Policy

School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare and property of others during lunch hour and released periods. Failure to conduct oneself in a safe manner or to act as a good neighbor within the school community may result in disciplinary action.

Driving and Parking Regulations

In order to ensure safe and orderly use of the school parking lot, the following procedures will be observed:

- Only authorized vehicles will be allowed in student parking lots.
- In order to protect student's vehicles, students are to park in the designated student parking area only.
- The student parking lot should not be a gathering place for students.
- Students should go directly into the academy upon arriving at school.
- Vehicles should not be used to keep materials that will be needed during the school day.
- The parking lot is a facility provided by the Downtown Academy, students use it at their own risk. The school is not responsible for theft. Students are encouraged to lock their cars at all times.
- All car stereos and boom boxes, etc. are to be turned off upon entering the academy parking lot.

- Safe driving is expected from all student drivers at all times on or near the academy.
- Driving in a manner that is deemed unsafe or hazardous by Downtown Academy staff is grounds for immediate revocation of all academy-driving privileges.

Criminal Activity

The school will call the police immediately if a student is suspected of or engaging in illegal activity. A call to the parent/guardian will follow. Depending on the infraction and the outcome, disciplinary action from the school may follow. Any behavior that is a violation of school policy need not be adjudicated in order for the school to levy consequences.

Bullying and Harassment

At the Downtown Academy, bullying and harassment are not tolerated and are violations of school district policies. Bullying and harassment take place when the actions of one student toward another:

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

Harassing and/or bullying behavior includes but is not limited to:

- Repeated verbal or written remarks of a demeaning nature
- Offensive comments
- Derogatory comments or slurs
- Verbal or physical threats or intimidation
- Lewd propositions
- Assault
- Impeding or blocking movement
- Offensive touching
- Physical interference with normal work or movement
- Visual insults, such as derogatory posters, pictures, or cartoons
- Demeaning jokes or stories
- Behaviors that create an "imbalance of power"
- Gossiping or leaving someone out on purpose

Students who believe that they are being harassed or bullied, or students who witness another student being harassed or bullied, should contact a trusted adult at school and let them know what is happening. Before something gets to the point of harassment or bullying it is suggested that the targeted student make attempts to ignore the comments or actions taken place, avoid the individual, or in some manner let them know that the behavior is not appreciated. However, this is not a requirement and certainly should not inhibit a person from reaching out to the trusted adult. Repeated incidents often indicate an incident, but a single incident can also be considered harassment or bullying. Incidents may take place face-to-face, in writing, online, or in some other manner. A student may be asked to complete a report to document what has

happened, and at that point a determination will be made whether to investigate the allegations. At the Downtown Academy, harassment and bullying complaints are investigated by the principal or his designee, and a determination as to whether or not the complaint is founded will be made by the principal. The principal will also determine the consequence(s) for a founded incident of harassment or bullying.

According to Iowa law, there are seventeen areas specifically addressed as protected for students. They are: real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based on race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also protected.

Dress Code

Students attending the Downtown Academy are expected to dress in an appropriate manner. As in any setting, a certain type of attire is considered appropriate, and at some points, necessary. In the school setting, students are expected to adhere to reasonable levels of modesty and cleanliness.

When a staff member or administration determines that clothing is inappropriate, the student is expected to accept that decision and comply with the decision. Any manner of dress considered inappropriate will result in the student being asked to change clothing or leave school. The teacher will make the final decision on the appropriateness of a student's attire.

The following guidelines will be followed:

- Shirts/Tops -- Males and females must wear shirts and tops must have sleeves and free of rips or split down the side. No sleeveless or tank tops, tube tops, halter tops, "spaghetti strap" tops, racer or T-back shirts, shirts off the shoulder, sheer or see through tops or exposed midriffs.
- Pants, Shorts, Skirts -- Students are expected to wear pants, shorts, or skirts that are in good repair with minimal rips or tears. Pants are to be pulled up so as underwear is not exposed. Shorts and skirts, as well as dresses, are to be no shorter than the student's finger-tips when extended naturally to their side. This is a general rule, but because of different body types, judgment will be used about the appropriateness of the clothing.
- Dresses -- It is expected that when dresses are worn to school, even for special occasions, they should meet the guidelines in terms of sleeves and length.
- Coats -- Coats are not to be worn in the classrooms unless there are problems with the heating system and permission is given by administration.
- Hats -- With the permission of the teacher, hats can be worn.
- Shoes and Footwear -- Footwear is to be worn at all times, and in some instances, specific footwear must be worn for safety purposes.

- Accessories and Adornments -- Any clothing that causes damage or excessive maintenance to school property, may not be worn. This includes, but is not limited to articles that include chains, spikes, heavy rivets or studs, etc.
- Inappropriate Messages -- Students are prohibited from wearing clothing that display direct or indirect obscenities, offensive comments, profanity, vulgarity, negative racial references or slurs, or sexual, alcohol, tobacco, or drug statements or remarks. References to prohibited conduct and gang activity are also not allowed.

