

**WEST MARSHALL
HIGH SCHOOL**
Student Handbook 2015-16

OUR MISSION

Preparing all students today for the challenges of tomorrow.

District Web Page: www.w-marshall.k12.ia.us

NAME _____

**WEST MARSHALL COMMUNITY SCHOOLS
TELEPHONE DIRECTORY**

Superintendent's Office	483-2660
High School Office	483-2136
High School fax	483-2172
Middle School Office	483-2165
Elementary School Office	483-2671
Bus Garage	483-2684

WEST MARSHALL EXPECTATIONS

All students of West Marshall High School are expected to:

- show dignity and respect for all.
- demonstrate zero tolerance for harassment.
- use school-appropriate language.
- be positive and supportive.
- bring necessary materials.
- help maintain the building and all school equipment and materials.
- do their best at all times.
- follow the specific guidelines set forth by individual instructors.

M.C.N.S. EQUITY EDUCATION OPPORTUNITY

It is the policy of the West Marshall Community School District not to discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, socio-economic status, creed, marital status, disability or national origin in its educational programs, student treatment, student activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973. The West Marshall equity coordinator is Mr. Kristian Einsweiler, High School Principal. He can be reached at (641) 483-2136.

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West Marshall School Song
(Tune: Go U Northwestern)

Go, you West Marshall! Break right through that line.
With our colors flying, we will cheer you all the time.
Rah! Rah! Rah!

Go, you West Marshall! Fight for victory.
Spread far the fame of our fair name.
Go, West Marshall! Win that game

DAILY TIME SCHEDULES

The West Marshall High School students' program is scheduled within an eight period day. Fifth period is set up to accommodate three lunch breaks. Listed below are time schedules that might be used during the course of the year at W.M.H.S.

REGULAR SCHEDULE		
Period	Start	End
1	8:10	8:58
2	9:01	9:49
3	9:52	10:41
4	10:44	11:32
5	11:35	12:49
1 st Lunch	11:35	11:59
2 nd Lunch	12:01	12:24
3 rd Lunch	12:26	12:49
6	12:52	1:40
7	1:43	2:31
8	2:34	3:25

2 HOUR DELAY SCHEDULE		
Period	Start-	End
1	10:10-	10:42
2	10:45-	11:17
3	11:20-	11:52
5	11:55-	1:03
1 st Lunch	11:58-	12:18
2 nd Lunch	12:20-	12:41
3 rd Lunch	12:43	1:03
4	1:06-	1:38
6	1:41-	2:12
7	2:15-	2:47
8	2:50-	3:22

1:00 DISMISSAL SCHEDULE		
Period	Start--	End
1	8:10-	8:40
2	8:43-	9:10
3	9:13-	9:40
4	9:43-	10:10
6	10:13-	10:40
7	10:43-	11:10
5	11:13-	12:28
1 st Lunch	11:14-	11:37
2 nd Lunch	11:39-	12:03
3 rd Lunch	12:05-	12:28
8	12:31-	1:00

2:30 DISMISSAL SCHEDULE		
Period	Start-	End
1	8:10-	8:53
2	8:56-	9:37
3	9:40-	10:21
4	10:24-	11:05
5	11:08-	12:17
1 st Lunch	11:08-	11:30
2 nd Lunch	11:32-	11:54
3 rd Lunch	11:56-	12:18
6	12:20-	1:01
7	1:04-	1:44
8	1:47	2:30

ABSENCE FROM SCHOOL

It shall be the responsibility of the parent to notify the school as soon as the parent knows the student will not be attending school on that day. This may be done by calling the principal's office at 483-2136. The building principal may request evidence or written verification of the student's reason for absence and reserves the right to accept or reject any excuse for a student being absent from class.

Excused Absences

Regular attendance is essential for the educational program. Student absences pre-approved by the principal may be excused. Student absences pre-approved by the principal may be excused. These absences may include, but are not limited to, illness, appointments, family emergencies, recognized religious observances, school-sponsored or approved activities, and school-sponsored or approved trips.

Students whose absences are approved will make up the work missed and receive full credit for the missed schoolwork. Students are responsible for initiating procedure with teachers to complete work missed. If a student is gone excused, they will have 2 days for each day gone to make up their school work.

Student absences will be closely monitored. When a student misses his/her 4th day of school, for non-serious reasons, the counselor or attendance facilitator will contact that student's parents. If a student gets up to 7 school days missed, the principal will contact the parents and a letter will be sent home. If 10 school days are missed, a meeting will be required with the student, parent, counselor, and principal and law enforcement will become involved. There will also be a letter sent to the Marshall County Attorney stating the seriousness of this student's attendance issues and that he/she may be required to make-up courses and/or attend a Saturday school and/or summer school.

Students who wish to participate in school activities will be required to be present at school ½ of their scheduled class day at West Marshall. (Ex. If a student has classes at WM through 4th hour everyday, the student will need to be in school by 3rd hour to participate in the school activity). This does not apply to absences requested at least two (2) days in advance and approved by the principal.

Parents are responsible for notifying the school as soon as they know a student will not be attending. The building principal may request evidence or written verification of the reason for absence.

Unexcused Absences/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 will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. The board will not tolerate truancy.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of administration to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

The truancy officer shall investigate the cause for a student's truancy. If the truancy officer is unable to secure the truant student's attendance, the truancy officer should discuss the next step with the school board. If after school board action, the student is still truant, the truancy officer shall refer the matter over to the county attorney.

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

It is 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.

The consequences for unexcused absences, applied on a **semester** basis, are as follows:

Students will serve detention time, or the equivalent time in in-school suspension as assigned, equivalent to a 1:1 ratio of time missed to time served.

Administration reserves the right to adjust the consequences as deemed appropriate.

Tardies

Teachers will document all tardies on JMC and also send a copy of the detention form to the office when a detention is assigned due to tardies. A copy of the form will be emailed or sent home to the parents.

Students arriving late to 1st period should report to the principal's office before going to class. The consequences for tardiness, applied on a semester basis, as follows:

1st and 2nd tardy: warning

3rd tardy: 30 minute detention after school to be served within 2 days of when given

4th tardy: 60 minute detention

5 or more tardies: 120 minutes of Saturday school

Detentions

All detentions will be served in the ICN room from 3:35-4:05 p.m. on Monday through Thursday; if detention time is longer plans will be made for the duration of the detention.

The teachers will fill out the detention slip and provide copies to the office and the student. The office will mail or email copies to the parent.

Detention time must be served within three school days of the date received.

If a student does not serve his/her detention at the scheduled time, without making prior arrangements, then the detention will be doubled.

If a student arrives late to detention, that detention will not count.

Students must serve detentions after school. They may read, write, or study. Students may not sleep, talk, eat, use cell phone or computer.

If the detention is not served, the teacher will report to the principal, and the principal will assign the doubled detention time. If this occurs more than once, Saturday school will be assigned. Parents will also be contacted.

Homework Policy

Homework

Homework is identified as coursework completed outside of class time by students. These items may include but are not limited to book projects, pencil/paper assignments, enrichment exercises, etc. Homework is viewed as an important indicator of student skill and knowledge; thus, it has a very important bearing on a student's overall grade and learning.

