

2018-2019

West Hancock

**Student
Handbook**

Table of Contents

District Information

School Colors, Mascot, Song, History	6
Accident Insurance	6
Administration of Medication	6
Attendance Policy	6
Suspensions and Expulsions	7
Classification of Period Absences	7
Student Absences – excused	7
Procedures for Unexcused Absences K-8	7
Procedures for Unexcused Absences 9-12	8
Truancy	9
Attendance Policy Due Process	9
Bus Rules	9
Care of School Property	10
Character Education	10
Church Night	10
Communicable and Infectious Diseases	10
Emergency Drills	10
Entering or leaving the building	10
Extra-Curricular Code of Conduct	11
Field Trips	14
Freedom of Expression	14
Grading system/Scale	14
Guidance and Counseling Services	15
Health Screening	15
Highly Qualified Staff	15
Hot Lunch	15
Immunizations	16
Inspection of Educational Materials	16
Internet Policy	16
Interrogation by Outside Agency	17
Language Policy	17
Lockers and Desks	17
Official Notices	17
Corporal Punishment, Restraint, and Physical Confinement and Detention	17
Notification of Rights under FERPA (Board Policy 506.1)	17
Notification of Rights under FERPA (Board Policy 506.1) (Spanish Version)	19
Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)	20
PPRA Notice and Consent/Opt-Out for Specific Activities	21
Graduation Requirements (Board Policy 505.5)	21
Early Graduation (Board Policy 505.6)	22
Open Enrollment (Board Policies 501.14, 501.15)	22
Instruction at a Post-Secondary Educational Institution (Board Policy 604.6)	22
Asbestos	22
Child Abuse Reporting	22
Human Growth and Development	22
Student Conduct	23
Public Conduct on School Premises (Board Policy 903.4)	23
Anti-Bullying/Harassment (Board Policy 104)	23
Homeless Children and Youth (Board Policy 501.16)	24
Special Education Services	24
Non-Discrimination Policy (Board Policy 102)	25
Equal Educational Opportunity (Board Policy 500)	25
Multicultural, Nonsexist Approach to Education (Board Policy 603.4)	26
Equal Employment Opportunity and Affirmative Action (Board Policy 401.1)	26

Video Cameras on School District Busses (Board Policy 711.2)	26
Opening and use of the Building	27
Parent-Teacher Conferences	27
Personal Possessions	27
Physical Education	27
Progress Reports	27
School Calendar	27
School Closing and Early Dismissals	27
Spectator Guidelines	27
Student Assistance Teams/GEI	27
Student Conduct	28
Student Illness or Injury at School	28
Student Pictures	28
Student Publications	29
Suspension and Expulsion	29
Textbook/Computers and fines	30
Tobacco-Alcohol-Drugs	30
Transfers in/out of District	30
Transportation	31
Videotaping and Photographing	31
Waiver of Student Fees	31
Weapons	31
Web Page	31
Elementary Information	
Staff Contact Information	32
Welcome	33
Character Counts	33
Dress Code	33
Elementary Classes	33
Grades – Late Work	34
Health Concerns	34
Hot Lunch Program	34
In-School Suspension	34
Parties	34
Personal Property	35
Pets at School	35
Recess	35
School Hours	35
Student Behavior	36
Transportation	36
Visiting School	36
Middle School Information	
Staff Contact Information	37
Welcome	38
Attendance	38
Dance Rules	38
Detention	38
Dress Code	38
Eligibility Policy	39
General Regulations	39
Hallway Passes	39
Homework Policy	39
Honor Roll	40
Plan for Success	40
Promotion Policy	40
Student Funds and Fund Raising	40
Study Hall Regulations	40
Tardiness	41

Telephone calls	41
Cheating	41
High School Information	
Staff Contact Information	42
Academic Information	
Change of Classes	43
Classification of Students	43
Grading and Semester Tests	43
Graduation Requirements	43
Homework	44
Honor Roll	44
Parent-Teacher Conferences	44
Physical Education	44
Post-Secondary Enrollment Options Act	45
Academy Opportunities	45
Repeating Courses Previously Completed	45
Report Cards & Progress Reports	45
Activities	
Extra-Curricular Activities	45
School Spirit	46
Sportsmanship & Integrity	46
Spectator Bus	46
Student Council	46
Attendance	
Student Tardiness to School	47
Student Tardiness to Class	47
Senior Release	47
Work Release	47
Classification of Period Absences for Unexcused Absences	48
Saturday School	48
Suspensions & Expulsions	48
Special Education	48
Passes for Leaving School	48
Health & Safety	
Law Enforcement Officials	48
Safety Drills	48
Physical Examinations for Athletes/Participants	48
Student Vehicles & Parking	48
Procedures & Information	
Daily Announcements	49
Daily Time Schedule	49
Funds & Fund-Raising	49
Library	49
Lost and Found	49
Lunch Time Regulations	49
Student Telephone Use	50
Student Visitors	50
Study Halls	50
Disciplinary Regulations	
Behavioral Standards	51
Detentions	52
In-school Suspension	53
Dress Code	53
Backpacks	54
Language Regulation	54
Public Displays of Affection	55
Removal from Class	56
Student Searches	56

West Hancock Community School

District Information for Students and Parents

The West Hancock Community Schools believe students are unique individuals and, in partnership with parents/guardians and community, will provide a positive, supportive environment, offering a variety of challenging educational opportunities that will seek to produce responsible and productive citizens in an ever-changing world and to encourage life-long learning.

Important numbers to remember:

Elementary/Superintendent's Office	Phone: 641-843-3833 Fax: 641-843-4717
Middle School	Phone: 641-762-3261 Fax: 641-843-4717
High School	Phone: 641-843-3863 Fax: 641-843-4717

Personnel

<u>Position</u>	<u>Name</u>	<u>Extension</u>	<u>E-mail</u>
Activities Director (Britt)	Steve Lansing	392	slansing@whancock.org
Activities Director (Kanawha)	Ruth Verbrugge	205	rverbrugge@whancock.org
Buildings and Grounds	Stacey Goepel	311	stacey.goepel@whancock.org
Business Manager	Mona Buns	101	mbuns@whancock.org
Curriculum Coordinator	Wayne Kronemann	102	wkronemann@whancock.org
Curriculum Asst.	Ruth Verbrugge	205	rverbrugge@whancock.org
Elementary Principal	Michelle DeHart	105	mdehart@whancock.org
Elementary Secretary	Wendy Grove	100	wgrove@whancock.org
Head Cook	Ally Eliason	221	aeliason@whancock.org
High School Principal	Dan Peterson	305	danpeterson@whancock.org
High School Secretary	Sybil Johnson	300	syjohnson@whancock.org
Middle School Principal	Ruth Verbrugge	205	rverbrugge@whancock.org
Middle School Secretary	Peg Eisenman	200	peisenman@whancock.org
Superintendent	Wayne Kronemann	102	wkronemann@whancock.org
Transportation Director	Stacey Goepel	104	stacey.goepel@whancock.org

www.whancock.org

WEST HANCOCK – HOME OF THE EAGLES!!

School colors are **RED & WHITE**

School Mascot – **EAGLE** (Also the symbol of our country)

School Song: **ON WEST HANCOCK** (sung to the tune of “On Wisconsin”)

**On West Hancock! On West Hancock,
Best team in the land.
We are with you - Betting on you,
As our faith will stand.
(GO EAGLES! GO!)
We will lead the field to victory,
You just watch us fight!
Onward, West Hancock, and we’ll win tonight!**

Britt Community Schools and Kanawha Community Schools, recognizing that the needs of the students in the communities of Britt and Kanawha could be better served together than separately, began sharing academic and activity programs in 1989, and five years later, voters in both districts approved a reorganization referendum forming the West Hancock Community School District. The pride and success each school brought into the consolidation created an equally strong tradition of pride and achievement at West Hancock. We are the Eagles, and we look forward to continuing that winning tradition with you.

ACCIDENT INSURANCE

School-time or twenty-four hour student accident insurance and dental insurance is available for students through insurance companies. The school does not endorse any insurance company. It should be noted that most children are already covered with their family health and accident plan.

Please encourage your child to report to either the teacher on duty or nurse if they are injured while at school.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students may **NOT** carry medication without the permission of the principal or school nurse. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication, including Tylenol, as well as parental authorization to administer the medication.

Medication is held in a locked cabinet, distributed only by the school nurse, secretary or principal. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

ATTENDANCE POLICY

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. All students, including those of compulsory attendance age, shall attend school the number of days school is in session in accordance with the school calendar, unless their absence is excused. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12 of compulsory attendance age, they may be referred to the county attorney. Students in grades 7-12 who are not of compulsory attendance age may be subject to discipline, including the possibility of expulsion, if they do not attend the required minimum number of days without being excused as per board policy. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or other school official shall investigate the cause for a student's truancy, i.e., unexcused absences. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official shall refer the matter over to the county attorney for students of compulsory attendance age.

The school will participate in mediation if requested by the county attorney. The principal shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Suspensions and Expulsions

When the student's absence is caused by a suspension or expulsion, such absence will be treated as an administrative absence rather than an excused or unexcused absence.

Classification of Period Absences

Missing over half a class period will constitute one absence in that class. Missing school for from one period up to four and one half periods will constitute a one-half day absence. Missing more than four and one half class periods will constitute a full day's absence.

Student Absences – Excused

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. For this reason, students are expected to attend school the number of days school is in session in accordance with the school calendar, unless their absence is excused. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

School attendance is a shared responsibility of the students, parents, and school. Excused absences shall count as days in attendance for purposes of the truancy law. Excused absences include:

1. Illness
2. Doctor-excused appointments (Health care appointments are to be scheduled outside of the regular school hours whenever possible.)
3. College visits for juniors (limited to 2 per student) seniors (limited to 3 per student, if more are needed they need specific approval from the guidance counselor and principal.)
4. Recognized religious observances
5. Family vacation (prior approval by the building principal required, if possible)
6. Court appearance or other legal situation beyond the control of the family
7. Death or serious illness/injury in the immediate family or household; death of a classmate or student in school.
8. Any absence – approved as excused by the building principal.

The parent/guardian shall notify the appropriate school office of the reason(s) for a student's absence. Such notification shall be in writing or by telephone with suitable verification as to the identity of the person calling. The building principal may request parents/guardians to provide the school with verification by a qualified medical person whenever a student is absent for medical reasons for an extended period of time or in other unusual circumstances. If the building principal becomes aware that the signature of a parent/guardian is forged or that the excuse misrepresents the facts, the principal shall investigate, determine the facts, and take appropriate action which may include classifying such absence as unexcused.

Students who wish to participate in school-sponsored activities must attend school the full day on the day of the activity unless permission has been given by the principal.

Students missing more than 10% of the school year (combined excused, unexcused absence, and school activity) will be labeled as "chronically absent" by the Iowa Department of Education. This label has a negative influence on the school report card and also interferes with a student's ability to learn (academic, social, emotional, etc.) at a satisfactory rate with their peers.

School work assigned during any absence must be completed in a satisfactory and timely manner. Students shall be provided a reasonable length of time to make up school work. In general, students will be given the number of days absent plus one in which to make up the work missed. Additional time may be given at the discretion of the teacher and building principal.

Students shall receive credit for the completion of school-work made up because of excused absences, provided the work is satisfactorily completed in a timely manner. If the work is not made up in the time period described above, credit may be reduced by up to 40% of the original value. If the work is not completed within 1 week after the end of the current grading period (midterm, quarter, or semester) no credit will be given for the missed school work and the student's grade for that work shall be recorded as zero.

Procedures for Unexcused Absences K-8:

The sequence outlined below shall be followed when students in grades K-8 violate attendance policies. Realizing there are circumstances which require special procedures on an individual basis, the building principal may vary from these procedures but

must document for the records the reason(s) a variation in procedure is made. The term "unexcused absence" means being absent without a reasonable excuse from parent(s)/guardian(s) or permission of a school official.

1. After the first unexcused absence: The parent(s)/guardian(s) will be contacted, and a conference shall be held with the building principal, the classroom teacher, and the student. The purpose of the conference will be to review the reason(s) for the unexcused absence and to prevent its recurrence. Further action, if determined necessary by the building principal, could include any or all of the following:
 - a. Conference with parent(s)/guardian(s)
 - b. Student may be assigned make-up time
 - c. Referral to the school counselor
 - d. Review of attendance regulations with the student and/or parent(s)/guardian (s)
 - e. Other action deemed appropriate by the building principal.
2. After a second unexcused absence:
 - a. A conference shall be held with the building principal, the classroom teacher, and the student to review the reason for the unexcused absences. The purpose of the conference is to determine further appropriate action.
 - b. Written notification of the offense and the sanction imposed shall be sent to parent(s)/guardian(s), along with a statement which details attendance regulations and proposed remediation of the problem.
 - c. Further action may also include any or all of the following:
 1. A conference with the parent(s)/guardian(s)
 2. Student may be assigned make-up time
 3. Referral to the school counselor
 4. Referral to the building student at-risk team
 5. Other action deemed appropriate by the building principal.
3. After a third unexcused absence:
 - a. A conference shall be held with the building principal, the classroom teacher, and the student to review the reason for the unexcused absences. The purpose of the conference will be to determine further appropriate action.
 - b. Written notification of the offense and the sanction imposed shall be sent to parent(s)/guardian(s) by the building principal, with copies to the superintendent and the district truancy officer.
 - c. The building principal shall hold a mandatory conference with the parent(s)/guardian(s) to discuss the problem, alternative schedules, special programs, and other remedial action.
 - d. Further action may also include any or all of the following:
 1. In-school suspension or make-up time
 2. Referral to support staff of Area Education Agency 267.
4. After a fourth unexcused absence:
 - a. Written notification of the absence shall be sent to parent(s)/ guardian(s) by the building principal, with copies to the superintendent and the district truancy officer.
 - b. Out-of-school suspension, not to exceed three days, will be imposed on the student to allow an opportunity for a conference involving parent(s)/guardian(s), the student, and other appropriate individuals.
 - c. A contract will be developed to remediate the situation. The parent(s)/guardian(s), student, and school principal all must agree on the terms of the contract.
5. After a fifth unexcused absence:

If agreement is not reached in Step 4c, or if the student does not follow through with the agreement, a referral to the County Attorney may be pursued.

Procedures for Unexcused Absences 9-12:

The sequence outlined below shall be followed when students in grades 9-12 violate attendance policies. Realizing there are circumstances which require special procedures on an individual basis, the building principal may vary from these procedures but must document for the records the reason(s) a variation in procedure is made. The term "unexcused absence" means being absent without a reasonable excuse as defined by board policy.

Students wishing to earn credit for courses taken at the high school should not exceed a total of five (5) unexcused absences from regularly scheduled classes during a semester. Excused absences are exempt from these attendance sanctions. It is important that parents contact the building principal immediately when the need for a student to be absent occurs.

Consequences of Absences that are Unexcused:

1. After the first and second (1st-2nd) unexcused class absences:
 - a. The building principal will contact the parent(s)/guardian(s) by mail or by phone to inform them of the attendance policy regarding unexcused absences.
 - b. The building principal will notify the guidance counselor.
 - c. Additional action will be taken as warranted.
2. After the third (3rd) unexcused class absence:

- a. The building principal/guidance counselor will contact the parent/guardian by mail or by phone.
 - b. The guidance counselor will initiate a conference with the student's parent(s)/guardian(s) to inform them of the attendance policy and to determine the reasons for non-attendance.
 - c. Additional action will be taken as warranted.
3. After the fourth (4th) unexcused class absence, the building principal will:
 - a. Contact the parent(s)/guardian(s) concerning the student's class absences by mail or by phone.
 - b. Schedule a conference with the student and the parent(s)/guardian(s) informing them of the consequences of continued class absences, which may include removal of the student from a course.
 - c. Allow the student and his/her parent(s)/guardian(s) to request reclassification of any unexcused.
 - d. Additional action will be taken as warranted.
 4. After the fifth (5th) unexcused class absence, the building principal/guidance counselor will:
 - a. Inform the student's parent(s)/guardian(s) of the sixth (6th) absence and that the student will be removed from the course(s) in which the absence(s) occurred.
 - b. Inform the student and the parent(s)/guardian(s) of the Due Process Provisions of this regulation

Should it become necessary to remove a student from a course due to excessive absences, a meeting will occur between the Principal, Student, Parents, Teacher, Guidance Counselor to set up a plan that will be better for all parties. Students are expected to carry a minimum load of six (6) academic credits per semester in order to be eligible for extra-curricular activities. The student will forfeit the opportunity to earn credit for the course. Students who accrue six unexcused absences in ALL classes may be recommended for expulsion.