Teachers have the authority to require rules of appearance in areas where such dress might constitute a health or safety hazard, or for special activities and trips sponsored by the school.

Off-Campus Activity

The program at the Downtown Academy includes a variety of activities that take place off-campus. The rules and expectations that exist for students in attendance at the school extend to all off-campus activities. All faculty, staff and, administrators are responsible for enforcing these rules and expectations outside the classroom. We expect our students to be positive ambassadors of the Downtown Academy and North Fayette Valley.

When students are transported for any reason, they must comply with requests of the van/car driver, who has complete authority over the van/car and its passengers. Students are to refrain from loud talking or causing any sort of disturbance. They are to keep themselves and all articles inside the van/car at all times. Failure to abide by these rules and expectations may result in suspension from riding the bus to and from school, or from participation in activities.

Sexual Harassment

Sexual harassment is any unwanted sexual advance or innuendo made repeatedly by one student toward another student, made by a student toward a faculty or staff member or made by an employee toward a student which causes discomfort on the part of the recipient. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, teasing about sexual matters including sexual orientation, and other verbal or physical conduct of a sexual nature made by a student, faculty member, staff member, or any visitor to the school, including, but not limited to student teachers, substitute teachers, and parent volunteers, where:

- Submitting to such conduct is either explicitly or implicitly made a term or condition of a student's education; or
- The submission to or rejection of such conduct is used as a basis for educational decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- suggestive or obscene letters, notes, or invitation

- derogatory comments, slurs, jokes, epithets
- assault, touching, impeding or blocking movement, leering gestures, display of sexually suggestive hand or body movement
- objects, pictures, or cartoons
- unwelcome sexual advances
- continuing to express sexual interest after being informed that the interest and attention are unwelcome
- requests for sexual favors
- public displays of affection can also be considered to be sexual harassment if they create an intimidating, hostile, or offensive environment

Sexual harassment can include males harassing females, but it can also include females harassing males, males harassing males, or females harassing females. A student who thinks he or she has a complaint should contact any teacher or administrator, with whom the student is comfortable. All complaints will be taken seriously, and a student may be requested to submit his/her complaint in writing. Any accusation is considered serious. It must be recognized that any false accusations could subject the accuser to legal action.

Student Status

Each student enrolled at the Downtown Academy will have a status that will define their expectations and privileges. Goals are connected to the status and when met the student will change his/her status, moving up to a new one with different expectations and privileges. The status are defined as follows:

- **White** -- all students who enter the Downtown Academy will start with White Status. To move up to Black Status, the student must:
 - Have a weekly behavior performance score of 90%
 - Meet the 25% completion requirement for online courses
 - Have four (4) or less desk restrictions
 - Have four (4) or less in-school suspensions
 - No walkouts
 - No out-of-school suspensions
 - *Privileges: Use of headphones during online work; listen to music during online work*
- **Black** -- once students earn the privilege of moving up to Black Status, they can remain at that status as long as they:
 - Earn a weekly behavior performance score of 80-89% for the week
 - Have three (3) or less desk restrictions
 - Have three (3) or less in-school suspensions
 - Accept staff-directed time-outs
 - No walkouts
 - No out-of-school suspension
 - *Privileges: Lunch with the television on; trip opportunities; opt out of 30 minutes of instruction/week*

- *Advancing to Blue Status: an average of 90% for daily behavior performance for a week and meeting all other criteria above*
- *Downgrading to White Status: an average of 79% or lower for daily performance for a week*
- **Blue** -- once students earn the privilege of moving up to Blue Status, they can remain at that status as long as they:
 - Earn a daily performance score of 80-89% for the week
 - Have two (2) or less desk restrictions
 - Have two (2) or less in-school suspensions
 - No walkouts
 - No out-of-school suspension
 - *Privileges: Leave class with staff to pick up lunch one time per week; Opt out of 90 minutes of instruction per week (30 minutes/opt out); 30 minutes of cell phone or electronics use; begin discussion about integration to the high school for courses or work study*
 - *Advancing to Black Status: an average of 90% for daily performance for a week and meeting all other criteria above*
 - *Downgrading to Blue Status: an average of 79% or lower for daily performance for a week*
- **Silver** -- once students earn the privilege of moving up to Silver Status, they can remain at that status as long as they:
 - Earn a daily behavior performance score of 90% for the week
 - Have one (1) or less desk restrictions
 - Have one (1) or less in-school suspensions
 - No walkouts
 - No out-of-school suspensions
 - *Privileges: Leave class with staff to pick up lunch three times per week; full cell phone and electronic rights; one half day of R&R (student choice): computer rights*; begin taking an integrated course at NFVHS. In order to add classes, the student must maintain Silver Status.*
 - ** Student can take their computer home after submitting parental permission form and paying insurance deposit.*
 - *Downgrading to Blue Status: an average of 79% or lower for daily behavior performance for a week*