Students at West Marshall High/Middle School will be expected to

1. Hand in quality work for the period in which it is due
2. Utilize their planners to track homework due dates
3. Make contacts with their parents to inform them of late and/or poor quality work
4. Stay after school for at least 30 minutes the day the work is late or of unacceptable quality
5. Advocate for yourself---contact teachers, support staff, etc for help on any assignments before it is due
6. Contact teachers, support staff, etc. to inform them of a pre-planned absence so they may get their work ahead of time.
7. Contact teachers, support staff, etc. as soon as possible to get make-up work after an unplanned absence
8. Make effective use of any classroom time, study hall, or after school program to complete assignments

Homework Policy

Students have 5 paths in relation to homework

1. Assignment turned in on due date with acceptable quality
2. Assignment turned in on due date with unacceptable quality
3. Assignment turned in on due date with acceptable quality yet incomplete
4. Assignment turned in on due date with unacceptable quality and incomplete
5. Assignment not turned in---lost, misplaced, or the student forgot

Of these 5 categories, only category 1 is acceptable for West Marshall HS/MS students. If a student fails to complete category 1 for an assignment, he/she is required to

- A. Contact parents/guardians to inform them of late or poor quality work
- B. Stay after school for at least 30 minutes (3:30-4:00) to complete the assignment with the teacher who assigned it. Students may also report to the At-Risk room if the classroom teacher is unavailable.
- C. Students will report to the teacher's room regardless if the assignment was completed with satisfactory quality during the day and handed in to the teacher.
- D. If the assignment is not completed by 4:00, the student will stay past 4:00 in the After School Program (ASP).
- E. If the student does not show up to the teacher's room for incomplete/unacceptable work, the student will have to serve at least 60 minutes the day after the offense with the teacher who assigned the work or in ASP. Failure to comply with this expectation will result in Saturday School at the discretion of the school administrators, guidance counselor, or at-risk coordinator. Additionally, any insubordination by the student in the After School Program may also result in a Saturday School being assigned.
- F. Students will receive 10% deduction for the assignment if it does not meet Category 1 but is completed after school.

Free Passes

Each student will receive 4 free passes (total) to be used throughout the academic year.

1. Free passes may be used for daily work, not for tests/quizzes. They can use them for projects at the teacher's discretion.
2. Students are still required to notify their parents of late or unacceptable quality work.
3. A free pass allows the student one (1) school day to get the assignment into the teacher. The assignment is due (completed and of quality work) the following day before 8:10 a.m. to the assigning teacher. Failure to turn in the assignment with quality work after a free pass will result in a homework violation.
4. There is no penalty in terms of serving time or credit with a free pass.
5. Students utilizing a free pass will still be allowed to participate in extra-curricular activities in their entirety that day.

Extra-Curricular Activities

Students participating in extra-curricular activities will make academics their first priority. If students have a homework violation and do not have any free passes, they will be required to serve at least 30 minutes with the teacher assigning the work or in the After School Program (ASP) until the assignment is finished. Homework violations will result in the following with respect to extra-curricular activities:

1. Missed practice time until homework time is served, and assignment is completed with acceptable quality.
2. If the extra-curricular activity and/or travel to the event interferes with time served for a homework violation, the student will not be able to participate in that activity.

3. If the student has a homework violation and the extra-curricular activity and/or the travel to the event does NOT interfere with the time served, the student will be able to participate

After School Program

The After School Program (ASP) is designed for students with chronic late or unacceptable work. In addition, students receiving a grade of "F" at the end of the 1st and 3rd quarter are automatically referred to ASP.

The After School Program will run from 3:30 - 5:00 PM or at the discretion of the ASP staff. Students referred to the After School Program will receive help on core classes from district certified teachers. Students are expected to be compliant and working on late or unsatisfactory work. Failure to comply with expectations of the program may result in disciplinary measures up to and including Saturday School referrals.

The After School Program will serve as the backup for time being served by the student in the event a teacher is unavailable after school.

Parents and guardians are responsible for transportation arrangements for their child after the program. Other options for transportation include the activity school bus.

Saturday School

Saturday School is an educational opportunity run through West Marshall High School's At-Risk program. It is held from 8:00 AM to 2:00 PM. Students may be referred to Saturday School by the teachers or other staff members for a variety of reasons. These reasons include but are not limited to work completion, work quality, behavior, etc. Upon assessing the needs of students, they may be referred for the whole day of Saturday School or a portion, at the discretion of the administration, guidance counselor, or at-risk coordinator.

Early Dismissals

In the event of an early dismissal for inclement weather, students will not stay at the school to serve time for unacceptable homework or attend the After School Program.

In the event of an early dismissal for teacher in-service, students will still report for serving time but will not report to the teacher's room. Instead, they will report to the After School Program area until their assignment(s) are completed and of acceptable quality

Study Hall Rules

1. This period is STUDY hall; it is not Play Games Hall, etc.
2. No talking.
3. No leaving the room without a pass in a planner. You will receive 2 free passes if you need to use the restroom, go to your locker, etc. You will serve a 30 minute detention for each pass used thereafter.
4. Limited library availability. You will only be allowed to go to the library to check out a book and this will only be a 10 minute allowance.
5. No computer games or non-academic computer use. Failing to follow this rule will result in loss of computer use for a week. Computer must face the teacher.
6. Turn off phones and place in appropriate spot. No phones or electronic devices.
7. No food or drink except water in clear bottles.
8. You will receive two free tardies. Any tardy thereafter will result in a 30 minute detention.
9. If you have to make up a PE or go to another teacher's room, you will need a pass from that teacher PRIOR to coming to study hall. You will not be allowed to leave study hall to get a pass.
10. Unexcused absences will be treated according to handbook policy.
11. Generally, students in study hall are expected to use this time productively by doing homework and/or reading appropriate material.

College Visits

Students will be allowed a total of two college visit days to be used during their junior or senior year. Students are to meet with the guidance counselor and secure the necessary forms and signatures before the visit. The required forms are to be turned into the guidance office at least one day prior to the planned visit. A college visit form must be signed by a college representative and returned to the school after the visit. Failure to follow this procedure will result in the student earning an unexcused absence and serving consequences as per the student handbook. At the principal's discretion more days may be allowed.

Senior Release Policy

Option #1: Seniors must be at school through 6th period unless they have a college class during that time. Senior release is only available to students when they score at or above the 41st percentile on the

Iowa Assessments as measured by their National Percentile Scores in the areas of math, reading, and science. Students below the 41st percentile in math, reading, or science will not be granted senior release unless he/she is enrolled in a Career Academy.

In both options, senior release is a privilege and is subject to the guidelines set forth in the senior release permission form that must be signed by students and parents/guardians prior to participation.

Students cannot return to school unless they are involved in athletics or school activities. Students must stay in the gym locker room area or library area when returning. If students are returning, they will be expected to work on homework or read. Students will not be eating, drinking beverages, or loitering in the hallways. Failure to comply will result in a loss of senior release.

Seniors who are not passing all classes throughout the course of the school year will have open campus removed.

In order for seniors to keep senior release for 2nd semester, they must meet all of the following:

1. No more than 5 absences – unexcused
2. No more than 5 tardies to 1st hour class
3. Must maintain a minimum GPA of 2.0
4. No F's

If any of the above requirements are not met, the student will lose senior release and must enroll in a full schedule.