Truancy

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the act of being absent without a reasonable excuse as defined by the board policy. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. Students receiving special education services may be assigned to supervised study hall, in-school suspension, or other appropriate disciplinary actions if the goals and objectives of the student's Individualized Education Program can be met.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Attendance Policy Due Process

Students and/or parent(s)/guardian(s) who feel aggrieved by decisions made in accordance with this regulation may appeal the decision within three (3) school days of receiving notification of the student's removal from class.

Students and/or parent(s)/guardian(s) who are aggrieved with the decision of the building principal may file a request for review with the superintendent within two (2) school days after receiving notification of the building principal's decision. At the conclusion of the review, the superintendent shall affirm, reverse, or modify the building principal's decision.

Students and/or parent(s)/guardian(s) who are aggrieved with the decision of the superintendent may appeal in writing to the Board of Directors with in two (2) school days after receiving notification of the superintendent's decision. The appeal must be submitted to the Board Secretary, who will forward the written appeal to the Board President. A hearing in front of the board will be held within ten (10) school days of the receipt of the written appeal. Within two (2) days after the hearing, the Board President shall communicate the decision of the Board in writing to the student and his/her parent(s)/guardian(s). The decision of the Board shall be to affirm, reverse, or modify the superintendent's decision.

Students involved in the appeal process will remain in school and will be expected to be in class until such time as resolution has been achieved.

BUS RULES

1. The driver and/or paraeducator are in charge of the pupils and the bus. Pupils **must** obey the driver and/or paraeducator.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. **No "horseplay" is permitted.**
5. Pupils must not extend any body parts out of bus windows.
6. Pupils must stay in their assigned seats while the bus is in motion. No standing in or on the seats or in the aisle.
7. Pupils must observe instructions from the driver and/or paraeducator when leaving the bus.

8. Any damage to a bus by a student must be paid for by the student responsible for the damage.
9. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from the parent, and approval has been given by the superintendent or principal of the school.
10. No food, candy, gum, or drink is allowed on the bus.

Consequences of Misbehavior on Bus:

Misbehavior on the school bus will not be tolerated. Bus drivers and/or paraeducators provide written reports to the respective building principal on bus incidents. Consequences for bus incidents will be determined by the building principal and may include suspension from riding the bus for 1 to 10 days or permanent removal (expulsion) from riding the bus following warnings and notification. Serious misbehavior on the bus also may be cause for punishment up to and including suspension or expulsion from school. Vandalism will not be tolerated.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

CHARACTER COUNTS

The West Hancock Community School District has adopted the principles of the Character Counts Program. This program is designed to provide a consistent, district-wide approach in helping instruct our students as to what we consider to be a person of good character. The instruction is based on the following six character traits:

- a. Trustworthiness
- b. Respect
- c. Responsibility
- d. Fairness
- e. Caring
- f. Citizenship

Further information is available at all administrative offices in the West Hancock Community School District.

CHURCH NIGHT

Wednesday night is designated as church night in the West Hancock Community School District. No school activities should be scheduled to conflict. Generally, the school district facilities will not be used for student activities on Sundays. It shall be within the discretion of the superintendent to allow student activities on Sundays such as, but not limited to, an open gym. An open gym would mean that there would be no organized practice and no guarantee of supervision by the head coach of any given team. One exception to this general rule would be organized practices called for the Sunday before a scheduled Monday tournament or play-off event. However, such Sunday practices cannot be mandatory and allowances must be made for students with religious or family conflicts.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to influenza, mumps, measles and chickenpox.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado drills, and other disaster drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

ENTERING OR LEAVING THE BUILDING DURING THE SCHOOL DAY

When it is necessary for a student to enter or leave the building any time during the school day, the student should stop at the office and sign in or out. Administrative approval along with permission from parent/guardian must be given for the student to leave the school building.

EXTRA-CURRICULAR CODE OF CONDUCT

Extra-Curricular Code of Conduct – Philosophy

It is the feeling of those concerned with the development of the youth attending the West Hancock Middle/High School, that membership and participation in extracurricular and co-curricular activities can have a very positive effect in the development of constructive attitudes for future citizenship. It is also our belief that participants are representatives of their school and their community and as such, are in the spotlight a good deal of the time. Consequently, they may be a good or bad influence on the younger members of the student body. Participants should, by their actions, be a credit to themselves, their parents, their school and their community. Furthermore, it is our belief that participation in any extracurricular or co-curricular activities is a privilege and that certain types of conduct shall be deemed inappropriate to the generally accepted standards subscribed to by the school district. According to this philosophy, the West Hancock Middle/High School will enforce the following policies and procedures relative to standards for participation in extracurricular and co-curricular activities throughout the calendar year both in and out of school. It is essential that all participants should be made clearly aware of this philosophy and the set of policies, procedures and options under which they will be participating.

Activities covered by the policy include the following: cross country, football, volleyball, basketball, wrestling, track, baseball, golf, softball, musicals, Future Farmers of America, Future Consumer & Career Leaders of America, cheerleaders, Drama Club, Individual Speech, Large Group Speech, Mat Maids, statisticians, managers, and any special events of NHS, band, chorus, annual, SES, student council, and Pep Club.

Extra-Curricular Code of Conduct – Definitions

The following definitions apply to this policy:

1. Extracurricular activities - All calendar activities outside of the student's regular schedule of classes.
2. Event - A scheduled public performance, special event or competitive contest in which the student is or would be involved. In fine arts activities, a play will count as one event, regardless of the number of performances.
3. Self-Reporter - A student is considered to be a self-reporter if she/he reports a possible violation of the Good Conduct Code to school officials (administrator, athletic director, coach / sponsor) or a school board member within three (3) calendar days of the incident, which generated the possible violation. Self-reporters are privy to options that students who are not self-reporters do not have. A student observed by a school official violating one of the standards of ineligibility would not be able to self-report.
4. Student -Students in grades 7-12 are covered by this policy. A student is considered to be a seventh (7th) grader on the first day of school in 7th grade. A student is considered to be a ninth (9th) grader immediately following the last period of his/her last day in the 8th grade.

Extra-Curricular Code of Conduct – Declaration of Ineligibility

Students involved in any extracurricular activity will be declared ineligible for the following offenses:

1. Smoking, use or possession of tobacco or nicotine products (including chewing tobacco, electronic cigarettes, vapor cigarettes and look alikes); regardless of whether the student is eighteen.
2. Use or possession of alcoholic beverages;
3. Use or possession of a controlled substance;
4. Vandalism involving school property or any other property;
5. If the student violates any local, state or federal law, comes under the jurisdiction of any court or are placed on official or unofficial probation, (routine traffic violations exempted.)
6. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group;

creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission.

Extra-Curricular Code of Conduct – Investigation Procedures

Students believed to be in violation of any of these designated offenses would be notified by the principal of the attendance center attended by the student. Following notification, the principal shall then conduct an informal investigation of the charges prior to the students being determined ineligible. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the charge made and an opportunity to respond. The principal will convene a committee made up of the principal, athletic director, guidance counselor, a non-coaching teacher and a coach / sponsor from an activity the student in question is not involved in. This committee will decide whether or not a violation has occurred.

Extra-Curricular Code of Conduct – Determination of Guilt Procedure

Students are found guilty if:

1. Found so in a court of law.
2. Admits to violating one of the standards under “Declaration of Ineligibility”.
3. Accused upon signed, sworn testimony of one or more citizens of the community or one or more staff members and admission by the student. This sworn statement must be made in writing at the appropriate principal or athletic director’s office within seven (7) days of said violations except that legal notice from the juvenile court system or other legal authorities will be accepted after the seven (7) day time period has passed. If the accused claims innocence, a three-member panel (administrator/athletic director, sponsor of an activity in which the student does not participate and a parent) appointed by the superintendent will, within five (5) school days, conduct a hearing to determine guilt or sustain innocence.

Extra-Curricular Code of Conduct – Written Notices

Written notice of the ineligibility and reasons thereof shall also be sent to the student’s parents or legal guardian, the superintendent, and the president of the Board of Education no later than the school day following the day ineligibility was declared.

Extra-Curricular Code of Conduct – Right to Appeal

Students denied extracurricular activity participation under these rules may, by written notice to their principal or to the superintendent given within three (3) consecutive days after the day they are notified of their ineligibility, appeal such decision of ineligibility to the school board of the attendance center. Such board shall, in addition to finding the facts, either

1. Confirm the ineligibility as originally imposed;
2. Confirm the ineligibility, but reduce the period thereof;
3. Void the decision of ineligibility.

The filing of a notice of appeal shall stay the loss of eligibility until the appeal has been acted upon.

Extra-Curricular Code of Conduct – Penalties to be Assigned Restitution

All students who are in violation of the good conduct policy will complete the restitution process. The concept behind “restitution” stems from the belief that it is better for students to participate in activities than not participate because of ineligibility. In developing this program for students, we hope to encourage better student awareness regarding the responsibility they must assume in becoming adults. Students need to know that the school, parents and teachers are serious and are concerned about actions (substance abuse of any kind) that are not in their best interest. To do that, we ask that the students and parents take positive steps to correct a problem.

With the agreement of the parents, the student, and the good conduct committee, a student will make a commitment to the community and the school. A plan will be developed that will outline ten hours of education and self-improvement to help the student learn from their mistake and move forward in a positive way. The activities in the restitution contract will be developed by the parents, student and committee. Community service will not be a part of the plan. The plan will be developed to focus on education and improvement in the area of the violation. For substance abuse violations an educational program will be included. The plan will be administered through a Restitution Contract (See Building Principal or Activities Director) outlining the specific duties and the timeline of those commitments.

First Offense - Self- Reporters

The student will complete restitution.

1. Athletics and band participants, including all student support staff (mat maids, cheerleaders, statisticians and managers): student will sit out one eighth of the scheduled events per season, or a maximum of six weeks, beginning with the first scheduled performance. NOTE: Band is divided into three seasons - the two semesters of the school year and the summer.

2. All other extracurricular activities: student will sit out one eighth of the year's scheduled events for each of the activities in which the students are participating.

If the offense occurs during that part of an athletic season where one eighth is not left, the percentage of the penalty left will carry over to the next activity season in which students participate. Penalty assessments involving performing groups where performances are not scheduled for the full school year shall be based on the number of times the group performed the previous year.

First Offense- Non-Self Reporters

The student will complete restitution.

1. Athletics and band participants, including all student support staff (mat maids, cheerleaders, statisticians and managers): student will sit out one quarter of the scheduled events per season, or a maximum of six weeks, beginning with the first scheduled performance. NOTE: Band is divided into three seasons - the two semesters of the school year and the summer.

2. All other extracurricular activities: student will sit out one quarter of the year's scheduled events for each of the activities in which the students are participating.

If the offense occurs during that part of an athletic season where one quarter is not left, the percentage of the penalty left will carry over to the next activity season in which students participate. Penalty assessments involving performing groups where performances are not scheduled for the full school year shall be based on the number of times the group performed the previous year.

Second Offense - Self-Reporters

The student will complete restitution.

1. Athletics, including all student support staff: The student will sit out one quarter of the scheduled events.

2. All other extracurricular activities: The student will sit out one quarter of the year's scheduled events of each of the activities in which the students are participating.

If the offense occurs during that part of an athletic season where one quarter is not left, the percentage of the penalty left will carry over to the next activity season in which students participate. Penalty assessments involving performing groups where performances are not scheduled for the full school year shall be based on the number of times the group performed the previous year.

Second Offense - Non-Self Reporters

1. Athletics, including all student support staff: The student will sit out one half of the scheduled events.

2. All other extracurricular activities: The student will sit out one half of the year's scheduled events of each of the activities in which the students are participating.

If the offense occurs during that part of an athletic season where one half is not left, the percentage of the penalty left will carry over to the next activity season in which students participate. Penalty assessments involving performing groups where performances are not scheduled for the full school year shall be based on the number of times the group performed the previous year.

Third Offense

The student will complete restitution.

The student will be suspended from participation in all extracurricular activities for one calendar year.

Fourth Offense

The student will be permanently suspended from all extracurricular activities. Students who are declared permanently ineligible will not be allowed to enter extra-curricular or co-curricular activities as participants.

If students are members of more than one extracurricular activity during the ineligibility period, the following rule will be in effect:

Students will be ineligible for all extra-curricular activities during the duration of the ineligibility period. When they have fulfilled the penalty for ineligibility in any one of the extra-curricular activity areas, they will be declared eligible for all extra-curricular activities.

Extra-Curricular Code of Conduct – Period of Ineligibility

In all of the above instances, the period of ineligibility shall carry over from one season to the next or from one calendar year to the next and students may not serve the second or third offense penalty until the previous penalty has been completed. The record of offenses will start at zero upon the start of 7th grade and again upon the start of 9th grade.

In all of the above instances, students must continue participating in practice sessions for the duration of the ineligibility period. Students must complete the season for the activity in which they are ineligible in good standing. If they do not, the eligibility will be enforced during their next activity.

Students who are in violation of the extracurricular conduct rules and have selected or been assigned suspension from participation as a penalty will not be allowed to enter an extracurricular or co-curricular activity already in progress if the first performance or contest has been held. Students in question will be allowed to enter an extracurricular or co-curricular activity previous to the first performance, etc., if the sponsor involved gives his/her permission.

Extra-Curricular/Co-Curricular – Attendance Requirements

Students who are absent from school may not practice or participate in an extracurricular or co-curricular activity unless the absence is authorized in advance by the Principal, Superintendent or Activities Director or has a note from the Office to which the appointment occurred. The following are examples of absences that will be authorized: doctor and dental appointments, court appearance, funerals, senior college visits and one time to obtain a driver's license. If the student misses a graded co-curricular activity they will complete a separate, alternative assessment to make up the missed portion of their grade in the class they are enrolled in.

Because National Honor Society (NHS) is a national organization, any West Hancock NHS member who violates the school's good conduct policy will also face disciplinary action as set forth in the NHS National Constitution.

FIELD TRIPS

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Violation of these expectations will result in disciplinary action.

Prior to attending a field trip, students must return a note signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures including the good conduct policy.

GRADING SYSTEM/SCALE

The grades given to students' work at West Hancock Community School are designed to reflect the quality of work of that student. We believe that punctuality and responsibility are a component of doing quality work. We also believe that if an assigned work is worth grading, it is worth doing – even if late. If work assigned is not submitted when due, credit may be reduced by up to 40% of the original value. If the work is not completed within 1 week after the end of the current grading period (midterm, quarter, or semester) no credit will be given for the missed school work and the student's grade for that work shall be recorded as zero.

Grades and quality are as follows:

Grade A indicates excellent work. Students, to receive this grade, must not only comprehend the subject well, but also must do superior production work on all assignments, and have a proper attitude toward schoolwork.

Grade B indicates work definitely above average in quality, but not as outstanding as grade A. Students, in order to earn a B, must do excellent production work on all assignments and must have above average participation and success in all phases of school objectives.

Grade C indicates average performance to be considered satisfactory. To earn this grade, students must have reasonable understanding of the work and procedures. They must meet average production standards of the class.

Grade D indicates minimum of comprehension and performance. However, the work is of sufficient quality to make it unnecessary to repeat the course.

Grade F A student listed to be failing is governed by the following: The student has not been doing schoolwork that would permit the instructor to issue a grade of D as explained.