Leaving School During the School Day

If parents want their student to leave school during the school day for other than school-related reasons (e.g., mentoring), they must send a note to the principal's office stating the reason or call the office prior to the requested early dismissal.

Students leaving school before the normal dismissal time must have permission from the principal or his/her designee. Students who have been authorized to leave early should sign the checkout sheet in the principal's office prior to leaving the building. If a student leaves school without permission from the principal or his/her designee, the student may earn an unexcused absence and serve consequences as per the student handbook.

Students leaving school/students going to parking lot

If parents want their student to leave school during the school day for other than school-related reasons, they must send a note to the principal's office stating the reason or call the office prior to the requested early dismissal. We will not allow students calling or texting their parents from their cell phone as an appropriate method to leave school. Students will not be allowed to go to the parking lot for any reason.

Students leaving school before the normal dismissal time must have permission from the principal or his/her designee. Students who have been authorized to leave early should sign the checkout sheet prior to leaving the building. If a student leaves the school building without permission from the principal or his/her designee, the student will be written up and serve a detention on the first offense, serve a Saturday school on the second offense, and on the third offense be brought in front of a disciplinary team to discuss his/her future at West Marshall.

Reporting or Returning to School after 8:15 a.m.

Students coming or returning to school after the normal start time must sign the check-in sheet in the principal's office before going to class.

ACCIDENT REPORTS

Students should report any accident to the teacher regardless of its nature. The supervising teacher should complete all accident reports. Parents should contact the school if the student is taken to a doctor and provide the name and address of the physician. A claim report will be completed and mailed directly from the school to the doctor.

ACTIVITY FREE NIGHT

West Marshall Community School officials or students will not schedule a school event on Wednesday evenings. Students will not be scheduled for school activities after 6:00 p.m. to allow them to attend activities within the community.

ASSEMBLIES

Self-discipline is expected during all assemblies. Treat those who perform with the same respect that you would like to

receive if you were performing. Assemblies are a privilege, and students should behave accordingly.

AUTHORIZED USE POLICY

The West Marshall Community School District employs computers as a means of enhancing its mission to educate all students to their full potential. The district's computers provide unequalled opportunities to explore a varied set of resources including computer programs, CDs and the internet. The district will make these resources available to all students; in return, the people who use the school's computers must do so in a way that is consistent with the educational mission of the district. To that end, it is essential that the school district establish policies and practices for the use of the computer network by students.

The use of the computer network, including the Internet, in the West Marshall School District is a privilege, not a right, and inappropriate use will result in suspension or cancellation of these privileges. Students are responsible for good behavior on school computer networks just as they are in the classroom. General school rules for behavior and communications apply. Students are expected to abide by the generally accepted rules of network etiquette. Intentional access to inappropriate material will not be condoned or tolerated.

To gain access to the computer network, including the Internet, all students must have a Student Acknowledgment and Parent/Guardian Permission Form for the current school year on file with their respective building. Access, in turn, entails responsibility. Specifically, we expect that when using or accessing the school's computers:

- No person will gain access to, or attempt to gain access to, any web-based electronic mail account or social networking sites such as Facebook and My Space.
- No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
- No person will deliberately access educationally inappropriate material or show others how to do the same.
- Each person will respect the rights of others to the privacy of the files they store on a computer or disk, and not view or alter those files without the owner's permission.
- Each person will respect and uphold copyright laws.
- Each person will not waste limited resources (file storage, unnecessary printing, etc.).
- Each person will follow any regulations posted in the computer lab or other room where computers are in use.
- Each person will follow the directions of the adult in charge of the computer lab or other room where computers are in use.

Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. West Marshall believes that the Internet benefits overshadow the possible contact with non-educationally appropriate material.

School administrators will deem what is inappropriate use, and their decision is final. Accordingly, administration may deny, suspend or revoke specific user accounts. Use of the network must comply with local, state and federal law. Prosecution from misuse may result. Violations of this Authorized Use Policy will result in a loss of network access and internet usage, as outlined below, as well as other applicable disciplinary and/or legal action.

- 1st violation: Loss of network and/or internet access for 9 school weeks unless supervised by classroom teacher.
- 2nd violation: Restriction from use of network and/or internet access for one semester (18 school weeks). Reentry after meeting with parent/guardian and student.
- 3rd violation: Restriction from use of network and/or internet access for one year (36 school weeks). Reentry after meeting with parent/guardian and student.
- Additional violations will be handled on a case-by-case basis, as will violations by seniors.
- If offense is severe enough, steps may be skipped.

Additionally, security on the computer network is a high priority. The following rules should always be followed:

- Students should not give their password to any other person.
- Students should immediately notify a teacher if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account.
- Students should not use another person's account.
- Students should not distribute documents created by others.

- System administrators reserve the right to review files and communications at any time and for any reason whatsoever without prior notice. Such reasons include, but are not limited to, determining and/or preventing inappropriate personal use of any such systems or facilities: to assure compliance with district policies; to conduct district business; and/or to investigate conduct or behavior that may be illegal or which may adversely affect the district, district employees or students.
- Students identified as having a history of problems with computer systems may be denied access to the district system and/or internet.

Student Cell Phone Policy

Students may use phones/electronic devices between classes and at lunch. This is a privilege, which can be taken away. Teachers may ask that students hand in phones at the beginning of class. The phones will be returned at the end of class. Students violating this policy will have the following consequences:

1st Violation: Device will be confiscated and taken to the office, and returned to the student at the end of the day.

2nd Violation: Device will be confiscated, phone call or email home, and a 30 minute detention. The phone will be returned at the end of the day.

3rd violation: Device will be confiscated, and returned to parent. Other arrangements may be made between parent and administration. One hour of detention served.

4th violation: Check in phone every day.

*Any further violation may result in detention or suspension.

Referrals to the Office

It shall be within the discretion of the person in charge of the classroom to remove a student for a single offense or series of offenses, depending on the nature of the offense and the circumstances surrounding it. When a student is removed from the classroom, he/she should report directly to the building principal's office.

1st Referral: The student will serve a minimum one-hour detention before being readmitted into that particular classroom. The teacher will be required to call the parent to discuss the inappropriate behavior.

2nd Referral: The student will be suspended from that particular class for a minimum of three (3) days and serve a minimum of three hours detention time. The student will be readmitted into that class only after a meeting is held between the student, parent, teacher and principal. The teacher will be required to call the parent to discuss the inappropriate behavior and to arrange a meeting.

3rd Referral: The student will be removed from the classroom for the remainder of the school year and will receive a failing grade for the affected course.

The administration reserves the right to modify the consequences for office referrals, pending the severity of an offense.

Behavior Contracts

Teachers and administrators have traditionally used detentions and suspensions as a means of changing students' inappropriate behavior. For most students, this is an effective means to a desired end; however, for a small minority of students, this method does not seem to work, as evidenced by their earning a disproportionate number of detentions and/or suspensions. In this case, a student who earns a disproportionate number of detentions, behavior-related or otherwise, will have a meeting scheduled with the parent/guardian and principal at which point a behavior contract containing alternative consequences will be presented.