Grade U / I (Incomplete) indicates that the work is incomplete for some reason. Incompletes from each grading period not made up within one week will automatically be declared a failing grade unless special provisions have been made for an extension of the make-up period. It is the student's responsibility to arrange all the make-up work.

4th - 8th Grading Scale

	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 93-100	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

9th - 12th Grading Scale:

	B+ 88-90	C+ 78-81	D+ 67-69	F 0-59
A 94-100	B 85-87	C 74-77	D 63-66	
A- 91-93	B- 82-84	C- 70-73	D- 60-62	

GUIDANCE AND COUNSELING SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational/career information, study helps, school and/or social concerns, or any questions the student may feel he or she would like to discuss with the counselor. If you wish to visit the counselor contact the counselor for a pass during the study halls or make special arrangements for an appointment.

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, and scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The parent may submit a note at the beginning of the year requesting that his/her child be excused from any or all health screenings. The grade levels included in the screening are determined annually. Upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

HIGHLY QUALIFIED STAFF

As per federal legislation, those parents/guardians of the West Hancock Community School District who wish to be provided with information regarding state licensure requirements for the grade level and content areas taught, the current licensing status of a student's teacher, and baccalaureate/graduate certification/degree of a student's teacher may request this information from the Office of the Superintendent by calling 641-843-3833 or by sending a letter of request to the Superintendent of Schools, West Hancock Community Schools, P. O. Box 128, Britt, IA 50423.

HOT LUNCH PROGRAM

All students have the option to eat school breakfasts and hot lunches. Breakfast is available beginning at 7:50 a.m. Our district uses a computerized hot lunch system. Students deposit money into their family lunch account. They will be informed as to the balance remaining in their accounts so they will know when to bring more money. Your lunch account balance may also be accessed through the school's website. Set up a password through the office. Free and reduced price meals are available for those who qualify. The necessary application forms may be obtained from the office. **Students with a negative balance of \$5.00 will not be allowed to eat regular hot lunch.** Students will be given an alternate lunch which will include only the main entrée and a milk.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal and/or school nurse. Only for specific medical or religious purposes are students exempted from the

immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal's office.

INTERNET – APPROPRIATE USE POLICY

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet for educational purposes. Individual student accounts will be issued to all students and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

• The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

• Student safety with regard to:

- safety on the Internet;
- appropriate behavior while on online, on social networking Web sites, and
- in chat rooms; and
- cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will

be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

LANGUAGE POLICY

Maintaining a school atmosphere that is free of profane or inappropriate language is the responsibility of the entire school community. Students and staff need to be aware that the use of this type of language creates a negative impression and infringes on the rights of others. Violations of this policy will be addressed by all staff members, and will result in disciplinary action.

LOCKERS AND DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to inspections. Periodic inspections of all or a random selection of lockers, desks, or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

OFFICIAL NOTICES

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits 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.

Notification of Rights under FERPA (School Board Policy 506.1)

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 1 of the current school year, or as otherwise agreed upon with the principal or superintendent, to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, GRADE LEVEL, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the Parties and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian nor can it be used as the basis for disciplinary action of the student

Notification of Rights under FERPA (School Board Policy 506.1) (Spanish Version)

La FERPA (Family Educational Rights and Privacy Act), la ley que trata sobre el derecho a la privacidad y los derechos educativos de la familia, le depara a los padres y a los estudiantes mayores de dieciocho años (estudiantes emancipados) ciertos derechos con respecto a los expedientes académicos del estudiante. Estos derechos están a continuación:

(1)El derecho a inspeccionar y a revisar los expedientes académicos del estudiante dentro de un plazo de 45 días a partir de la fecha en que el distrito reciba una solicitud para obtener acceso a los expedientes.

Los padres o los estudiantes emancipados deben someter una solicitud por escrito al director de la escuela (o al oficial escolar apropiado) identificando el expediente o los expedientes que ellos desean inspeccionar. El director hará arreglos para el acceso a los mismos y le notificará al padre o a la madre o al estudiante emancipado de la hora y el lugar en donde se pueden inspeccionar los expedientes.

(2)El derecho a solicitar una enmienda de los expedientes académicos del estudiante, los cuales piensan los padres o el estudiante emancipado que están incorrectos, que son engañosos o que quebrantan los derechos del estudiante a su privacidad.

Si los padres o los estudiantes emancipados creen que un expediente está incorrecto o es engañoso, pueden pedirle al distrito escolar que enmiende el expediente. Ellos deben escribirle al director de la escuela, identificando claramente la parte del expediente que ellos desean cambiar y especificando por qué el expediente está incorrecto o es engañoso.

Si el distrito escolar decide no enmendar el expediente, según la solicitud de los padres o de los estudiantes emancipados; el distrito notificará a los padres o al estudiante emancipado de esta decisión y les informará de su derecho a tener una audiencia con relación a la solicitud de enmienda. Cuando se le notifique del derecho a tener una audiencia, el padre, la madre o el estudiante emancipado también recibirá información adicional sobre los procedimientos de la audiencia.

(3)El derecho al consentimiento de la divulgación de información contenida en el expediente académico del estudiante y que lo identifica personalmente, a la excepción de lo que autoriza FERPA divulgar sin consentimiento.

Una excepción que permite la divulgación de información sin consentimiento es la divulgación de información a los oficiales escolares que tienen intereses educativos legítimos. Un oficial escolar es una persona que es empleado del distrito ya sea como administrador, supervisor, instructor, personal auxiliar (incluyendo el personal médico o de servicios de salud y el personal policial), una persona miembro de la junta escolar, una persona o compañía con quien el distrito ha contratado para realizar una tarea especial (tal como un abogado, interventor de cuentas, empleados del AEA (Agencias de Educación Regionales), asesor médico o terapeuta), o como un padre o estudiante que participa en un comité oficial, tal como un comité disciplinario o de quejas, o un equipo auxiliar de estudiantes, o como una persona que ayuda a otro oficial escolar a realizar sus tareas.

Un oficial escolar tiene un interés escolar legítimo si el oficial necesita revisar un expediente académico a fin de cumplir con su obligación profesional.

[Previa solicitud, el distrito divulgará sin consentimiento los expedientes académicos a los oficiales de otro distrito escolar en el cual el estudiante tiene la intención de matricularse. (Nota: A menos que en su notificación anual haya una declaración indicando que tienen la intención de enviar los expedientes al solicitante cuando éste los solicite. FERPA exige que un distrito escolar haga un intento razonable para notificar al padre o al estudiante emancipado de que han recibido una solicitud para la obtención de los expedientes académicos).

(4)El derecho de informarle al distrito escolar de que el padre o la madre no quieren que se comunique al público la información contenida en el directorio, tal como se define abajo. Cualquier estudiante mayor de dieciocho años de edad o padre o madre que no quiera que se comunique al público esta información puede hacer una objeción de los escribiéndole al director a más tardar el (date) de (month) de (year). La objeción tiene que ser renovada anualmente.

Nombre, dirección, número de teléfono, fecha y lugar de nacimiento, materia de estudio principal, participación en deportes y en actividades reconocidas oficialmente, peso y estatura de los miembros de los equipos atléticos, fechas de asistencia a la escuela, diplomas y premios recibidos, la escuela o institución docente más reciente a la que asistió el estudiante, fotografía o imagen u otra información parecida.

(5) El derecho a presentar una queja al U.S. Department of Education (Ministerio de Educación de los Estados Unidos) con respecto a las faltas supuestas del distrito en cumplir con los requisitos de FERPA. A continuación encontrará el nombre y la dirección de la oficina que maneja FERPA:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

El Distrito Escolar puede intercambiar con cualquiera de las Partes cualquier información contenida en el expediente académico permanente del estudiante. Esta información debe estar relacionada directamente con la capacidad del sistema de justicia de menores para servir efectivamente al estudiante. Antes de la adjudicación, la información contenida en el expediente permanente puede ser divulgada por parte del Distrito Escolar a las Partes sin consentimiento de los padres y sin una orden judicial. Después de la adjudicación, la información contenida en el expediente permanente del estudiante solamente podrá ser divulgada con consentimiento de los padres o por medio de una orden judicial. La información que se intercambie conforme con un acuerdo, será utilizado únicamente para determinar los programas y los servicios apropiados para las necesidades del estudiante o de la familia del estudiante. También se podrá utilizar para coordinar la entrega de los programas y los servicios al estudiante o a la familia del estudiante. A menos que se obtenga un consentimiento por escrito de parte de los padres de un estudiante, del guardián o del custodio legal o real del estudiante, la información que se intercambie en virtud de un acuerdo, no será admisible en ningún procedimiento judicial que tenga lugar antes de una audiencia de disposición. Este acuerdo solamente rige la capacidad de un distrito escolar para intercambiar información y rige los propósitos para los cuales se puede utilizar esa información.

El propósito para el cual se intercambia la información antes de la adjudicación del estudiante es para mejorar la seguridad del colegio, reducir el uso ilícito de drogas y de alcohol, reducir las inasistencias a clase, reducir las suspensiones en el colegio y fuera del colegio, y para apoyar las alternativas a las suspensiones y expulsiones en el colegio y fuera del colegio. Estas alternativas proporcionan programas educativos estructurados y bien supervisados, suplidos por servicios adecuados y coordinados que están diseñados para corregir comportamientos que causan inasistencias a clase, suspensiones y expulsiones. Estos programas apoyan a los estudiantes en completar exitosamente su educación.

El individuo que solicite la información debe ponerse en contacto con el director del edificio en el cual el estudiante está actualmente matriculado o en el que estuvo matriculado. El director entonces enviará los expedientes dentro de los diez días laborables que le siguen a la fecha en que se recibió la solicitud.

La información confidencial que se intercambie entre las Partes y el distrito escolar permanecerá en confianza y no se intercambiará con ninguna otra persona salvo que esté dispuesto por ley. A menos que se obtenga el consentimiento por escrito de parte del padre o la madre del estudiante del guardián o del custodio real o legal del estudiante, ninguna información intercambiada según el acuerdo será admisible en ningún procedimiento judicial que tenga lugar antes de la audiencia.]

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding;
 2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except of hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The West Hancock School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the West Hancock School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

For surveys and activities scheduled after the school year starts, the District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Graduation Requirements (Board Policy 505.5)

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 46 credits prior to graduation. The following credits will be required:

Language Arts	8	credits
Science	6	credits [‡]
Mathematics	6	credits [‡]
Social Studies	6	credits
Technology	2	credits

Health	1	credit
Financial Literacy	1	credit
Physical Education	2	credits (4 semesters)
Electives	14	credits

Students are required to enroll in Physical Education each semester that they are enrolled in high school, unless a waiver is secured as provided in the State of Iowa Accreditation Standards. More elective credits would be required if Physical Education has been waived for one or more semesters.

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

Early Graduation (Board Policy 505.6)

Generally, students will be required to complete the necessary coursework and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

Open Enrollment (Board Policies 501.14, 501.15)

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Instruction at a Post-Secondary Educational Institution (Board Policy 604.6)

If available, students in grades nine through twelve may receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institutions or with the board's approval on a case-by-case basis.

Asbestos

The school district's middle school and high school have small amounts of asbestos containing materials within insulation of heating systems and floor tile.

The district follows the rules and regulations of Asbestos Hazard Emergency Response Act (AHERA) related to encapsulation and maintenance of the materials. Personnel have been appointed and trained. The district management plan is located in the office of the Director of Buildings and Grounds located at 420 9th Ave. SW, Britt. Persons interested in reviewing the plan are asked to call Stacey Goepel, Director of Buildings and Grounds at 641-843-3833. Building inspections are held semi-annually.

Child Abuse Reporting

School Board Policy 402.3 outlines procedures to follow in the event there is a report of alleged physical or sexual abuse of a child by a school employee.

The following names and telephone numbers identify the district's designated persons to contact in the event of suspected child abuse by a school employee in the course of employment.

Level I Investigator	Matthew Welp	641-843-3863
Level I Investigator	Deb Sykes	641-762-3261
Level II Investigator	Hancock Co. Sherriff's Office	641-923-2621
Superintendent	Wayne Kronemann	641-843-3833

Human Growth and Development

The school district's K-12 health curriculum follows School Laws of Iowa and School Board policy wherein it is stated the program is to offer instruction in specific areas including: human sexuality, stress management, suicide prevention, substance abuse, sexually transmitted diseases including AIDS, sex stereotypes, prevention of sexual abuse, family life and parenting, and self-esteem.

Each attendance center is to provide parents information about the curriculum and the procedure for inspecting the instructional materials prior to their use in the classroom.

A student shall not be required to take instruction in human growth and development. School Board Policy 603.5, Health Education, specifies the procedures and requirements to be followed by parents and school personnel. Parents who wish to pursue a discussion of the materials or procedures are asked to contact the building principal.

Student Conduct

The West Hancock Community School Board of Education affirms its intent to support the school discipline policies, its intent to support school staff that enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

Public Conduct on School Premises (Board Policy 903.4)

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees, and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.

Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.

The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent or designee. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Anti-Bullying/Harassment (Board Policy 104)

The West Hancock CSD is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student's person or property.
- (2) Has a substantial detrimental effect on the student's physical or mental health.
- (3) Has the effect of substantially interfering with a student's academic performance.

(4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 90 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principals (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Homeless Children and Youth (Board Policy 501.16)

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Guidance Counselor.

Special Education Services (Board Policy 603.3)

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

Equal Educational Opportunity (Board Policy 102)

It is the policy of the West Hancock Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Dan Peterson, 510 9th Ave SW Britt Iowa 50423, 641-843-3863, danpeterson@whancock.org*

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity

Objectives for Equal Educational Opportunity (Board Policy 500)

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity, social economic status, creed or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual will mean the legal parents, the legal guardian or custodian of a student. Students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Dan Peterson, West Hancock Community School District, Britt, Iowa 50423; or by telephoning 641-843-3863.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Multicultural/Gender Fair Education (Board Policy 603.4)

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, European-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Equal Employment Opportunity (Board Policy 401.1)

The West Hancock Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, marital status, or disability. In keeping with the law, the board will consider the veteran status of applicants.

Advertisements and notices for vacancies within the district will contain the following statement: "The West Hancock Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, West Hancock Community School District, P.O. Box 420, Britt, Iowa 50423; or by telephoning 641-843-3833.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Video Cameras on School District Buses (Board Policy 711.2)

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

OPENING AND USE OF THE BUILDING

Those riding the buses will be allowed in the building as soon as their bus arrives. Other students will be permitted to enter the building at 7:50. Before school, after school, and night activities are to be scheduled through the office and must be supervised at all times. **Students in the building at times other than regular school hours must be directly responsible to some teacher.**

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for before school and twice during the school year. The before school conference do count as a day of attendance for each child. Student progress reports may be sent any time between marking periods to the parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Acknowledgment of this report by note, phone call or visit is appreciated.

PERSONAL POSSESSIONS

Students are advised to not bring personal property or money to school. The school district is not responsible for lost, damaged, or stolen personal property. If it is absolutely necessary to bring anything of value to school, such items may be checked in for safe keeping in the office.

PHYSICAL EDUCATION

Physical Education will be required of all students unless a written excuse from your doctor is filed in the Principal's or nurse's office prior to the absence from the class. Appropriate dress will be determined by the instructor.

PROGRESS REPORTS

As an aid to parents and students, the school will send a Progress Report at approximately the midpoint of each 9-week period for grades 4-12. The report will be sent home to the parents of all students.

Student progress reports may be sent at other times between marking periods to the parents of students who need some type of special attention. The reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Acknowledgement of this report by note, phone call or visit is appreciated.

Report cards will be issued at the end of each nine weeks in grades K-12.

SCHOOL CALENDAR

A school calendar is available for each family listing the known activities, vacations, teacher workshops, conferences, etc. It is hoped that the calendar will help you to avoid conflicts. Due to Iowa weather and unforeseen circumstances some events may need to be rescheduled. Communication with the community and parents will happen as soon as possible. The up-to-date school calendar may be accessed through the school district web-site (www.whancock.org).