DRIVING AND PARKING POLICY

Driving on school grounds is a privilege, and this privilege can be suspended any time a student violates driving laws, parking regulations or any of the driving rules set forth by the school. At all times, students are expected to drive safely and responsibly while on school property. Examples of irresponsible driving include squealing tires, excessive speed, and reckless or dangerous driving.

Students are expected to park their vehicles responsibly. Vehicles must not be parked in the east drive or circle, on the lawn or on the sidewalk at any time unless pre-approved by the administration (e.g., a home football game). On days when school is in session, all student vehicles will be parked in the east parking lot when on school grounds. This will be in effect until 3:45 p.m. The south and west parking areas are reserved for faculty, staff, parents, visitors and delivery people who visit the school on a daily basis.

Any type of violation in regards to student driving, parking or inappropriate use of a vehicle could result in detention, suspension or loss of driving privileges, at the discretion of the principal.

Pending the severity of an offense, the principal may adjust consequences accordingly, which may include referral to the police.

Students will be required to obtain a parking tag from the office for each vehicle they may drive to school. This sticker should be hung from the rearview mirror.

Transportation to the Middle School and Annex

Students are not allowed to transport themselves or others by any means to the middle school (for art classes) or the annex (for industrial arts classes) unless they receive prior permission from the principal or his/her designee. A shuttle bus will transport students to all classes at the middle school and annex, including 1st period. Students with a 1st period class at the middle school or annex should board the shuttle bus on the south side of the school by 8:20 a.m. In instances when a student is not in school at the beginning of the day (e.g., returning from an appointment), the student is expected to come to the high school and sign-in; transportation will then be provided to the middle school or annex.

1st violation: WARNING
2nd violation: 30-minute detention
3rd violation: 60 minutes of detention or in-school suspension

Minor School License (School Driving Permit)

Students with a Minor School License (school driving permit) are allowed to drive back and forth to school and school activities between 6:00 a.m. and 10:00 p.m. Students must use the most direct and accessible route between licensee's residence and school. Stops along the way to pickup or discharge passengers are prohibited.

The Minor School License is subject to suspension or revocation by the Iowa Department of Transportation. A conviction of a single moving traffic violation will result in a 30-day suspension. A conviction of two or more violations will result in a revocation of one year. The DOT may also suspend a MSL when it receives written notice from a peace officer, parent, custodian or guardian, school superintendent, or superintendent's designee that the student has violated the restrictions of the MSL. Written notices will be forwarded to the DOT regarding all MSL violations.

EARLY DISMISSAL

When it is necessary for school officials to dismiss school early as a result of inclement weather or other emergency conditions, practice sessions related to extra-curricular activities are not permitted, **unless approved by administration**. As soon as all students have exited the building, it will be secured.

If a game/contest is scheduled for a day when school is dismissed for inclement weather, the decision to play the game or participate in the contest will be determined by the administrators from all schools involved.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Directors of the West Marshall Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether at or away from school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in school-sponsored activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

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

athletics, instrumental and vocal music performances, drama productions, speech contests, state contests and performances for cheerleading, FBLA, FFA, National Honor Society, student council, or any other activity where the student represents the school district outside of the classroom.

Academic Eligibility

The Board of Directors of the West Marshall Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether at or away from school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in school-sponsored activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

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

athletics, instrumental and vocal music performances, drama productions, speech contests, state contests and

performances for cheerleading, FBLA, FFA, National Honor Society, student council, or any other activity where the student represents the school district outside of the classroom. This also includes managers and statisticians.

Academic Eligibility

To be academically eligible for an activity, participating students must:

- be enrolled or dual-enrolled in school;
- have earned passing grades in all classes the previous semester*;
- be earning passing grades in all classes in the current semester**;
- be under 20 years of age (for athletics, music, or speech activities);
- be enrolled in high school for eight or fewer semesters (for athletics, music, or speech activities);
- not have been a member of or trained with a college squad, participated in a college contest, or engaged in that sport professionally (for students in athletics);
- have met all transfer requirements if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

* The State Department of Education has ruled that a student who does not pass all subjects for the semester are ineligible for at least 30 calendar days. Ineligibility for the 2nd semester will carry through the first 30 calendar days of the summer season, once grades are posted or the first 30 calendar days after the first legal playing date.

** For the current semester, eligibility will be determined as follows:

1. Eligibility will be determined at the end of the first quarter, first semester, third quarter and second semester.
2. Students shall be earning passing grades in all classes.
3. Grades will be checked every 4 1/2 weeks. If a student is failing a class at the 4 1/2 week grade check, the 9-week grade or the 13 1/2 week grade check they will be required to attend a mandatory study table.
4. If a student is failing a class at the 9-week grade check they will be ineligible for 30 calendar days.
5. If a student fails a class at the end of a semester they will be ineligible for 30 calendar days.
6. Students must attain a 1.5 grade point average at the end of each semester. If the student does not have a 1.5 GPA they will be ineligible for 30 calendar days.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team, toward the goals and objectives on the student's I.E.P. or accommodation plan.

Good Conduct Rule

To retain eligibility for participation in extracurricular activities in grades 7-12 in the West Marshall Community School District, students must conduct themselves as good citizens both in and out of school at all times throughout the calendar year. Students who represent the school in an activity are expected to serve as positive role models to other students and to members of the community.

A student is alleged to have violated any of the rules mentioned in this policy if s/he:

- is observed by one or more licensed teachers or administrators employed by the West Marshall C.S.D.;
- is observed by one or more certified coaches or activity sponsors employed by the West Marshall C.S.D.;
- is charged by law enforcement official;
- admits to violating any of the standards;
- is found, by a preponderance of evidence, to have violated any of the standards;
- is engaging in any behavior, in or out of school, that is not considered to represent West Marshall as a school of high character and moral behavior. Any violation of this behavior will be handled by the coach, athletic director, and administration. Consequences may occur in the sport that the violation occurred. For a more detailed description refer to the West Marshall Board Policy under Student Conduct Section, Code No. 530.1 paragraph #2.

Prior to the determination of a violation of the Good Conduct Rule, the principal will hold a meeting at which the student shall be confronted with the allegation and given an opportunity to tell his/her side. Any student who is then

found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student will lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- possession, use, or purchase of illegal drugs or drug paraphernalia;
- unauthorized possession, use, or purchase of otherwise lawful drugs or products (e.g., "huffing" paint);
- engaging in any act that results in an arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses.
- * engaging (including encouraging the acts of others) in any hazing activities targeting team/activity members. Hazing is defined by Iowa law as "intentionally or recklessly engaging in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school."

Any student declared ineligible under a prior school district's Good Conduct Rule and then, without having completed the full period of ineligibility at that school, transfers to the West Marshall Community School District, will not be eligible for interscholastic competition in the West Marshall Community Schools until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition in the West Marshall Community Schools as far as any Good Conduct Rule is concerned.

The sponsor of an extracurricular activity may establish and make known rules of conduct and regulations in addition to those stated in this policy for the students participating in the activity. Those rules of conduct shall be approved by the building principal, shall be in writing, and shall be given to each student prior to his/her membership or involvement in the activity.