SCHOOL DELAYS, EARLY DISMISSALS, AND CLOSINGS

Weather-related school delays, early dismissals and closings will be announced on radio station KIOW (107.3) and TV station KIMT (channel 3). Anyone may sign up for weather-related alerts on the school district's website: www.whancock.org.

SPECTATOR GUIDELINES FOR WEST HANCOCK ATHLETIC EVENTS

To enhance and promote player and spectator safety, the following guidelines will be used at West Hancock ~~winter~~ athletic events:

- All elementary students not sitting with their parents will be seated on the bleachers. However with parents is always the best situation.
- All middle school and senior high students will be seated on the bleachers.
- Signs will be posted in the appropriate areas.

Parent cooperation will be greatly appreciated in helping with these guidelines. Please remember that this is a public event and others are watching. The concession, ticket and school personnel are not a babysitting service and will discipline students as needed.

STUDENT ASSISTANCE TEAMS/GEI

The school district is committed to providing quality education in an environment that promotes learning. To assist students, the school district shall have student assistance teams at each building. Student assistance teams shall be designed to:

1. Provide assistance to students troubled by physical, social, emotional, sexual, legal, medical, family or chemical problems.
2. Improve the quality of education in the schools and the school environment.
3. Utilize existing human resources in the community rather than acquiring new professional staff in our schools.
4. Enlist the support and involvement of all staff members.

Information shared with a student assistance team shall be confidential and shall not be disseminated without written permission from the student and/or parents. The student assistance teams will, in attempting to assist students, utilize the General Education Intervention Process (GEI) which is a data-driven system designed to help develop assistance plans and track their effectiveness.

STUDENT CONDUCT

Conduct, which reflects credit to school, staff, and most importantly to self is essential. This includes conduct during school hours and during any school sponsored events such as school trips, contests, or athletic events. Students need to be aware that all West Hancock Elementary, Middle School, and High School personnel have the authority to correct misconduct at any time during school or at school sponsored events.

Rules listed under conduct are not intended to be all-inclusive. We expect our students to behave properly. This includes showing respect for others and for the property belonging to others. Students shall conduct themselves in a manner consistent with the policies of the school and/or the school district handbook. Any student conduct which endangers the property, health, or safety of others or self-impedes the opportunity for that student and others to learn. Violations of school rules will not be tolerated. Police assistance will be requested when local, state or federal laws are violated. Some **examples** of conduct that are not acceptable are:

fighting	verbal harassment
running in halls	physical harassment
throwing objects	possession of weapons
class disruption	vandalism
possession/use of tobacco	inappropriate language
stealing	possession/use of drugs
possession/use alcohol	extortion
tardiness	forgery of passes/excuses
gambling	truancy
throwing snowballs	

The following are **examples** of corrective measures to student behavior:

verbal reprimand	teach proper behavior
restriction of privileges	time out in detention area
referral to student assistance team	conference with parents/guardian
referral to outside agency	confiscation of items
payment for damaged property	suspension from class
suspension from school	alternative education
expulsion	

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Students should not be in school when they have a fever of 100* or higher. All students should be fever free for at least 24 hours without medication before returning to the classroom. If a student needs to go home the school will not provide transportation.

STUDENT PICTURES

Individual pictures are taken early in the year by a private company. They are paid for in advance, the amount depending on the package. This is only a service to parents, who should feel no obligation what so ever to buy the pictures.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;

- slanderous; or
- encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

SUSPENSION AND EXPULSION

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student and
 - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.
3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

EXPULSION

Whenever the Superintendent deems the presence of a student detrimental to the best interests of the school, the Superintendent may recommend to the Board of Directors that such student be expelled.

A written recommendation to expel a student shall include:

1. The date, time and location of the hearing at which the student and the student's parents or other representative may appear to contest the recommendation.
2. A listing of the reasons for the proposed expulsion.

3. The names of witnesses who are expected to testify directly in support of the Superintendent's recommendation and a brief summation of the facts to which each witness will testify. If students are witnesses, student names may be released at the discretion of the Superintendent.
4. A recitation of the opportunity for the student to present a defense against the charges including the right to be represented by counsel.
5. The notice of hearing shall include references to past behavior if the expulsion recommendation is for cumulative offenses.

If the Board decides to expel the student, the Board will issue a written decision within ten (10) day of the board vote. A tape recording shall be maintained of the hearing.

Notice of the expulsion hearing shall be served personally upon the student or the student's parent or guardian if the student is a minor. Notice will be provided a minimum of three (3) working days prior to the hearing.

At the expulsion hearing, the student may introduce evidence and ask witnesses to testify. The student may question any witness called by the Superintendent. The student will be given a copy of any documents to be introduced by the Superintendent.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

TEXTBOOKS/COMPUTERS AND FINES

The minimal textbook fee assessed at registration does not cover the total cost of each book used by the student. When books are not properly treated, students will be expected to pay for the damage done to these books. Students should obtain or make book covers for all their textbooks. Books should be in lockers not left in classrooms unless directed by the teacher. This also includes library books.

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. The student is responsible for maintaining a 100% working computer at all times and shall use reasonable care to ensure that the computer is not damaged. In the event of damage not covered by the warranty or the school's insurance, the student and parent will be billed a fee according to schedule on the agreement form.

TOBACCO-ALCOHOL-DRUGS

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like or vapor substances; and possessing or using tobacco, tobacco products or look-a-like or vapor substances.

Penalties: First offense - student shall be suspended from school for a period of three (3) days. Second offense - student shall be suspended from school for a period of ten (10) days. Third offense - student shall be brought before the Board of Education for an expulsion hearing in accordance to the suspension and expulsion policy. Offenses shall be during the same school year beginning with the first day of school. The school district reserves the right to inspect lockers and conduct drug dog searches at any time.

TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parent should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbook, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fee or fines have been paid.

TRANSPORTATION

The West Hancock Community School District provides bus transportation for its pupils. No mopeds or bicycles are to be parked in any of the entryways to the building or on the grass on the north side of the middle school. They may be parked on the east side of the elementary building where the bicycle racks are located or they may be parked on the west side of the middle school building.

Athletic/Activity Transportation Policy

All students must travel to and from contests and events in a vehicle supervised by their coach/advisor or a designated chaperone. "To and from" is defined as travel from West Hancock to the destination site and back. Students may return HOME from an event with parents/guardians if the parent is physically present to sign the student out from that event.

If parents/guardians provide transportation home from an athletic event/activity the following policies are in effect:

- Where parents/guardians provide transportation for their son/daughter to or from a scheduled event, the parents/guardians shall assume all resulting liability, and the school shall assume no liability.
- In the rare event that the student is to ride with another adult, it must be pre-approved by the Superintendent/Principal, at a minimum of a day in advance.
- Proof of insurance and license are required.

VIDEOTAPING AND PHOTOGRAPHING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

Videotaping and taking pictures for the newspaper or annual of classroom activities will be allowed at certain times. Efforts will be made to notify parents prior to videotaping of classroom activities. If parents wish not to have their children videotaped or photographed, they should contact the principal.

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

WEAPONS

School should be a safe place for everyone--students, staff, and the general public. With this in mind, the Board of Directors has adopted a policy on weapons, the sole purpose of which is to promote and provide a safe environment for everyone in the school.

The Board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not appropriate places for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action, including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

WEB PAGE

By accessing the school district web page, students and parents have a variety of information available. Student grades, lunch account balances, teacher lesson plans, the up-to-date activity calendar, school board information, and notes and announcements are among the items located at: www.whancock.org.

West Hancock Elementary

Phone: 641-843-3833

FAX: 641-843-4717

www.whancock.org

<u>Staff, Assignment</u>	<u>Phone Extension</u>	<u>E-mail</u>
Michelle DeHart, Principal	105	mdehart@whancock.org
Pam Aitchison, 1 st Grade	137	paitchison@whancock.org
Sally Bergman, Paraprofessional		sbergman@whancock.org
Jolene Bruns, 3 rd Grade	166	jbruns@whancock.org
Jill Burgardt, Paraprofessional		jiburgardt@whancock.org
Lisa Carlson, Art	120	lcarlson@whancock.org
Rita Carlson, Paraprofessional		rcarlson@whancock.org
Linda Christoffer, Library	147	linda.christoffer@whancock.org
Roberta Cook, Custodian	125	rcook@whancock.org
Ahna Eekhoff, Special Education	122	ahna.eekhoff@whancock.org
Jolene Eischen, Literacy	134	jo.eischen@whancock.org
Deb Gremmer, Paraprofessional		dgremmer@whancock.org
Beth Gretillat, Talented and Gifted	372	egretillat@whancock.org
Wendy Grove, Secretary	100	wgrove@whancock.org
Dena Hejlik, Paraprofessional		dhejlik@whancock.org
Sarah Hejlik, Nurse	154	shejlik@whancock.org
Raylea Hepker, ELL	143	raylea.hepker@whancock.org
Stacy Heston, K-2, 9-12 Vocal Music	113	stacy.heston@whancock.org
Steve Heston, 3-8 Vocal Music	113	steve.heston@whancock.org
Mary Hildman, 4 th Grade	165	mhildman@whancock.org
Tyler Jansen, Physical Education	119	tjansen@whancock.org
Nancy Jass, Title I	148	njass@whancock.org
Renita Kahlstorf, 4 th Grade	167	rkahlstorf@whancock.org
Jana Loeschen, Kindergarten	138	jloeschen@whancock.org
Emily Marvin, 4 yr Old Preschool	121	emily.marvin@whancock.org
Kym, Mayland	126	kmayland@whancock.org
Betsy Mortenson, Paraprofessional		bmortenson@whancock.org
Andrea Reisma, Kindergarten	135	areisma@whancock.org
Roxanne Savoy, 1 st Grade	142	rsavoy@whancock.org
Emma Schleusner, 2nd Grade	124	eschleusner@whancock.org
Holly Schmid, Paraprofessional		hschmid@whancock.org
Katherine Squier, Special Education	169	ksquier@whancock.org
Jillian Van Epps, 3-yr Old Preschool	132	jvanepps@whancock.org
Matthew Welp, Counselor	376	mwelp@whancock.org
Kari Wooldridge, K-Prep, 4 yr Old Preschool	123	kwooldridge@whancock.org
Rachel Zuehl, 3 rd Grade	168	rzuehl@whancock.org
Central Rivers AEA Consultant	159	swessels@centralriversaea.org

WELCOME

Welcome to West Hancock Elementary School! The staff is glad you are here and is looking forward to a good school year. We feel we have much to offer you and hope that you look forward to attending our school every day.

CHARACTER COUNTS!!!

West Hancock Community School promotes the qualities of the Character Counts program.. Through this program we teach and model the following character traits: trustworthiness, respect, responsibility, citizenship, caring and fairness. Each of these traits is promoted during the school year.

DISMISSAL PROCEDURE

In order to ensure the safety of our students when they are dismissed at the end of the day, the following dismissal procedures are in effect. Students who ride the Kanawha shuttle are dismissed from class at 3:20 pm to load onto the bus. To minimize vehicle traffic near our students, any person picking up a student in a vehicle at regular dismissal time must pick up the student at the south entrance of the school. South door pick up begins at 3:25 pm. Students who are being picked up without a vehicle are to be met at the front entry of the school when the walkers are dismissed. Walkers are dismissed at 3:25 pm. To avoid confusion, caretakers are asked NOT to go to classrooms to pick up children. Vehicles are NOT allowed to drive through the parking lot from 3:10 pm – 3:40 pm. Parents/guardians need to contact the office if their child is being picked up earlier than regular dismissal time.

DRESS CODE

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate and students must comply with the stricter requirement. Hats, caps, and other headgear are not appropriate attire during school hours or events. Exceptions may be made (when permission from the principal's office is secured in advance) for special events as announced.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

ELEMENTARY CLASSES

Physical Education

All physically able students will participate in a variety of developmentally appropriate activities and games in their Physical Education classes. Attendance and participation is required of all students unless a written excuse from your doctor is filed in the Principal's Office prior to the absence from the class. An extra pair of shoes for gym is encouraged, but not required.

General Music

All elementary students will participate in our general music classes. Students will learn about many aspects of music, some of which include: rhythmic development; understanding the concepts of high/low, loud/soft, and slow/fast; written musical notation; and singing.

Art

Students in grades K-4 will receive instruction in art. This will be a special class that is separate from any art or craft projects they may make in their classrooms. Their experiences will include work in design concepts, art appreciation involving cultural and historical aspects, criticism and aesthetics, art production, and some computer work. Students are encouraged to communicate ideas and feelings, and develop their creative skills through visual expression in a wide variety of media and techniques.

Guidance and Counseling Services

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational/career information, study helps, school and/or social concerns, or any questions the student may feel he or she would like to discuss with the counselor.

Talented and Gifted

A TAG program is provided for students who qualify. This program is designed to provide enrichment activities for the students. The TAG teacher will also, from time to time, do group activities with all the students in the elementary classes.

Title One Reading

Additional reading instruction is provided to students who qualify. Assistance is scheduled to supplement the regular classroom reading program.

Resource Program

A Resource Program is provided for students to supplement or remediate regular classroom activities. Special teaching methods and approaches to learning are available in and out of the classroom for students with special needs.

Parents of children in this program participate in the placement of their children. Also, specialized personnel provided by Central Rivers AEA are used as diagnosticians in helping to design educational programs for each child. These include psychologists, learning disability consultants, social workers, and physical therapists.

Speech Therapy

Through Central Rivers AEA, speech therapy services are provided to children who qualify.

GRADES – LATE WORK

We believe that if an assigned work is worth grading, it is worth doing – even if late. If work assigned is not submitted when due, credit may be reduced by up to 40% of the original value. If the work is not completed within 1 week after the end of the current grading period (midterm, quarter or semester) no credit will be given for the assignment and student's grade for that assignment shall be recorded as zero.

HEALTH CONCERNS

A part-time school nurse is available and will serve as a health consultant to school staff members, students and their parents.

There will be times throughout the year that special health concerns of a student may need to be brought to the attention of the school. While we appreciate verbal contact, all such concerns also need to be written, signed, and dated.

If a student is absent from school on a given day, due to illness, we would not expect to see that same child at a school event that same night. A student with a fever of 100* or higher will be sent home. Students must be fever free for at least 24 hours without medication before returning to school. School personnel will not transport students needing to go home. If your child is NOT going to be in school for any reason, please call to inform the school office and classroom teacher.

HOT LUNCH PROGRAM

All students will have the option to eat school breakfasts and hot lunches. Breakfast is available beginning at 7:50 a.m. Our district uses a computerized hot lunch system. Students deposit money into their family lunch account and will be informed as to the balance remaining in their accounts so they will know when to bring more money. Negative balance reports are sent home twice a week. Free and reduced price meals are available for those who qualify. The necessary application forms may be obtained from the office. Students will not be allowed to purchase pop or juice during lunch.

Children will function better in school and will be healthier, in general, if they eat well-balanced meals both at home and at school. For this reason, trading of food will be discouraged. Children will also be encouraged to try some of every type of food on their plates and to drink 1 serving of milk. Children may bring sack lunches to school instead of participating in our hot lunch program. These lunches should also be well balanced and should not have pop for a beverage. An exception to this would be lunches to be eaten on field trips. For any special dietary needs related to disease, the child's doctor must put allergies, etc. in writing. **Students will NOT be allowed to refrigerate sack lunches at school.**

PARTIES

Dates

Dates will be determined by teachers at the beginning of each year. Parties will be limited to one hour. A note will be sent home to students in grades K-6. The teacher will ask for volunteers for each party. It will be to the teacher's discretion to assign room volunteers or decide what each child supplies and what games will be played.

Halloween

Costumes are optional for the party. **NO** hair spray or face paint may be applied in the school.

Christmas

A note will be sent home about the party and prices for grab bag gifts. A grab bag gift will be brought by each child wishing to exchange. It is left up to the teacher whether to exchange girls to girls, boys to boys, or whole class.