West Marshall does not allow the use of e-cigarettes or "look alikes" in addition to actual substances. The use of these products is against board policy.

Consequences/Penalties

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

1st violation: Game/meet/performance penalty equivalent to one-fourth of the season's varsity game dates (rounded down) and anything that falls in between, with a minimum performance penalty of one. This does not include scrimmages.

2nd violation*: Game/meet/performance penalty equivalent to one-half of the season's varsity game dates (rounded up) and anything that falls in between, with a minimum performance penalty of two. This does not include scrimmages.

3rd or subsequent violation*: One calendar year of ineligibility from the time of the violation. This does not include scrimmages.

* A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule will be required to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or parent/guardian's expense. This facility must be pre-approved by the principal or his/her designee before the initial evaluation. The student must agree to waive confidentiality to allow the facility to report back to the principal or designee regarding recommendations for treatment or follow-up care. Eligibility will be reinstated as soon as the game/meet/performance consequence has been satisfied, as long as the student also completes the treatment program recommended by the substance abuse facility. If the student does not make a good faith effort to complete the treatment program, as determined by the principal or designee, the student will be declared ineligible until s/he completes the treatment program in full.

All violations of the Good Conduct Rule are cumulative in grades 7-8 and grades 9-12 for the purpose of determining the appropriate consequence(s). (For example -- If a student's 1st violation is for possession of a tobacco product, then s/he will serve the 1st violation consequence. If the same student then violates the Good Conduct Rule with possession of alcohol, this is considered the student's 2nd violation of the Good Conduct Rule, and the 2nd violation consequence will apply.) For record keeping purposes, students entering the 9th grade will be given a clean record of violations. However, students who are ineligible at the conclusion of their 8th grade year will still be required to satisfy their consequence via high school extracurricular activities.

Additional information regarding penalties:

- If the period of time between a violation and the start of an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- The period of ineligibility attaches immediately upon the finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is carried over to the time the student next seeks to go out for an activity or contest. Game/meet/performance consequences that are carried over from one activity to another will be prorated by the principal.
- If a student violates the Good Conduct Rule while currently engaged in an extracurricular activity and chooses to drop out of the activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity or contest, subject to the twelve-month limitation above.
- If a student violates the Good Conduct Rule while not currently engaged in an extracurricular activity, the penalty will carry over to the time the student next seeks to go out for an activity or contest. If the student chooses to drop out of this activity after the completion of the ineligibility period but prior to the completion of the activity, then the full penalty will attach when the student next seeks to go out for an activity or contest, subject to the twelve-month limitation above. In other words, if a student satisfies any portion of an ineligibility period during an activity, that student must remain an active member in good standing through the completion of the activity to satisfy the ineligibility requirement.
- For students involved in both athletics and fine arts or multiple fine arts activities -- if the ineligibility period cannot be satisfied within athletics or fine arts activities without an overlap of public performances, then the number of public performance dates for which the student will be ineligible will be the greater of the two; however, all public performances will count toward that total.
- An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate.
- If a violation occurs during an ineligibility period for a prior offense, consequences will be served consecutively rather than concurrently.

Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequence (e.g., detention, suspension from school) for the violation. If the violation occurred while on school grounds or at a school event or activity off school grounds, then additional consequences will apply as per the student handbook.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent in writing within three (3) days of being notified of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, s/he may appeal to the local school board by filing a written appeal with the board secretary at least twenty-four (24) hours prior to the next board meeting. The review of the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student believes s/he did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the

Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and contested violation deleted from the student's record.

EXPULSION

The Board of Directors may expel a student by a majority affirmative vote. An expulsion will be based on grounds of immorality, violation of rules and regulations adopted by the Board, any violation of state laws or when the presence of the student is considered detrimental to other students or detrimental to the purposes for which school is conducted. Any administrator may initiate the original recommendation for expulsion and shall have the authority to immediately suspend said student from class attendance until such time as the Board conducts a special hearing concerning the expulsion.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities shall be defined as all school-sponsored and/or school-approved activities outside of the regular classroom and laboratory assignments. Among the activities available are football, volleyball, basketball, wrestling, golf, track, softball, baseball, cheerleading, drama, speech, student council, FFA and FBLA. [Marching band, concert band, pep band, mixed chorus, small music groups, or any other activity where the student represents the school district outside of the classroom will fall under jurisdiction of the Good Conduct Rule.]

In order to be in compliance with West Marshall Board of Education Policies 503.5 and 504.7, IHSA and IGSAU policies, all students in grades 9-12 participating in interscholastic sports in the West Marshall School District must show proof of insurance by completing the Parental Insurance Waiver Form and watch an athletic safety film. Each year a student will be required to have an athletic physical and fill out an emergency information card. Athletic physicals are given at the high school each spring for students entering grades 8, 9, 11 and 12. Students entering grades 7 and 10 in the fall are required to have a physical from a physician of their choice.

Students must be in attendance in the afternoon (11:44 - 3:30) if they desire to participate in a practice session or contest that day. The same regulations apply to the student body in attending school-sponsored activities. The day following a contest the student must be in attendance by 9:00 AM or the student will not be allowed to dress for practice. Exceptions will be granted by the principal only.

FINES AND 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, including any applicable labor charges. In certain circumstances, students may be reported to law enforcement officials.

Students will be required to reimburse the school for any costs incurred by the school district on behalf of the student if students fail to fulfill their commitment (e.g., music contest registration fees).

FIRE DRILLS AND TORNADO DRILLS

Fire drills and tornado drills will be conducted throughout the school year. These drills are required of each school district by state law. Students shall follow the instructions posted in each room. These instructions will assist in providing for students protection and safety.

If there is a fire drill during your study hall period and you are checked out to another location such as the library or weight room, you are to exit the building at once and report to your scheduled study hall teacher as soon as you reach the west side of the campus.

If there is a fire drill during the 4-minute passing time between classes, you are to exit the building at once and report to the teacher of the class that you were going to as soon as you reach the west side of the campus.

FOOD, CANDY, GUM, JUICE, ETC.

Students are allowed to chew gum in classrooms at the teacher's discretion. No beverages are to be allowed except beverages in a clear bottle.

Food, juice, etc., will only be sold out of the cafeteria in the morning until 8:10 AM. Garbage should be disposed of in appropriate receptacles.

FREEDOM OF EXPRESSION

Under the Constitution, all individuals have freedom of expression. However, since student expression made on school premises or as a 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 as long as the expression is reasonably done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or cause a material and substantial disruption in the orderly operation of the school. The administration has the right to determine the time, place and manner in which the expression be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

FUNDRAISING

Students may raise funds for school-sponsored events with prior permission of the administration. Fundraising by students for events other than school-sponsored activities is not allowed. The building principal should be notified of any intent to conduct fundraising activities.

Student activity funds are the property of the Board of Education. Said expenditures from the student activity fund will rest finally with the Board. Expenditures on a day-to-basis will be handled by the principal and superintendent.

GRADING PROCEDURE

Semester grades go on a student's transcript and determine whether or not credit has been earned for a course. To calculate semester grades, teachers will use a continuous grading system throughout the semester. Progress reports will be issued after 4 1/2 weeks, 9 weeks and 13 1/2 weeks. A semester grade will be issued at the end of 18 weeks. Academic grades will be applied on the following scale:

Percent Range	Letter Grade	GPA
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-60	F	0.00

Regardless of the method a teacher may use to grade, it will be necessary to convert all scores to the scale above. Grades earned in physical education, band, vocal music and all courses outside of West Marshall will not be averaged in the G.P.A.

Semester Test Requirements

Semester tests will be given in each academic course. Students will be given the opportunity of opting out of one test at the end of the first semester and two tests at the end of the second semester. The guidelines are defined below:

To opt out of one test at the end of both semesters, a student must:

1. maintain an "A-" average or better for the semester
2. have instructor's written permission
3. miss two or fewer days of school for the semester -- regarding this attendance requirement, all days/periods missed will be counted except for days/periods missed for a school related reason (e.g., field trips, etc.)

To opt out of one test at the end of the second semester only, a student must:

1. maintain a "B-" average or better for the semester
2. have instructor's written permission
3. miss two or fewer days of school for the semester -- regarding this attendance

- requirement, all days/periods missed will be counted except for days/periods missed for a school related reason (e.g., field trips, etc.)
4. perform at or above grade level or demonstrate one year's growth on the Iowa Tests of Educational Development (ITED).

Students who received in-school or out-of-school suspensions during a semester will be required to take all semester tests given in that semester.

Students who miss one or more tests due to illness will be required to make up the test(s) the following day. Excuses for missing semester tests will have to be of an emergency nature as determined by the principal.

Semester tests will follow an open campus format at the discretion of the principal.

The semester test grade may count for up to 20% of the student's semester grade.

Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam/quiz; or submits as his or her own work essays, reports, drawings or other products prepared by another person; or knowingly assists another student in such acts. Such behavior is unacceptable to the school district and students found guilty of academic dishonesty face penalties that may include detention, loss of credit and/or suspension. Instances of academic dishonesty ultimately affects all students and the entire school district by devaluing the work produced legitimately by students.

Make Up Work

Students whose absences are approved shall make up and receive full credit for missed schoolwork. The student will have two (2) days to make up work for every one (1) day of absence. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students could possibly not receive credit for assignment(s)/assessments missed due to unexcused absences.

Students should get assignments ahead of time if they are to be excused for activity trips during the school day. All tests and assignments are to be turned in on time.

Procedure for Picking Up Homework at School

In an effort to expedite the retrieval of homework for a student who is ill, we ask that parents call the building secretary in the morning requesting student's assignments. Parents will be able to pick up the assignments in the principal's office at the end of the school day.

GRADUATION REQUIREMENTS

High school students must earn forty-seven (47) credits to graduate.

Each regular academic subject, including band and chorus, successfully completed for a full semester carries one (1) credit. The following constitutes the course requirements for all students:

Core Requirements

Language Arts

Eight (8) credits are required.

Math

Seven (7) credits are required. 6 semesters of math plus at least one semester of the following classes: Accounting, Independent Living, College Stats 1 and 2, Pre-Calc and Calculus, or MCC Developmental Math class completing 8 modules.

Science

Six (6) credits are required with one year each of Physical Science and Biology.

Social Studies

Eight (8) credits are required.

Non-Core Requirements

Computer

One (1) credit is required. Credit can be earned through Computer Applications and any other approved computer class offered during a given school year.

Health

One (1) credit in Health is required.

Career-Technical Education

Two (2) credits are required. Students can choose one class from the following CTE areas to meet their CTE requirement: Industrial Technology, Family and Consumer Science, Business, or Agriculture. The requirement must be met prior to graduation. This credit will not include the Computer Application requirement.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the curriculum prior to its use and have their child excused from instruction if they desire. Parents should contact the principal if they wish to review the curriculum or excuse their child from this instruction.

Physical Education

One-eighth credit is earned for each successfully completed semester of physical education. All students are required to enroll in physical education during each semester unless excused by a physician or the principal, and a passing grade is required for each semester a student is enrolled.

Credit will not be granted for Driver Education.

Job Shadows

Students who are juniors will need to complete one (1) Job Shadow between the periods of March of their junior year until March of their senior year. The guidance counselor must approve job shadows with the appropriate paperwork obtained and signed by the appropriate parties involved. Job shadows may be done over the summer, but with approval by guidance counselor. Students may use a day of school to fulfill job-shadowing requirement, but only one day will be excused. Students must job shadow individually, not with another person or in a group situation unless approved by the guidance counselor.

College Classes

Starting in the Fall of 2015, college classes will count towards GPA and academic eligibility.

Advanced Placement Classes

Online Advanced Placement Classes offered through the Belin-Blank Center through the University of Iowa will be graded and counted towards GPA. Students will not have a scaled grade.

Number of Subjects Required Each Semester

Each student must enroll in six (6) subjects each semester, plus physical education. Students who wish to take on line classes will have the first class scheduled into their class schedule, provided they have enrolled in six classes each semester, plus physical education. A student may take a second on line class, but it will not be part of their regular schedule. The principal has discretion about any alterations to this policy.

Schedule Changes

Students will not be permitted to change their schedule without permission from the guidance counselor. Parent/guardian signatures are required when making schedule changes. Schedule changes will be granted after the first four (4) days of the semester. **Any changes after this must be approved by the principal.** Students dropping a subject after the first four (4) days could receive a failing grade in that subject for the semester at the discretion of the principal.

Academic Classification

To be considered a senior, students must have completed three years of high school and be able to earn enough credits at the end of the fourth year to satisfy graduation requirements.

Early Graduation

A student who plans to graduate at the end of the first semester of his/her senior year shall notify the guidance counselor during the second semester of his/her junior year. The counselor will schedule a conference for the purpose of determining the academic requirements needed to do this. After the conference, the student may petition the

principal requesting early graduation. This written petition must include parent/guardian signatures and be given to the principal prior to November 1 in the student's senior year. Upon receipt of the petition, the principal will review the student's credits and any particular conditions that may be unique to the student. The principal will respond to the petition, in writing, within one week of the November board meeting. A student denied a request for early graduation may file an appeal to the superintendent in writing within ten (10) days of notification of denial.

If a student wishes to graduate at the end of his/her junior year, the student must meet with the guidance counselor to review all plans. Permission for a junior to graduate may be granted only by the Board of Education. The Board must consider all requests no later than the last regular meeting in December.

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 prom and commencement ceremonies. They will be ineligible for the Postsecondary Enrollment Act.

Participation in Graduation Ceremony

Students participating in the graduation ceremony at West Marshall Community Schools must meet graduation requirements. The principal will forward a list of candidates eligible for graduation to the Board after the first semester. Students who are in jeopardy of not graduating will be informed prior to the list of candidates being forwarded to the Board. The principal will validate the list after final grades are submitted. If a student does not meet the general requirements for graduation, they will not be allowed to participate in the graduation ceremony and will not have their name listed in the graduation program. The student will not receive a diploma until they meet the general requirements. General requirements include earning the credit requirements as well as meeting all discipline obligations.

GUIDANCE AND COUNSELING

Guidance and counseling services are provided through the office of the full-time counselor. These services will assist students with their personal, educational and career development. The program will be designed to coordinate with the education program and to involve school district personnel.