Valentine's Day

If students wish to participate, they will be expected to bring a Valentine for everyone in the class. A class list will be sent home at the request of the parent. Valentine boxes and sacks are up to the teacher's discretion.

Birthday Treats and Invitations

Birthdays are special and we enjoy helping our students celebrate them. When treats are sent to school, however, please send the same thing for EVERY child in the classroom. It is requested that teachers be notified of the date and kind of treat being provided. This will help to avoid possible allergic reactions and scheduling conflicts. We prefer you send individually wrapped, commercially prepared, nutritional snacks.

Invitations for birthday parties may not be handed out in school unless all students in the class are invited or all the boys or all the girls, depending on the sex of the person having the birthday. We want to try to prevent hurt feelings.

PERSONAL PROPERTY

Students are not to bring personal property (toys, electronic devices, cell phones, etc.) to school unless given permission from their classroom teacher. If given permission from the teacher it must be used only with direct supervision. The school is not responsible for the loss or damage to personal items.

PETS AT SCHOOL

Due to a variety of concerns with pets (bites, scratches, allergies, etc.) the school does not allow students to bring animals to school.

RECESS

Students should be dressed appropriately, recesses will be outside if the temperature and wind chill are above zero. **When there is snow on the ground, boots and snow pants are required. When the snow is gone and it is muddy, students need old shoes or boots to play outdoors. This protects their good shoes and helps keep our building clean. If no boots and snow pants or shoes are brought, the student will either go outside and stand by the door or not be permitted to attend recess/activities for a period of time.** Continued lack of required outdoor clothing could lead to additional consequences as determined by the administration. Since fresh air helps students to stay healthy, all students should be encouraged to play outdoors.

If a child is under a doctor's care, recovering from an illness that has caused recent absences, or suffers from severe recurring illnesses such as asthma, ear infection, etc., notes to keep the child inside for recess would be appropriate. **If children must be in over two days, a doctor's excuse will be required.** Almost always, a child that is too sick to go outside for a few minutes at recess is too sick to be in school.

A. PLAYGROUND REGULATIONS -- -- -- Reasonable and respectful behavior is expected at all times

1. No rough play.
2. No swearing, other inappropriate language or spitting is allowed.
3. No tackle football, king of the mountain, or throwing or kicking of balls against the school. Keep balls away from all windows.
4. No climbing of trees, playing with sticks, or moving or throwing of rocks from the playground area.
5. No skateboards or roller skates are allowed.
6. No playing with hard balls.
7. Students will not leave the playground without permission of the supervisor.
8. Consumption of any food or use of gum on the playground is prohibited.
9. All equipment is to be returned to the containers in the classrooms.
10. Older students will allow the younger students to use the playground equipment. Older students will have priority on the basketball court.
11. Students will recognize and respect the boundaries of the playground
12. Students are not to bring toys, electronic devices, or cell phones from home for use at recess.

B. GYM

1. Stay on the gym floor.
2. Use equipment from the gym only. Do not use any classroom equipment.
3. Return all equipment before leaving the gym.
4. Clean dry shoes are required in the gym.

Problems during recess time may result in a "time-out" period for the student, where he or she will be asked to stand by the building and not play with the other children. Other options will be explored for repeat offenders.

SCHOOL HOURS

The school will not normally be opened to students before 8:00 am. Students arriving at the building before 8:00 will be allowed to stand in the entryway or hall when it is cold or rainy outside. Breakfast begins at 7:50. Students may enter the building at 7:50 only to eat breakfast. School begins at 8:25 am. Students will remain in the lunchroom or outside until 8:20 am. Students will not be in a classroom without a teacher present. Students will be considered tardy at 8:35 am. Students entering the building between 8:30 am and 10:00 am will be marked tardy. Students entering the building after 8:30 am must check in with the office.

A shuttle bus will leave for Kanawha at 3:20 pm daily. Students may be picked up at the south door beginning at 3:25 pm. Students walking home will be dismissed at 3:25 pm. Any student being picked up by a parent or guardian must have a note and will be dismissed with the town walkers unless someone comes inside to school to get him/her. Town shuttle bus students leave with the country buses at approximately 3:45 pm.

Many times we have students who will tell their teacher that they are to go on a different bus, walk someplace in town, or wait at school for someone to pick them up at the end of the day. This is fine, but often they do not have an accompanying note from parents verifying this. Small children can easily get confused when talking about specific dates and times, and who is or is not to pick them up. **If your child is to go someplace other than his/her normal destination after school, we must have a note from the parent or guardian verifying this. We will send your child home his/her regular way unless we have a note or other parental permission. Bus drivers must have a note as well. Your cooperation in this matter will be appreciated.**

STUDENT BEHAVIOR

Children are expected to conduct themselves in the building, on the school grounds and on field trips in an age-appropriate manner. It is important that students exercise self-discipline, recognize the rights of others, interact with others in a reasonable manner and learn to foresee some potentially unsafe acts. The staff is expected to be firm, fair and consistent when dealing with student behavior. Students who are not able to abide with these requirements will face disciplinary action from the supervising school employee and/or the school administration. As with behavior in school, students are subject to school rules and to additional rules designed for transportation safety. Students may be suspended or expelled from riding the school bus just as they may be in school.

TRANSPORTATION

Please use the bicycle racks that are provided. Mopeds must be parked in the parking lot.

VISITING SCHOOL

Parents are encouraged to visit school and their children's classroom after the second week of school, and before the final two weeks of school. Please contact the classroom teacher before visiting the school. We suggest that a visit of one-half the school day should be sufficient for the parent to have a fair representation of the day. Please do not bring your children, they often get restless and parents end up watching them more than the class they came to see.

We sometimes have requests to allow visitation by school age children who are visiting in the home of our regular students. We feel that if they choose to visit, they should be accompanied by either their parent or the parent of a regular student and we recommend that the visit be limited to one hour. Whenever entering any school building, please check into the office first. We ask this only because we are concerned with the safety and education of your children. It is important that we know who is in the building at all times. In this way we can also assist you and not disturb the classes which will be going on.

Your cooperation and understanding of these procedures is greatly appreciated. As mentioned previously, please visit us. We want to keep you fully involved and informed.

West Hancock Middle School

Phone: 641-762-3261

FAX: 641-843-4717

www.whancock.org

<u>Staff, Assignment</u>	<u>Phone Extension</u>	<u>E-mail</u>
Ruth Verbrugge, Principal	205	rverbrugge@whancock.org
Kim Andreessen, Nurse	208	kim.andreessen@whancock.org
Sharon Anderson, Paraprofessional		sanderson@whancock.org
Jeff Bates, Custodian	211	jbates@whancock.org
Jolene Eischen, Art	210	jo.eischen@whancock.org
Peg Eisenman, Secretary	200	peisenman@whancock.org
Ally Eliason, Food Service	221	aliason@whancock.org
Kristi Gast, 7-8 Math, TAG, Instructional Coach	234	kgast@whancock.org
Jennifer Hammer, 5-6 Language Arts	214	jhammer@whancock.org
Raylea Hepker, ELL	232	raylea.hepker@whancock.org
Steve Heston, 3-8 vocal music	223	steve.heston@whancock.org
Jerri Hill, 7-8 Language Arts	216	jhill@whancock.org
Nedra Horstman, 7-8 Social Studies	217	nhorstman@whancock.org
Caitlin Huffman, 5-6 Science	215	chuffman@whancock.org
Tyler Jansen, Physical Education	211	tjansen@whancock.org
Erika Johnson, Paraprofessional		erjohnson@whancock.org
Robin Kudej, Instructional Coach	212	rkudej@whancock.org
Marlene Leerar, 5-6 Reading	239	mleerar@whancock.org
Travis Lenz, 5-6 Math	229	tlenz@whancock.org
Shawn Mallen, 8 Math, Phys. Ed.	222	smallen@whancock.org
Sue Melohn, Paraprofessional		suemelohn@whancock.org
Jennifer Rosin, Instrumental Music	223	jrosin@whancock.org
Paul Sonius, 7-8 Science, Health	209	psonius@whancock.org
Lisa Stortenbecker, 5-6 Spec. Ed.	207	lstortenbecker@whancock.org
Deb Sykes, Literacy/Student Services	231	dsykes@whancock.org
Michelle Wade, Paraprofessional		mwade@whancock.org
Ethan Weiss, 7-8 Spec. Ed.	228	eweiss@whancock.org
Matthew Welp, Guidance	227	mwelp@whancock.org
Media Center	206	
Sarah Wessels, Central Rivers AEA consultant	227	swessels@centralriversaea.org

WELCOME

Welcome to West Hancock Middle School! The staff is glad you are here and is looking forward to a good school year. We feel we have much to offer to you and hope that you look forward to attending our school every day.

Our middle school intends to help make the transition from elementary school to high school a smooth one. Each student is important, has self-worth, and possesses unique and varying interests and abilities. We hope to enable you to learn, grow, and pursue your interests to the fullest extent of your ambitions and abilities. In addition to academic classes, you will be encouraged to participate in activities such as music, athletics, and dramatics. It is our wish that each student will have many positive experiences and feel the sense of satisfaction, which comes only with success and achievement.

ATTENDANCE

Excuses will be checked closely. A phone call to the office (762-3261) or email to the building secretary (peisenman@whancock.org) by the parent on or before the day of an absence would assist the school. If there is a question regarding the validity of a phone call, the school will verify the contact. If a parent/guardian calls, students **NEED NOT** bring a note when returning to school. If the parent/guardian has not telephoned the school, the office will contact the parent to make sure of the students' safety and location. Students are encouraged to be at school whenever possible. Loss of learning takes place when instructional time is missed. Absences should be limited. Should communication not be made by the parent, the absence will be recorded as unexcused.

Extra-Curricular/Co-Curricular – Attendance Requirements

Students who are absent from school may not practice or participate in an extra-curricular or co-curricular activity unless the absence is authorized in advance by the principal. The following are examples of absences that will be authorized: doctor and dental appointments, court appearance, funerals, and one time to obtain a driver's license/permit. If the student misses a graded co-curricular activity they will complete a separate, alternative assessment to make up the missed portion of their grade in the class they are enrolled in.

DANCE RULES

1. At least three parents are needed as chaperones, one of which need to be male.
2. Chaperones must be parents of West Hancock Middle School students and/or be members of the West Hancock Middle School staff. At least one chaperone must be a sponsor for the group.
3. The school dress code applies.
4. The dance must be approved by the building principal.
5. The dance must end by 10:00 P.M.
6. Any decorations must be completely taken down after the dance before leaving the building.
7. If you leave the building during the dance, you will not be readmitted.
8. The end hallways and kitchen are off limits.
9. Chaperones will reserve the right to contact parents and/or police if necessary.
10. Only 7th and 8th grade students of West Hancock Middle School or Kanawha Christian School will be admitted to the dances.
11. Students on the weekly ineligible list are not permitted to attend a dance held during the week of ineligibility.

DETENTION

Detention time will be held before or after school hours and will be supervised by the teacher who assigns it or the building principal. The student shall serve the detention within 2 days of being received unless there are extenuating circumstances. If a student fails to serve detention the detention time will be doubled. If the detention is not served it will be replaced with one half (1/2) day of in-school suspension. The principal will determine what constitutes an extenuating circumstance. In that case, the detention will be served per the arrangements made with the building principal.

Misconduct at a school-sponsored event shall result in a detention and/or suspension. All detentions and the reasons for the detentions will be reported to the office.

DRESS CODE

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate and students must comply with the stricter

requirement. Hats, caps, and other headgear are not appropriate attire during school hours. Exceptions may be made (when permission from the principal's office is secured in advance) for special events as announced. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Students are asked to not wear clothing that is too revealing in the sense that too much of the anatomy is exposed. Examples of such clothing include, but are not limited to the following:

- A. any shirt that does not cover the torso, including the midriff, shoulders must be covered – no off the shoulder tops
- B. any clothing that allows undergarments to be exposed to include sheer tops
- C. any underwear worn on the outside
- D. any pants with inappropriate holes in them
- E. spaghetti straps or halter tops or any strapless tops
- F. clothing with low necklines in front and/or back
- G. all tops must have two straps – one per shoulder
- H. all shorts, dresses, and skirts are to be of reasonable length and tightness
- I. hats and caps are not to be worn in school
- J. trench coats and coats of extended length and size will not be acceptable

All staff members have the authority to determine what clothing is too revealing. **Any student asked to change his/her appearance or attire is expected to do so without question.** The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

ELIGIBILITY POLICY

The West Hancock Middle School eligibility policy will hold students accountable for passing grades on a weekly basis. The consolidated list will be distributed to homeroom advisors Monday morning and the student or advisor will inform the parents that student is failing.

The students that are failing will be ineligible for that week's extra-curricular activities. This includes any non-graded function occurring within the school district before, during, and after school hours. Students who are ineligible should attend the after school Eagle's Nest homework help program on Monday and Wednesday of that week. On some occasions Eagle's Nest may be offered more than two times each week. During this time a staff member will work with the students to help them improve to a passing grade in all courses. It is highly suggested that students attend Eagle's Nest if they need help. Teachers may require students to attend Eagle's Nest if the student is falling way behind with their work. Students will be allowed to practice but not play/perform/dance/participate in any extracurricular event. If, at the end of the week, the student has increased his/her grade to a passing grade, he/she will be eligible for extracurricular activities for the following week. Each week this same process will occur throughout the school year.

Eagles Nest is not intended to be a punishment but a program for students to better themselves with the help of an adult. Eagle's Nest is not intended to be a detention center. Parents also need to get involved and require their students to stay for Eagle's Nest if they can see a problem developing. The supervisor of Eagle's Nest may administer Eagle's Nest the way they see fit, just as they do their individual classroom.

GENERAL REGULATIONS

1. No food or candy will be eaten in the building except for hot lunch or sack lunches, which must be eaten in the lunchroom. This does not apply to teacher approved classroom activities. Other than sack lunches, students should not have food, candy or beverages in their lockers
2. Gum chewing will not be allowed.
3. Student book bags are not to be taken to classrooms unless permitted by the teacher.
4. Hats or caps are not to be worn in the building during school hours.
5. Avoid loud talking, yelling or pushing at any time. Keep hands and feet to yourself. Be respectful of others.
6. Students are forbidden to:
 - a. have tobacco in their possession on the school grounds
 - b. consume, possess, or be under the influence of any alcoholic beverage, drugs, narcotics or narcotics paraphernalia while on the school grounds, at any school affair, or in any location where students are gathered.
 - c. have any firearms, knives, chains, or any object that could cause bodily harm in their possession
7. The display of affection between students by such acts as holding hands, hugging, kissing, and similar behavior is discouraged. Such actions may result in loss of privileges, detention, and possible suspension from school, depending upon the frequency and nature of the behavior.
8. Students are not to miss class for a makeup lessons for vocal or instrumental music.
9. Students are not to wear face paint during the school day. Hair coloring should not be applied at school or on the bus.

HALLWAY PASSES FROM CLASSES

Students may be required to have a staff signed pass to be in the hallway during non-passing times. **Plan ahead.** Be sure that you have all necessary books, papers, project parts, etc., before you go to class.

HOMEWORK POLICY

Homework is a necessary part of each pupil's educational program. Each student is expected to complete homework in a timely fashion. We believe that punctuality and responsibility are a component of doing quality work. We also believe that if an assigned work is worth grading, it is worth doing – even if late. If work assigned is not submitted when due, credit may be reduced by up to 40% of the original value. If the work is not completed within 1 week after the end of the current grading period (midterm, quarter, or semester) no credit will be given for the missed school work and the student's grade for that work shall be recorded as zero

HONOR ROLL

Recognition of academic excellence is achieved at West Hancock Middle School by the establishment of an Honor Roll every quarter. Students attaining a grade point average of 3.00 ("B" average) or higher will be recognized on the Honor Roll. The Honor roll is divided into the following:

A Honor Roll:	3.67 - 4.00
B Honor Roll:	3.00 - 3.66

PLAN FOR SUCCESS

- Attend school regularly, one way or another, your attendance will be reflected in your grades.
- Pay attention in class.
- Go to class prepared. Take your book, notebook, pencil, paper, etc. Have all reading and written assignments completed and with you.
- Do not talk without permission, even if others do.
- Participate in class by answering questions, asking questions, and making other appropriate comments.
- Act maturely.
- Turn in all work in time. A grade of "zero" on just one assignment can affect the overall grade more than you would think.
- Write down all assignments. Assignment books are available from the office for a nominal fee.
- Learn how to take notes.
- Get help from the teacher when you are having trouble.