HALL PASS

This handbook will be used as a student's hall pass. Students must have their own handbook with the pages intact. Individual pass sheets and multiple students' names on one pass will not be accepted. Hall passes begin after the handbook.

HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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 or 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. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student, and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted on participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the superintendent, in conjunction with the investigator and principals to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

The board will annually publish this policy. The policy will be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion on the school district's web site, and
- A copy shall be made to any person at the central administrative office at 601 3rd Street NW, State Center, Iowa.

Legal References: 20 U.S.C. §§ 1221-1234i (2010), 29 U.S.C. § 794 (2010), 42 U.S.C. §§ 2000d-2000d-7 (2010), 42 U.S.C. §§ 12001 *et seq.* (2006), Iowa Code §§ 216.9; 280.28, 280.3; 729A.1 (2011), 281 I.A.C. 12.3(13), Title IX Section 106.31, Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References: 502, 503, 506

Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, and referral to police.

HONORS AND AWARDS

To qualify for any postsecondary scholarship and valedictorian and salutatorian recognition at West Marshall High School, a student must have attended West Marshall High School for at least one semester and a state approved private or public school for a total of eight semesters unless the student qualifies for and accepts early graduation according to the West Marshall policy.

The top two students in the graduating class, as determined by cumulative GPA, are awarded Valedictorian and Salutatorian honors, respectively, at commencement. Graduating students with a 3.5 or above cumulative GPA will be recognized as honor students at commencement exercises.

Academic Letters

Academic letters are awarded to all students who have two consecutive semesters with a 3.4 grade point average (G.P.A.) or above for each semester and no academic grade below a 2.0. The first time a student qualifies, he/she will receive an academic letter and a chevron. A chevron is awarded for each additional two consecutive semesters with a 3.4 G.P.A. A star is awarded for each semester with a 4.0 G.P.A.

Citizenship Award

Faculty may recommend students who have proven themselves to be positive citizens within our school. Recommendations will be tallied and qualifying students will receive a citizenship pin at the Awards Assembly in the spring. According to the principles of CHARACTER COUNTS!, positive citizenship is characterized by pursuing the common good, following rules and regulations, obeying people in positions of authority and honoring and respecting the principles of democracy.

Honor Roll

Honor roll will be determined each nine (9) weeks for students in grades 6 through 12. Students who obtain a grade of "A" in all academic subjects will be designated "A" Honor Roll. Students who qualify for the "B" Honor Roll shall obtain a 3.0 grade point average in academic subjects.

Perfect and Exemplary Attendance

Perfect attendance certificates are given to students who do not miss a single period of class throughout the school year. Exemplary attendance certificates are given to students who have no more than one absence in any given period throughout the school year.

President's Award for Educational Excellence

This award is given to seniors who have a minimum 3.5 G.P.A. and who score at the 85th percentile or higher on the math or reading components of the A.C.T. or I.T.E.D.

Students-of-the-Month

Faculty in Agricultural Education, Art, Business, English, Family & Consumer Science, Industrial Arts, Math, Music, Physical Education, Science, Social Studies, and Spanish will recognize students who have demonstrated a marked improvement in competency and/or attitude during the previous month.

Triple Crown Award

This award is given to students who satisfy an academic criteria (minimum 2.0 G.P.A. and no F's), an attendance criteria (4 or fewer absences in every class) and a behavior criteria (no disciplinary notices of any kind during the school year).

White Chord Award

This award is given to seniors who have performed 60 hours of community service hours during high school

INDEPENDENT STUDY

Senior students at the high school will be provided independent study as a means of broadening their school experience. The following guidelines will determine who shall qualify for this form of study.

1. All required courses shall have been successfully completed or have been scheduled for completion during the senior year.
- 2.. Student attitude is positive as determined by attendance and behavior.

The primary reason to promote independent study is to expand a student's experiences in our curriculum. A secondary purpose for the program would be to promote independence in a senior student. A student enrolled in independent study has the following responsibilities:

1. To work with the sponsoring teacher to discover a meaningful course of study.
2. To work everyday in the teacher's classroom for the entire class period (unless a scheduling conflict prohibits this, in which case other arrangements will be considered).
3. To fulfill all the articles of the contract between the teacher and student.
4. To preserve all examples of work and achievement as a resource for other students studying similar concepts.

Each student completing a course of study shall receive one credit toward graduation from West Marshall High School, and this grade will be calculated into the student's GPA. The course shall be available to seniors and students who qualify under the Talented and Gifted Program and shall be limited to one per semester. In addition, the course shall not fulfill the requirements in the core subject areas and shall not be counted toward the required six classes plus P.E. standard (or five classes plus P.E. standard for Option 2 senior release students).

INSURANCE

Students participating in extracurricular athletics must have health and accident insurance. Students must bring written proof of such insurance or participate in the insurance program offered by the school district. The cost of the school insurance is the responsibility of the student and is a contract between the student and the insurance company- NOT between the student and the school district. If interested, call the superintendent's office for more information.

INTERFERENCES IN SCHOOL

Students may not possess laser lights, toys and other disruptive items on school grounds or at school activities. These items will be confiscated and returned at a later date. Students will receive appropriate disciplinary consequences.

JURISDICTIONAL STATEMENT

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property within the jurisdiction of the school district, while at a school event, while on school-owned and/or school- operated buses or vehicles or chartered buses while attending or engaged in school activities, and while away from school grounds if misconduct directly affects the orderly and efficient management and welfare of the school district.

LIBRARY USE

The primary function of the library is to be a resource center. If seating space cannot be provided for all activities,

students not using the library materials will be asked to move to study hall. If seating space permits and if the students' conduct follows the pattern of quiet, independent study, he/she may remain in the library. The library is open for student use from 8:00 a.m. to 4:00 p.m. each day.

LOCKERS AND PADLOCKS

All lockers in the school building are the property of the West Marshall Community School District and remain school property even though they are temporarily assigned to students. Students are to use lockers only for the storage of schoolbooks, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. It shall be the responsibility of each student to keep their assigned lockers clean and undamaged.

Be advised that lockers will be subject to inspection at any time throughout the school year for cleanliness, missing school property and evidence of vandalism. The district reserves the right to conduct a maintenance inspection without prior notice. Student lockers may be searched in compliance with Board policy regulating search and seizure.

Students may bring a padlock to use on academic lockers but must provide the office with a key or the combination.

LUNCHROOM/CAFETERIA GUIDELINES

1. No crowding or attempting to get ahead of the line.
2. Students are not allowed to order food from outside businesses during school.
3. All students should eat in the cafeteria. This applies whether you bring your own lunch or purchase a school lunch.
4. At all times, students should remain in the cafeteria. With the lunchroom supervisor's permission, students may either:
 - a. occupy the outdoor area immediately east of the cafeteria, weather permitting. Students may enter/exit using the four doors in the cafeteria
 - b. play basketball in the gym during inclement weather. This does not include congregating in the hallways in or around the gym.
5. At all times, students should remain in an area where they can be readily observed by a lunchroom supervisor.
6. Students should use the restrooms by the superintendent's office; however, students are not to congregate outside of the superintendent's office.
7. Students should not go to the office or into the academic area, locker rooms or parking lot without permission from a lunchroom supervisor.
8. Students are not to leave the school property during the lunch period without proper authorization from the principal or his/her designee.