PROMOTION POLICY

Students in the middle school may receive a maximum of two failing semester grades for the school year to be promoted to the next grade level. All courses a student is enrolled in will calculate semester grades by averaging the previous two quarter grades.

Student grades will be examined and monitored closely throughout each quarter by the building principal, homeroom advisor, and classroom teachers. Homework help will be available to the students through our Eagle's Nest program.

If a teacher or the building principal recommends that a student can obtain a passing grade with a small amount of supplemental assistance and the student had a 50% or better for the semester, the student will have an opportunity to work with the teacher to complete the required coursework. This coursework needs to be satisfactorily completed by June 15th in order for the student to be promoted to the next grade level. The final recommendation of whether a student will be promoted or retained will be decided by the middle school principal and the classroom teachers.

If there is not agreement about retaining the student at grade level, the building principal will recommend to the Board that the student be retained. A hearing before the Board will be held on the third Monday of July. The hearing will be conducted in closed session, unless the parent/guardian of the student requests that the hearing be conducted in open session. The decision of the Board is final at the local level.

STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the principal prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

STUDY HALL REGULATIONS

Study hall will be supervised by a school employee. All school employees are to be treated with respect and authority. Violations of this statement will result in disciplinary action.

1. All students assigned to study hall must be in their seats when the bell rings. You are to bring everything you need to keep busy for the entire period. You will not be allowed to go to your locker on a regular basis. If you have no homework to do, you should read a book of your choice.
2. Teachers will make a seating chart or class roster for each study hall and check to see that students are present before any student is allowed to leave.
3. Students will not be excused from study hall without a pass or arrangements are made with a classroom teacher unless there is an emergency.
4. Students may work with a partner or in collaborative groups with prior permission of the study hall supervisor.
5. With the study hall teacher's permission, students may sign out of study hall to:
 - a. Go to other classrooms to receive teacher assistance on assignments.
 - b. See the Guidance Counselor.
 - c. Go to the Office.
 - d. Go to their locker.

TARDINESS

There is a three-minute interval between classes. All students should be able to get to their next class on time. If a teacher detains a student, a "pass" properly filled out by that teacher will allow the student to be admitted to the next class. If a student is tardy for reasons other than being detained by a teacher, he/she will be admitted to his/her class or study hall and an "unexcused tardy" will be recorded. Students with 3 or more unexcused tardies will be asked to serve a 20 minute detention for those tardies and each tardy to follow. This will continue for one semester and then start over again at the start of the second semester. The time will be doubled if the student fails to appear at the detention. All unexcused tardies will be recorded on the report card.

PHONE CALLS

A telephone is located in the classrooms for emergency purposes. Calls by students should be made only when absolutely necessary. Students making calls should do so between classes or, better still, following the morning or afternoon sessions. Only the person making the call is to be at the phone. Make conversations as short as possible.

Cell phones should be off and are not to be used during school hours unless given permission from their classroom teacher. If given permission from the teacher it must be used only with direct supervision. Students who are caught using a cell phone during school hours will have to turn the phone into the office at the beginning of the day for a period of five days. It is the student's responsibility to remember to turn it in and pick it up each day. If the student is caught with a cell phone during that five day period they will serve an in-school suspension and the turn in time will be doubled.

CHEATING

You will have numerous opportunities to complete assignments, projects, quizzes and tests in middle school. They are given by your teachers to check your understanding of the material presented in class. They are also used in determining the letter grade you have earned in each class.

If a student is caught cheating on a major project, test, or quiz, the incident is to be reported to the building principal. The following options are available:

1. The parent will be informed of the incident and made aware of consequences should cheating continue to occur.
2. The student will be allowed to complete a similar assignment, project, quiz or test. There may be a deduction on the score not to exceed 40%.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. This is a serious educational infraction. Should a student plagiarize a document the first offense will result in a deduction not to exceed 40%. Subsequent acts of plagiarism will result in a score of zero for that assignment. The classroom teacher will communicate with parents should plagiarism occur and the consequence of infraction.

West Hancock High School

Phone: 641-843-3863

FAX: 641-843-4717

www.whancock.org

<u>Staff, Assignment</u>	<u>Phone Extension</u>	<u>E-mail</u>
Dan Peterson, Principal	305	danpeterson@whancock.org
Katelyn Anderson, Vocational Agriculture	382	katelyn.anderson@whancock.org
Lisa Carlson, Art	385	lcarlson@whancock.org
Susan Carlson, Math/Science	383	scarlson@whancock.org
Rich Clark, Spec. Ed/Social Studies	321	rclark@whancock.org
Paul Francis, Industrial Technology	390	pfrancis@whancock.org
Stacey Goepel, Head Custodian	311	stacey.goepel@whancock.org
Elizabeth Gretillat, Spanish, TAG	372	egretillat@whancock.org
Stacy Heston, Vocal Music	331	stacy.heston@whancock.org
Sybil Johnson, Secretary	300	syjohnson@whancock.org
Phyllis Jordanger, Library	315	pjordanger@whancock.org
Robin Kudej, Instructional Coach	301	rkudej@whancock.org
Holly Lang, Social Studies	375	hlang@whancock.org
Steve Lansing, Alternative School/AD	392	slansing@whancock.org
Al Olson, Custodian	311	aolson@whancock.org
Brian Peterson, PE	325	bpeterson@whancock.org
Jim Puffer, Custodian	311	lpuffer@whancock.org
Kassondra Robinson, FCS	364	kassondra.robinson@whancock.org
Jennifer Rosin, Instrumental Music	335	jrosin@whancock.org
Mark Sanger, Special Education	380	msanger@whancock.org
Heather Schoenwetter, Science	381	hschoenwetter@whancock.org
Dianne Trautman, LA	379	dtrautman@whancock.org
Melinda Tremmel, Math	371	mtremmel@whancock.org
Sharayah Vorland, LA	377	svorland@whancock.org
Ryan Wagner, Business Education	373	rwagner@whancock.org
Matt Welp, Counselor	376	mwelp@whancock.org
Central Rivers AEA Consultant	159	swessels@centralriversaea.org

ACADEMIC INFORMATION

Change of Classes

Students must request a change of class within three days after the beginning of the current semester. Students will not be allowed to drop a class that reduces the class size to less than five. Classes with less than five students enrolled may be offered with administrative (superintendent and principal) approval, provided a teacher is available. The student must have permission from the teacher involved, parents and guidance counselor before a change of classes will be permitted. A student can add a second semester class only if the class is a semester long class. Difficulty of material, change of career goals, and change to a college prep course or credit deficiency would be examples of reasons for changes.

Procedures:

- I. Student/parent will make a written request to the guidance counselor.
- II. If a change is allowed, guidance counselor will inform all concerned.
- III. If a change is denied, the student and parent may appeal to the principal.

Classification of Students

- I. Academic Classification - students are classified “academically” by comparing the number of High School credits they have earned to the following table:
 - Freshman -#Credits Earned is less than 10
 - Sophomore-#Credits Earned is greater than or equal to 10 but less than 21
 - Junior-#Credits Earned is greater than or equal to 21 but less than 32
 - Senior-#Credits Earned is greater than or equal to 32
- II. Classification for Interscholastic Competitions - the IHSAA & IGHSAU regulations state that once a student enters high school, he/she is entitled to the next 8 semesters of eligibility to participate in competitions, contests, etc. This is separate from the academic classification standards listed above.
- III. Classification for the Purpose of Local School Activities - a student is classified as a Freshman, Sophomore, Junior or Senior for the purposes of attending class meetings, prom, and other local school activities based on a tiered system. The primary tier classifies students by the number of credits earned. The secondary tier classifies students by the graduating year of the class he or she originally entered with. Class reorganization based on credits will occur only at the beginning of the year.
 - o Example: Students ahead of their classmates in credits, will retain their classification with their peers based on target graduation year.
 - o Example: Students who are not maintaining pace with their peers in credit acquisition will be classified based on their credits, regardless of original target graduation year. The lower classification will be used to encourage students to acquire credits at a pace that allows students to graduate on time with their peers.

NOTE: A student is not allowed to repeat activities that the class does not normally repeat. This is separate from the academic classification standards listed above.

Grading & Semester Tests

Report cards are issued at the end of each mid-term, quarter, and semester grading period. Grades A, B, C and D are passing and a grade of F indicates failure. Students will take a semester test, or complete some sort of performance assessment, or both in all courses. These can be cumulative in nature but do not have to be. The instructor of the class reserves the right to determine the type of assessment that best fits their class and the needs of our students both in high school and after high school. Semester tests or assessments shall count for whatever percentage of the final grade the instructor chooses but may not exceed one-fifth (20%) of the semester grade. The grade given at the end of the semester is a cumulative grade for that semester and is the only grade recorded on the permanent record and the grade upon which the honor rolls are based.

We believe that if an assigned work is worth grading, it is worth doing – even if late. If work assigned is not submitted when due, credit may be reduced by up to 40% of the original value. If the work is not completed within 1 week after the end of the current grading period (mid-term, quarter or semester) no credit will be given for the assignment and student's grade for that assignment shall be recorded as zero.

Graduation Requirements

- I. Forty-six credits are required for graduation. Students earn one credit per semester for each course passed. One-half credit will be given per semester for physical education, mixed chorus and one-half credit will be given for girls' glee. Physical education grades are used in figuring student grade point averages. All students are required to carry six courses and physical education; five courses, physical education and band or vocal music; **or** four courses, physical education, band and vocal music per semester. All students must take and pass the required courses as indicated in the Course Description Booklet. Exceptions to the

- Physical Education requirements are listed in the Physical Education section of this handbook.
- II. All students must successfully complete (pass) the following: English-eight credits, Social Studies-six credits, Math-6 credits, Science- 6 credits, Technology-2 credits and Physical Education-2 credits, Financial Literacy- one credit, and Health Literacy-one credit. In addition, students must successfully complete (pass) 14 credits of other coursework.
 - III. Students staffed into the resource room for the improvement of academic skills and remediation will earn 1/2 unit of credit if the IEP requires 120 or more class periods per year. Students that are also staffed into the resource room for an academic class can earn a credit for that academic class, but such time spent in the resource room would not count toward the 120 class periods mentioned above. This will be recorded on the report card as study skills. The resource room instructor would be responsible to keep track of each student’s accumulated time (periods) spent in the resource room during the school year.

Homework

Home study is a necessary part of each pupil’s educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. When a student is absent and requests homework for that day, the request should be made by noon of said day. If a student knows in advance he/she will be absent from school, the student is encouraged to acquire homework in advance.

Academic Integrity Policy

Students at West Hancock are to maintain the highest standards of academic integrity. This means that the work submitted to a teacher is the student’s best possible submission that indicates that student’s knowledge, learning, and growth on a particular standard. While collaboration is a tool that can be used effectively in some cases, assignments that are turned in on behalf of an individual need to reflect only the viewpoints, knowledge, and/or beliefs of that same individual. Plagiarism, whether intentional or unintentional, cheating, misrepresenting your work with others, copying, etc. will not be tolerated. Students who violate this policy will have the following actions taken against them:

1. Students will redo the assignment. Parameters will be established by the teacher, and could include changing the scope of the original assignment.
2. Students will not receive full credit on the replacement assignment. Depending on the severity of the action, the type of assignment or project, the frequency of this occurring, etc. the score may be reduced to zero.
3. Students will be reported to the office for this to be tracked in the student information system. Academic Integrity infractions may affect status in National Honor Society, Student Council, and any extra-curricular activity.

Honor Roll – High School

The honor roll is compiled at end of each semester. An “A” honor roll and a “B” honor roll are maintained. The “A” honor roll includes those students who have achieved an A- (3.665 GPA) average in subjects with a value of one credit per semester. For the “B” honor roll, an average of (2.995 GPA) “B” must be achieved. GPA’s will not be rounded up for calculation purposes. The following point system will be used:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

Parent-Teacher Conferences

Parent-teacher conferences are scheduled part way through first and second semester. We invite all parents/guardians and students themselves to attend these conferences and appreciate any suggestions you would have for improving attendance.

Physical Education

All physically able students shall be required to participate in the program for a minimum of one-eighth unit during each semester they are enrolled except as otherwise provided in this paragraph. A twelfth grade student may be excused from this requirement by the principal of the school in which the student is enrolled under one of the following circumstances:

- (1) The student is enrolled in a cooperative, work-study or other educational program authorized by the school, which requires the student’s absence from the school premises during the school day.
- (2) The student is enrolled in academic courses not otherwise available.
- (3) An organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education.

Students in grades nine through eleven may be excused from the physical education requirement in order to enroll in academic courses not otherwise available to the student if the board of directors of the school district in which the school is located determine that students from the school may be permitted to be excused from the physical education requirement.

A student may be excused by the principal of the school in which the student is enrolled, in consultation with the student’s counselor, for up to one semester, trimester, or the equivalent of a semester or trimester, per year if the parent or guardian of the

student requests in writing that the student be excused from the physical education requirement. The student seeking to be excused from the physical education requirement must, at some time during the period for which the excuse is sought be a participant in an organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education. A student who can't fit P.E. into their academic course schedule may ask to take individualized P.E..

Post-Secondary Enrollment Option (Code Chapter 261C(1989) 281 Administrative Code 22)

If available students in grades 9 through 12 may receive class or vocational/technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250.00 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students interested in participating in this program should contact the principal.

The limit for college credits a student may take is 23 credits per school year. If a student wishes to take more than that, they are responsible for the cost of the courses beyond 23 credits. This would include PSEO courses, Academy courses and Concurrent enrollment courses.

Academy Opportunities: West Hancock students have the opportunity to participate in academies through NIACC. While these students are attending these classes they are considered college students. While they are in our building they must follow our rules. If they are in the building before or after their regularly scheduled West Hancock classes they must be in the library. If students return to school during lunch they should eat with their assigned lunch or report to the library. Students should not loiter in the office or lobby areas for extended amounts of time before or after their classes are over.

Repeating Courses Previously Completed

PROCESS: The student must make a request with the instructor involved. The request may be for a one-semester course or a two-semester course. If approved, the request must be presented to the principal for approval.

CREDITS: The class that is retaken must be retaken for a grade. A student may not earn more than one credit for a course no matter how many times it is taken.

GRADE: The grade received for the retake will replace the grade the student received when he/she originally took the course.

TRANSCRIPT: Only the retake grade will apply towards the student's grade point average (GPA), and appear on the student's official transcript.

Report Cards & Progress Reports

Student progress reports may be sent any time between marking periods to the parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Acknowledgment of this report by note, phone call or visit is appreciated.

ACTIVITIES

Extra-Curricular Activities

I. Academic Eligibility:

Students must carry a minimum academic load of 6 classes plus physical education each semester in order to be eligible to participate in extra-curricular activities. Students must pass all classes to remain eligible. Exceptions to the Physical Education requirements are listed in the Physical Education section of this handbook. In not passing all classes at the end of the semester, the student is ineligible for the first period of 30 consecutive calendar days in the activity in which the student is a bona fide contestant. (Scholarship Rule 36.15 (2).

In addition, student's academic performance will be analyzed every 9 weeks to determine eligibility. If a student is failing one or more classes at the end of the 9 week period, they will be ineligible for 10 consecutive school days.

II. Activities Offered:

Athletics: Cross Country (Girls), Football, Volleyball, Basketball (Boys and Girls), Wrestling, Baseball, Softball, Track (Boys and Girls), Golf (Boys and Girls) and Cheerleading.

Instrumental Music: Marching Band, Concert Band and Solos/Ensembles

Vocal Music: Mixed Chorus, Electos and Solos/Ensembles

Drama: Fall and spring plays

Speech: Individual & Large Group Contest Speech

Clubs and Organizations: Students for Educational Services, FFA, Future Consumer & Career Leaders of America, SWAT, Pep Club, Drama Club, Student Council, Show Choir, Annual Staff and National Honor Society.

Extracurricular Code of Conduct – See District Information

School Spirit

School spirit may be divided into three categories:

- I. Courtesy - toward teachers, fellow students and the officials of the school's athletic activities.
- II. Pride - in everything our school endeavors to accomplish and has accomplished.
- III. Sportsmanship - the ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep her/his scholastic and activity standards at the highest possible level.

Sportsmanship & Integrity

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Spectator Bus

A spectator bus will be offered to transport students to some away events providing that a school-approved chaperone and driver are available for the event. This privilege is granted to those who do not abuse it. A charge based on the actual cost of transportation and intended to help defray that cost would be collected in advance from those students who wish to ride on the spectator bus. At times, a minimum and maximum number of seats available will be announced. The general regulations for the spectator bus are:

- I. All school district bus rules are in effect. Any undesirable behavior will result in loss of privilege to ride.
- II. There must be a chaperone on each bus.
- III. Students on extra-curricular trips must return home in the same manner as they were transported to the activities unless their parents request in person to take them home. Written excuses without the presence of the parent will not be approved.
- IV. The chaperone is IN CHARGE and his/her instructions will be followed!
- V. If a student is not permitted to ride the "regular" bus due to disciplinary action they will not be allowed to ride a spectator bus.

Student Council

Student council representatives will be elected by their respective classes for two-year terms in the spring of the year for the following school year. Unexpired terms, when necessary will be filled by election of the class involved. This will be done by majority vote of the class. Any member may be re-elected to the council.

- I. Membership - Any regularly enrolled student of West Hancock High School shall be eligible for election.
- II. Student Election Procedures:
 - A. Election will be held in the spring of each school year.
 - B. Students will sign up for the nomination ballot.
 - C. Students may be elected as both student council representative and class officer during the same year.
 - D. Class Officers - The eight students receiving the most votes will be placed on the final ballot. A majority of the votes cast is necessary to be elected.
 - F. Student Council Representatives - Each class will nominate two for each vacancy. Each student will vote for the number of existing vacancies in both nomination and final ballot. Two candidates for each vacancy will be on the final ballot. A majority of the number of votes cast is necessary to be elected.
- III. Chartering Clubs:
 - Section 1: Any group wishing to start a school club shall apply to the student council for a charter.
 - Section 2: The application shall state the purpose of the club and must present a constitution for the approval of the student council.
 - Section 3: Charters issued by the student council may be renewed at the option of the council.
- IV. Powers of the Council: The powers of the student council shall be:

- A. To develop and adopt such by-laws as may be necessary, provided they do not conflict with the elements and spirit of this constitution.
- B. To develop, promote and supervise the general election of the student council members in the spring.
- C. To create, authorize, supervise and coordinate committees for specialized services.
- D. To initiate and approve necessary legislation.
- E. To consider (upon being properly petitioned) policies, activities and changes recommended by students and teachers.
- F. To provide for referendum and recall elections. To issue, renew and (if necessary) revoke organization charters and to coordinate organization activities.

ATTENDANCE (See District Attendance Section)

Student Tardiness to School

Being on time to school is an expectation for students. Any student who reports to school after the tardy bell (the second bell) is tardy. A student may incur up to three tardies per semester without penalty. These three times are granted to take care of unavoidable occurrences. Penalties are assigned in excess of three and include detention, suspension and expulsion. 3 tardies to school (1st period) will equal ¼ of a day absence.

Consequences for Tardiness to school (1st Period)

- 1st No Penalty
- 2nd No Penalty
- 3rd No Penalty with parent communication by principal (PCP)
- 4+ Student will serve a 20 minute detention. After the 6th total tardy (to any class) Saturday School will be assigned.

Student Tardiness to Class

Being on time for classes is an expectation for students. Any student who reports to class after the tardy bell (the second bell - the one that begins the class period) and who does not present to the teacher a pass signed by another teacher, a secretary or an administrator is considered tardy. A twenty-minute detention shall be assigned by the classroom teacher to all students who are tardy.

Senior Release

Senior release will be made available to seniors who are on track to graduate and have passed all classes the previous semester.

Seniors may choose to replace 1st or 9th period study hall with senior release.

Seniors must still take 6 classes and PE. Unless exception clauses under the Physical Education criteria are met.

Seniors must have this approved by their parents, the guidance counselor and the principal.

Seniors that are in extracurricular activities must choose the first period option.

If a student gets to school before the start of 2nd period or does not leave at the end of 8th period they must be in the library.

Work Release (For Credit - if licensed teacher available)

Can be combined with senior leave if the following conditions are met:

- Student has earned their National Career Readiness Certificate (NCRC)
- Student received credit for Basic Communications or E.B.L.
- All senior release qualifications are met.
- Student is passing all classes during the year. Any student who is ineligible for extracurricular activities will have their work release suspended until eligibility is restored.
- Students who within the last year have had, or are currently experience attendance issues (more than 2 unexcused absences) will be removed from this program.
- Students are not allowed to work with or for a family member.
- Students will provide weekly reports to the school counselor or teacher overseeing this program.
- If transportation is needed, the student must provide their own reliable transportation. Parent permission will be secured, in advance, to allow students to drive to their employment.

Classification of Period Absences in Grades 9-12 for Unexcused Reasons under Board Policy

Missing school for 1-2 periods will equal ¼ of a day; 3-4 periods will equal ½ of a day; 5-6 periods will equal ¾ of a day; and more than 6 periods will equal a full day.

Saturday School

Students may be assigned to a Saturday School session for a variety of reasons, including but not limited to excessive tardiness (more than 6 total unexcused combined from all period attendance in a semester), unexcused absences (full day unexcused = one full Saturday School), excessive classroom disruption, skipped detention, principal's discretion.

Saturday School will be held from 8:30 A.M. until 11:30 A.M. on scheduled Saturdays. Students who arrive late to Saturday School will be assigned another repeat session. Students who are assigned, but do not attend Saturday School will be held out of all non-required school events. This non-exhaustive list includes activities such as Prom, Graduation Ceremonies, Extra-Curricular Events, dances, any non-school day activity. Students have to make up all assigned Saturday School time/sessions in order to participate in these events.

Saturday School will be scheduled at the convenience of the supervising teacher. Students will need to make appropriate accommodations to ensure their attendance if they are assigned.

Suspensions & Expulsions

When a student's absence is caused by a suspension or expulsion, such absence will be treated as an administrative absence rather than a voluntary student absence and will not be included under this regulation.

Special Education

Students identified with special educational needs will be expected to adhere to the attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition.

Passes for Leaving School

Students are not permitted to leave the school grounds at any time during the school day without permission from the office AND the parents. If students must leave the building because of illness or any other emergency, they must sign out at the office. As with any violation, disciplinary action will follow if a pass is not secured prior to leaving.

HEALTH & SAFETY

Law Enforcement Officials

Law enforcement officers (including canine officers) and officials are welcome in the school building and on the school grounds. Law enforcement officials may also be asked to assist in investigations and/or consulted on various matters.

As a general rule, students may not be questioned by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to question a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such request is supported by a court order. Prior to allowing the questioning, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. In the event that the parent/guardian of a student cannot be contacted and an emergency exists in which it is imperative that a student be questioned by an Officer of the Law or other legal official, such interview may take place in the presence of a neutral third person over the age of 21.

Safety Drills

The school will conduct fire, tornado, and lock down drills on a regular and recurring basis.

Physical Examination for Athletes/Participants

Each student must have a certificate of physical fitness and a concussion form before being allowed to participate in practice or contests. An athletic physical is good for 1 calendar year. Students must have a physical each year they participate.

Student Vehicles and Parking

Students who drive motor vehicles to school must know and obey good driving practice. At no time are students to be in the parking lots or in cars unless the student has written permission from the high school principal's office or from a faculty member. The speed limit on the grounds is not to exceed 10 miles per hour.

Student parking is located on either side of the street east of the high school and in the north parking lot. Cars must be parked in the designated parking lots and in the designated parking spaces. All vehicles in all parking areas are to give the buses the right-of-way once they enter the street.

Faculty and visitor parking is located in front of the high school building. Students who are parked in spaces designated for other parking run the risk of having their vehicle towed at their own expense. Students who violate speed limits, right-of-way or other regulations as stated above run the risk of having to park elsewhere besides at the school.

PROCEDURES & INFORMATION

Daily Announcements (Bulletin)

The daily bulletin will be e-mailed to each student. It is also sent to faculty members. It will also be posted on the district website. **The student has the responsibility of knowing what is in the bulletin.** All announcements intended only for use by staff members shall be sent to the staff via e-mail or given directly to the staff members by the secretary.

Daily Time Schedule

7:45 a.m. Route buses arrive at school
7:55 a.m. Shuttle buses leave from school
8:15 a.m. Shuttle buses arrive at school
8:22 a.m. First bell (warning)
1st – 8:25 – 9:08
2nd – 9:11-9:54
3rd – 9:57 – 10:40
4th – Intervention 10:43 – 11:10
5th – 11:13 – 11:56
6th – 1st shift - lunch – 11:59 – 12:19 class – 12:22 - 1:05
- 2nd shift – class – 11:59 – 12:42 lunch – 12:45 – 1:05
7th – 1:08 – 1:51
8th – 1:54 – 2:37
9th – 2:40 – 3:23

Funds & Fund-Raising

Students may raise funds for school activities upon approval of the principal prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Library

The library has books, magazines and pamphlets for assigned study and recreational reading. The library is open throughout the school day and at times before and after school. The library is available for faculty members to use with their classes by way of a sign-up slip maintained by the Media Director. Staff members are encouraged to work together to resolve scheduling conflicts. Materials can be checked out from the library using the appropriate procedures. Fines are charged for material overdue at an established rate.

Lost and Found

Students who find lost articles are asked to take them to the lost and found area at the principal's office before or after school. All articles that are not claimed within one week after the end of each semester are disposed of to ensure that space is kept free for school use.

Lunch Time Regulations

Students will not be allowed to leave the school grounds for the purpose of eating the noon meal. Students may bring their lunch from home and eat it in the cafeteria or purchase it in the cafeteria. The only exception to this will be a doctor's excuse for dietary reasons. The lunch supervisors are in complete charge during the lunch period (including charge of the lunch room) and their instructions are to be followed. No items may be purchased from the vending machines during the lunch periods. Supervisors may assign special rules, loss of privileges, assign seats, assign disciplinary actions, etc. as they determine is necessary in dealing with failure to follow instructions and/or infractions of the following rules:

1. Proper respect is expected to be shown towards all cafeteria employees.
2. Deposit all lunch litter in receptacles.
3. Return all trays and utensils to the area by the disposal.
4. Leave the table and floor around the space in which you eat clean.
5. All food must be eaten in the cafeteria.
6. Be patient and polite while waiting your turn in line.
7. All students are to remain in the cafeteria during the lunch period.
8. Such other rules as the supervisor(s) may determine necessary to promulgate.
9. Students are not allowed in the faculty lounge. This includes the usage of the microwave and refrigerator. A microwave will be available in the student lunchroom for student use. Any student lunch requiring refrigeration will need to be brought in a cooler and kept in the student's locker.
10. Other than sack lunches, students should not have food, candy or beverages in their lockers
11. Because of Federal Law, students are not permitted to purchase/consume pop during the lunch hour.

<https://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act>

<https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition/smart-snacks-school>

Student Telephone Usage

Students will not be permitted to call home for the purpose of dismissal from school, except for illness. Students will not be allowed to use the telephone from 8:25 a.m. until 3:23 p.m., except through permission from the office. Permission from the office will NOT be given unless the student can supply permission from his/her teacher in writing or by intercom phone. Social calls are not permitted!

If students feel ill, they will need to check with the school nurse and get permission for an excusable absence prior to contacting parents to be released from school. Texting or calling parents from school for permission to leave does not equate to an excusable absence.

Cellular phones and other electronic devices have become a part of many of our lives; however, during the school day they are a distraction to the educational process. During classes students are not to use their cell phones or electronic devices without permission from their teacher. Use of electronic devices and cell phones is permissible in the library, lunchroom, and hallways, if the students are safely and appropriately using such devices. Students needing to use a personal device for phone calls must still abide by the overall telephone usage policy. Notably, students should not be missing class to conduct personal business. If they need to answer or return a call they must do so at the office for a reasonable attempt at privacy, after permission has been secured according to the aforementioned policy.

Any misuse of cell phones or electronic devices can result in but is not limited to the following escalating scale: teacher confiscation until the end of the period; teacher banning repeated offenders from using said device in class for a time period; device being submitted to the office for the day; use of devices for that individual being banned from school or required to stay in the office. In all cases, parents should be notified.

Students have no right to use a device at school (regardless of who owns it or pays for it) that interferes with their or another student's ability maximize the learning opportunity and environment.

Student Visitors

All arrangements will be made for visiting students in the principal's office in advance. In general, if a visitor should be attending classes at his/her own school; a visit will not be approved. All visitors must register at the Principal's Office upon entering the building. Visitors who are not parents will be asked to wait at the office until the student can be paged from study hall. A student will not be paged from any class other than study hall unless such action has been approved through the office. A page from any location other than the Principal's Office, Guidance Office, Nurse's Office or the Superintendent's Office is to be ignored by the classroom teacher.

Study Halls - When Available

The study hall instructor is in charge of the room. She/he determines all privileges and options for the students under his/her supervision. Regulations for study hall may include the following:

1. Study hall shall be conducted in a manner to provide an atmosphere for studying. Students that violate study hall regulations will lose all privileges (pass, speaking, library, etc.) according to the following schedule: 1st offense - one week, 2nd offense - two weeks, 3rd offense - three weeks and 4th offense - the remainder of school year.
Only one boy and one girl shall be granted restroom or locker privileges at one time.
2. There will be a mandatory seating chart put into place by the study hall supervisor and followed each day.
3. The first 30 minutes will be for silent study. If the study hall supervisor chooses the final 12 minutes may be used for quiet socialization and working together.
4. A student shall not leave a study hall for the purpose of obtaining a pink slip for a conference with a faculty member. These pink slips must be obtained by the student prior to the start of the period. A student may come to the principal's office or the guidance office by securing a pink pass from the study hall teacher and signing out.
5. Students on the unsatisfactory progress report list will be denied all passes except for scheduled music lessons, research in the library, restroom and to see an instructor for academic help. As indicated above, these "missions" must be authorized in writing by an instructor BEFORE study hall begins.
6. No student shall be allowed to visit or call a teacher without a pass from that teacher.

DISCIPLINARY REGULATIONS

Behavioral Standards

- I. In Assemblies:
 - A. Teachers are assigned to areas to supervise.
 - B. Students are to give the program chairman the utmost cooperation.
 - C. Students should be attentive.
 - D. The performers should be treated as guests.
 - E. Applause should be given only when it is in order.

- F. There should be no whistling at any time.
 - G. At the close of the program students should wait for a sign from the program chairman before passing from the gymnasium. This should be done in an orderly fashion.
- II. In Classrooms:
- A. The classroom is one of the places where meaningful instruction is to take place.
 - B. Students should be in their seats when the bell rings.
 - C. Students should bring with them all materials, textbooks, reading books, pencils, pens, paper, etc. that he/she needs for the class period.
 - D. Students are to follow such instructions as the faculty member may deem it necessary and proper to give. Examples include but are not limited to assigning seats to students, instructing students when it is appropriate to talk, procedures for obtaining permission to use the restroom, etc.
 - E. Students should wait until the instructor dismisses the class before passing.
- III. In Halls:
- A. Running in the hallway is prohibited.
 - B. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
 - C. Students should not carry open laptop computers or have headphones in while walking in the hallways.
 - D. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- IV. At Athletic Events:
- A. Students should sit in the cheering section (north end of the east bleachers)
 - B. Cooperation with the cheerleaders is essential.
 - C. Visiting contestants should be treated as guests.
 - D. Students should never 'boo' officials or the opposing contestants.
 - E. Conduct yourself at all times in a manner that will reflect credit upon yourself and your school.
 - F. Students are not to bring any type of ball to games and will be denied the privilege of attendance for misconduct.
 - G. During basketball games and wrestling meets, do not stand in the doorways and block fire exits as this is against state fire marshal regulations.
 - H. Students attending athletic contests will either remain in the gym and watch the contest or will be denied the privilege of attendance. The supervisors on duty make the judgment as to whether or not students are being attentive enough to the game or meet.
- V. In General:
- A. Students are responsible for proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done to replace the item. Textbooks are rented to students and each student is expected to pay book rental fees at the beginning of the school year. Students will not be issued textbooks until the rental is paid. If money is not available, arrangements may be made for students to work. Students are held accountable for assigned textbooks and full restitution must be made when books are lost or damaged beyond normal wear and tear. Refunds will be made to students moving from the district in accordance with the length of time the books were issued.
 - B. Discard trash in the containers provided. Keep the school clean.
 - C. Students are to leave the school building after 3:23 P.M. dismissal unless under the supervision of a teacher or coach.
 - D. Students are to be in their regularly scheduled first period class rooms by 8:25 A.M.
 - E. Phone calls are to be made before and after school. Teachers are discouraged from sending students to the office during regular class time to make phone calls. No long distance calls are to be charged to the school, but calls to home may be approved if deemed necessary.
 - F. The only food, candy or drink allowed to be eaten in the classroom or study hall will be through special arrangements by the instructor and administration.
 - G. Students are not to sit or lie down on desktops, tables or heat registers.

For the following specific infractions these guidelines will be used to determine student punishment. For each subsequent offense of a rule the student's punishment will increase by at least one level. Administration reserves the right to increase by more levels if necessary based on individual circumstances.

Infractions

- Class disruption – Start at 1
- Tardiness – Start at 1
- Vandalism – Start at 1
- Inappropriate language – Start at 1
- Throwing snowballs – Start at 1

Sent to the office – Start at 1
Lunch room behavior – Start at 1
Verbal harassment – Start at 7
Physical harassment – Start at 7
Electronic harassment – Start at 7
Forgery of passes – Start at 7
Truancy – Start at 7
Voluntary exposure of one's private area or depantsing another student – Start at 7
Destruction of school property – Start at 7 plus restitution be paid to the school
Possession/use of tobacco – Start at 9 plus police will be called
Insubordination – Start at 7
Possession / lighting of Fireworks – Start at 7 plus police will be called
Possession/use of alcohol – Start at 9 plus police will be called
Stealing – Start at 9 plus police will be called
Fighting – Start at 12
Possession/use of illegal drugs – Start at 12 plus police will be called.
Extortion – Start at 12
Possession of weapons – Start at 12 plus police will be called
Fire alarms – Start at 12 plus the police will be called

Punishments

1. Conference with principal
 2. 20 minute detention
 3. Conference with teacher and principal
 4. 40 minute detention
 5. 60 minute detention
 6. Conference with parent, teacher and principal
 7. 1 day ISS
 8. 2 day ISS
 9. 3 day ISS
 10. 1 day OSS
 11. 2 day OSS
 12. 3 day OSS
 13. 5 day OSS
 14. 10 day OSS
 15. Expulsion
- Involvement of police
School sponsored counseling program
Alternative School

Detention

Twenty-minute detentions will be issued by teachers for tardies to all regularly scheduled classes. The Principal's Office will issue consequences to those students who are tardy without acceptable excuse to 1st period class beginning with the fourth (4th) unexcused tardy of each semester. Detentions of various lengths (not necessarily limited to twenty-minutes) will be issued to those students whose conduct or behavior is such that they are a disruptive influence on educational process in the classroom and/or all other areas of the building.

Detention must be served the day of the assignment or within two additional school days. Failure to serve a detention will result in other consequences such as, in-school suspension, at-home suspension and others as appropriate.

In – School Suspension

In-School Suspensions will be served under the following Guidelines

The Student will receive no visitors.

The Student will have limited computer privileges

Students in ISS will remain in the room to which they were assigned.

Assignments will be requested for the student and transferred for the student to complete.

There is NO grace period for assignments due. The student is expected to prepare his/her work for submission to the instructor upon his/her return to regular classes.

Students in ISS are to complete school work, read, or sit quietly.

Students in ISS will not sleep, put their head down, or stand in the doorway of the room.

The student will eat lunch between lunch shifts, not when other students usually eat.

The student will not be allowed to go to the locker unless accompanied by the principal or a teacher.

The student will turn his or her cell phone and other electronic devices into the office and can get them at the end of the day.

Students who serve a suspension will not be eligible for any extracurricular activities that day.

Any student who cannot successfully complete ISS by following these guidelines will be sent home and informed that he/she will complete the ISS the next day he/she is in attendance at school. These guidelines will be read to the student at the beginning of ISS time.

Dress Code

Pleasant appearance develops pride and respect in each student in the school. Students' dress and grooming must be in good taste so that each student may share in promoting a positive, no-offensive, healthy and safe atmosphere. The parents/guardians are responsible to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire.

It is expected that students and parents will use good judgment in wearing appropriate clothing for the school day. Students found to be dressed in bad taste or in a condition that is disruptive to the educational environment will be reported to the office and expected to change into school-issued attire and their parents will be notified with an explanation of the action taken by the school. School-issued attire will be returned to the office at the conclusion of the school day that it was dispensed, or the student will be charged a replacement fee. Dress code violations will be handled just like other disciplinary matters listed above in the infractions section.

Following is a list of approved dress for students:

Pants and Shorts

- Length must be appropriate –Shorts must be of adequate length to insure coverage at all times
- Appropriate – waist, seat, and inseam must be hemmed or cuffed
- Pants and shorts must be worn at the waistline

Skirts and Dresses

- Skirts must be worn at waistline – must be size appropriate
- Length must be of adequate length to insure coverage at all times
- No form fitting skirts or dresses are allowed.
- Slits in skirts must be appropriate

Shirts and Tops

- All students must wear an appropriate shirt or top
- Long or short sleeved, dress shirt, or polo type sleeveless with appropriate (close fitting) armholes, (no tank tops, no halter tops, no spaghetti straps, no one shoulder shirts, no tube tops)
- Shoulder straps on any top must be a minimum of 1½ inches wide.
- Must be size appropriate
- Shirrtails must hang below the belt line when standing or seated
- Midriffs and chest must be completely covered

Undergarments

- Undergarments must be completely covered by outer clothing.

Not Approved School Attire

- Skin-tight pants (unless the shirt extends 4" below waistline.)
- See-through clothing
- Sleeveless shirts without a manufactured hem.
- Deep-scooped necklines
- Pajamas, bedroom shoes or other sleepwear
- Emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or cause disruption or interference with the operations of the school

- Apparel with offensive, obscene, indecent, degrading, or profane pictures or messages or symbols (such as Hooters or Playboy clothing) will not be allowed. This includes any clothing with a slogan that can be interpreted in different ways that have connotations that may be offensive, obscene, indecent, degrading, or profane to others.
- Sunglasses are not to be worn in the school building
- Excessively long belts or chains hanging from wallets or clothing
- Wearing bandanas, sweatbands, head rags, etc.
- Clothing promoting alcohol, tobacco, drugs, or violence
- Trench coats

Footwear

- Students must wear footwear at all times

Hats/Caps

- Students who choose to wear hats/caps, etc. to school **must leave them in their lockers**. Hats/caps will not be allowed during the school day from the first bell to start class until the dismissal bell at the end of the day.

SPECIAL NOTE: Commencement is a ceremony presented at the school and by the school to recognize those who have fulfilled the requirements for graduation and to present them with an official Diploma. It is an important milestone in the lives of each student and semi-formal attire (pants, shirt, tie, shoes(tennis shoes are not acceptable), etc.) is desirable. Twelfth graders shall wear trousers, shirts and shoes (for gentlemen) and slacks, skirts, blouses and shoes (for ladies). Those who are not willing to comply will receive their diplomas at another time.

Backpacks

Backpacks and bags must be able to fit into a locker and be no larger. Backpacks and bags should be either with the student or in the student’s locker at all times. Backpacks should not be left lying around the school, in hallways, doorways, in the office or any other common areas. Backpacks and bags are not allowed in the lunchroom. Individual teachers and/or classrooms may ban backpacks and bags from their rooms.

Language Regulation

Maintaining a school atmosphere that is free of profane or inappropriate language is the responsibility of the entire school community. Students and staff need to be aware that the use of this type of language creates a negative impression and infringes on the rights of others. Students are not to use profane or inappropriate language. Violations of this policy will be addressed by all staff members, and may result in a warning, detention or suspension from school.

In particular, the faculty and staff have determined that the use of the “F”-word during the regular school day is exceptionally inappropriate and offensive and will result in the student being assigned suspension time if:

- a. The student uses this word in addressing a teacher, staff member or official visitor/guest.
- b. A student causes a disruption of a classroom by use of this word.
- c. A student causes a disruption of the hall, lunchroom, library or other school spaces by use of this word.

NOTE: Whether or not the use of this word caused a disruption is determined by teachers or other staff members. Uses of this word during non-school hours may be dealt with by other means by coaches/activity supervisors.

Penalties in the instances described above are recommended as follows:

First Offense – 1 day of in-school suspension

Second Offense - 2 days of in-school suspension and parent conference

Third Offense - 3 days of in-school suspension and parent conference

Subsequent offenses – at-home suspensions and or recommendation for expulsion

NOTE: Parents/guardians are notified of all suspensions. Also, students on suspension receive no grace period in regards to turning in make-up work.

Use of the “F”-word in instances other than a, b or c above may be resolved with warnings, detentions or other consequences as appropriate.

Public Displays of Affection

(This rule addresses the appropriateness of contact between students who have developed a social relationship. It does not apply to couples who are holding hands.)

I. Inappropriate contact between individuals while on school property shall be prohibited. The determination of whether or not such contact is inappropriate will be made by staff members who will make this decision by making a judgment regarding whether or not the “closeness” of the contact by the individuals is offensive to them or to others.

II. Penalties (See Appendix F)

A. First offense - Staff members who witness the inappropriate contact will inform the student(s) that it is inappropriate, ask that the behavior be corrected and assign the student(s) a 30-minute detention. The staff member will inform the office in writing

or verbally. Notice of the infraction shall be delivered to the parents (verbally or in writing) by the Principal's office and a record of the infraction kept on file.

- B. Second offense - Staff members who witness the inappropriate contact will inform the student(s) that it is inappropriate, ask that corrective action be taken and assign the student(s) a 60-minute detention. The staff member will inform the office either in writing or orally. Notice of the infraction and the resulting consequences will be delivered to the parents (verbally or in writing) by the Principal's office and a record of the infraction placed on file in the office.
- C. Third (and further) Offense(s) - Staff members who witness the inappropriate contact will inform the student(s) that it is inappropriate and ask that corrective action be taken. The staff member will send the student(s) to the office and report the offense to the Principal either in writing or verbally. The Principal will assign the student(s) an in-school suspension and inform the parents verbally or in writing.
- D. The parents will be asked to attend a meeting to help solve the problem, as consequences will continue to escalate.

Removal from Class

Removal from class takes place for **severe** breaches of appropriate classroom conduct. A "time-out" is not the same as a removal and is used for less serious problems. The teacher and principal will determine if the removal is a "time-out" or not. The student is sent to the office for the remainder of the class period. The following actions will apply:

1st Removal-

- The **student, teacher, and principal** will meet (preferably after school or the next day before school) to discuss what behavior occurred to warrant a removal and discuss steps to prevent a similar occurrence.
- The student will make up the time he/she spent out of class before or after school with the teacher.
- The student will not return to class until the detention time and a meeting with the teacher and principal is completed. Otherwise, the student will report to the office or study hall as determined by the principal.
- The teacher will contact the student's parent/guardian by phone by the end of the school day and explain the situation. If a parent cannot be contacted by phone, the teacher will mail a copy of this removal notice with any additional explanation as needed.
- The teacher will forward a copy of this completed form to the principal.
- In the case of a student on an IEP, the special education instructor and Central Rivers AEA team representative will be notified by the principal who will set up a conference with the parents/guardians as soon as possible.

2nd Removal-

- The **principal** will contact the student's parent/guardian by phone by the end of the school day and explain the situation. If a parent cannot be contacted by phone, the teacher will mail a copy of this removal notice with any additional explanation as needed.
- The **student, teacher, and principal** will meet (preferably after school or the next day before school) to discuss what behavior occurred to warrant a removal and discuss steps to prevent a similar occurrence.
- The student will make up the time he/she spent out of class before or after school with the teacher.
- The student will not return to class until the detention time and a meeting with the teacher and principal is completed. Otherwise, the student will report to the office or study hall as determined by the principal.
- The teacher will forward a copy of this completed form to the principal.
- In the case of a student on an IEP, the special education instructor and Central Rivers AEA team representative will be notified by the principal who will set up a conference with the parents/guardians as soon as possible. Discussion will center on the program and/or placement of the student.

3rd Removal-

- The **principal** will contact the student's parent/guardian by phone by the end of the school day and explain that the **student is being removed from the class for the remainder of the semester. The student will receive no credit for the class.** If a parent cannot be contacted by phone, the principal will mail a copy of this removal notice stating the reason for this 3rd and final removal.
- The teacher will forward a copy of this completed form to the principal.
- The student's grade shall be recorded as "**NC**" **meaning no credit.**
- The student will be allowed to re-enroll in the class at the beginning of the next semester unless extenuating circumstance exist.
- In the case of a student on an IEP, the special education instructor and Central Rivers AEA team representative will be notified by the principal who will set up a conference with the parents/guardians as soon as possible. Discussion will center on the program and/or placement of the student.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of school district facilities, students and their belongings and school owned lockers, desks and spaces may be searched or inspected. On

occasion a mass locker inspections may take place to remove contraband items (food, snacks, pop/drinks, etc.) from student lockers. A search of a student will be justified when there is reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

Reasonable suspicion may be based on factors such as:

1. Eyewitness observations by employees;
2. Information received from a reliable source;
3. Suspicious behavior by the student;
4. A student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search.

Reasonableness of scope will include consideration of factors such as:

1. The age of the student;
2. The sex of the student;
3. The nature of the infraction;
4. The emergency requiring search without delay.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat down search or a search of a student's garments (such as jacket, socks, pockets, etc.) is conducted, it will generally be conducted in private by a school official of the same sex as the student with another adult witness of the same sex present, when feasible. A more intrusive search, short of strip search of the student's body is permissible in emergency situations when the health and safety of students, employees or visitors is threatened. Such a search may only be conducted in private by a school official of the same sex as the student with an adult of the same sex present, unless the health or safety of the students will be endangered by the delay caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots. The interior of a student's automobile on the school premises may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. School authorities may seize any illegal, unauthorized or contraband items discovered in a search. Such items include, but are not limited to, illegal drugs, alcoholic beverages, tobacco, weapons, stolen property, etc. Such items are not to be possessed by a student while they are only school district property or property within the jurisdiction of the school district, while on school owned or chartered buses, while attending or engaged in school activities, and while away from school grounds if possession of same would directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including possible suspension or expulsion and may be reported to local law enforcement. The Board believes that such illegal, unauthorized contraband materials cause material and substantial disruption to the school environment and may endanger the health and safety of students, employees or visitors on school district property.

Law enforcement officials, including canine units, may be used for periodic, random searches of the school and parking lot areas.