1st violation: Student will receive a warning.

2nd violation: The student will eat lunch in the principal's office for a day.

3rd violation: The student will eat lunch in the principal's office for two days.

MEDICAL RELEASE OF INFORMATION

In order for students to learn and have a healthy, safe environment in school, the school must have information and directions concerning health needs or problems. If there are special health concerns which require a response from the school, a Parental Consent to Release Information form must be signed. Parents permission to release information to West Marshall schools allows dialogue which enables the school nurse and school to participate and carry out treatments outlined by a doctor or health care agency. All information will be kept confidential and will be shared with only those persons directly involved with the needs of the student.

Iowa law requires students enrolling in 9th grade to have a dental screening. The screening must occur no earlier than 1 year prior to enrollment and later than four months after enrollment. The screenings can only be performed by dentists or dental hygienists.

Iowa law requires that every child must have a completed immunization record on file at the school by the first day of school. If immunizations are in process, the child is enrolled in school on a provisional basis. The law allows for 60 days for completion. At the end of 60 days, students will not be allowed to attend school until immunizations have been completed. All immunization records are audited by Marshall County Health Department.

Iowa law requires that every graduating students will be given their permanent immunization certificates. These are very important documents that will be needed for college or employment and should be permanently retained. The

school does not retain a copy of these records.

NATIONAL HONOR SOCIETY

Junior and senior students who are academically eligible will be considered for membership in the West Marshall Chapter of the National Honor Society. The process for selection of members is outlined below:

Article IV: Selection of Members

Section 1. The selection of members to this chapter of the National Honor Society shall be made by a faculty council appointed by the principal. Selection and induction of members shall occur during the first semester of each school year.

Section 2. The Chapter Advisor shall inform all candidates of their eligibility and shall provide each one with a student activity information sheet. Candidates will be given at least seven days to complete the student activity information sheet and return it to the Chapter Advisor. The Chapter Advisor shall make copies available to faculty members who wish to review them.

Section 3. All high school faculty members will be given the opportunity to rate the candidates on a scale of 1-4 (low to high) in the areas of: Character, Leadership and Service. (Because the scholarship requirement has been met in order to attain eligibility, it is no longer a factor in the determination of new members.) Faculty members will be encouraged to read the student activity information sheets and only rate those candidates they know well.

Section 4. The Chapter Advisor shall compile the scores and provide the faculty council with the information. No one outside the faculty council will be entitled to see or to know the information gathered from the faculty evaluation sheets.

Section 5. The faculty council will convene and select those candidates deemed worthy of membership. The Chapter Advisor shall be a non-voting member of the faculty council. All proceedings from the faculty council meeting(s) will be strictly confidential.

Section 6. The Chapter Advisor shall notify all candidates in writing regarding their selection or non-selection.

Section 7. At the students' request, the Chapter Advisor will provide non-selected students with general advice regarding weak areas in their candidacy, but no detailed information from the faculty council meetings will be shared.

Section 8. The principal shall receive all cases of appeal in non-selection matters.

Section 9. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership into this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.

PHYSICAL REMOVAL AND RESTRAINT

The purpose of this policy is to give permission and authority to any school employee to physically remove a student from a classroom, school facilities or grounds when it has been deemed necessary in handling disciplinary matters. Reasonable physical force should be commensurate with the circumstances of the situation. In some cases, it may be necessary to have law enforcement authorities become involved in the situation.

Physical restraint is considered an act of controlling the actions of students when the students' actions may inflict harm to themselves or others and is not considered physical punishment. School employees are allowed to use whatever reasonable means of physical restraint are appropriate to prevent students from harming themselves or others.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least five (5) days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

POSTSECONDARY ENROLLMENT OPTIONS ACT

The Postsecondary Enrollment Options Act provides students in grades 11 and 12 the opportunity to enroll part-time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A 9th or 10th grade student who is identified as a gifted and talented student, according to the school district's criteria and procedures, may also participate under this Act. Contact the guidance counselor for more information

Administrative rule 281-22.6 requires the pupil, if over 18 years of age, or the pupil's parent, guardian, or custodian to reimburse the school district for all costs directly related to all incomplete and non-credit course work.

PSEO students will not be required to remain at school on days and at times their PSEO classes are not meeting. However, to maintain this release privilege, students are required to satisfy the criteria listed in the Senior Release

Policy.

CAREER ACADEMY AND CONCURRENT ENROLLED CLASSES

West Marshall Schools are charged a fee for the use of the textbooks for these courses. Students who enroll in these courses will pay a \$35 annual fee for the rental of these textbooks.

PROHIBITED STUDENT BEHAVIORS AND DISCIPLINE CODES

1. Possession of tobacco products

Clarification: Possession of tobacco products in any form while attending school or school-related activities or on school property by West Marshall students is strictly prohibited.

Disciplinary Action: In all violations, tobacco products will be confiscated and parents will be notified. If the student is under 18 years of age, then the student will be referred to the police.

1st violation: Student will be suspended either in-school or out of school.

Subsequent violations will result in suspension.

2. Possession or use of alcohol and drugs

Clarification: The Board prohibits the distribution, manufacture, possession, use or being under the influence of beer, wine or alcohol, other drug or controlled substance as defined by Iowa Code Chapter 124, or any "look alike" substance that appears as such while attending school or school-related activities or on school property by West Marshall students.

Disciplinary Action:

- 1) Parental notification
- 2) Referral to police
- 3) Suspension or recommendation for expulsion.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the Board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including possible suspension or expulsion.

3. Disrespect for the rights of others -- insubordination, profanity, bigotry, show of intolerance toward others and sexual harassment

Clarifications:

- Insubordination is the failure to comply with a reasonable request or instruction given by school personnel.
- Profanity, racial slurs and name-calling are not acceptable behavior.
- Loud and boisterous conduct, show of intolerance towards others which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, disturbing class or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions and/or reactions.
- Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any form of sexual harassment should be reported immediately to the principal.

Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, and referral to police.

4. Disruptive behavior

Clarification: Any behavior that disturbs the orderly and disciplined atmosphere of the school.

Examples of disruptive behavior shall include, but not be limited to, shouting, yelling, disturbing other classmates, and getting out of seats without permission.

Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, and removal from class(es) for the remainder of the school year.

5. **Destructive behavior**

Clarification: Any behavior which results in the vandalism, damage to and/or destruction of school or personal property.

Disciplinary Action: Depending upon the severity of the destruction, the disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, restitution to the school and/or individual(s), and referral to police.

6. **Violent behavior**

Clarification: Any behavior that involves threats/verbal abuse, unnecessary force, fighting, and physical abuse toward another person or school personnel while attending school or a school related activity both on or off school property.

Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, and referral to police.

7. **Possession, sale or use of dangerous objects**

The board believes weapons, other dangerous objects and look-a-likes 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 an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes **will 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 weapons, dangerous objects or look-a-likes on school property shall be notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students **will be subject to disciplinary action** including suspension or expulsion. Students bringing firearms to school or knowingly possessing firearms at school will be suspended **from school for up to** one year. The superintendent has the authority to recommend this expulsion to be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, 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 are exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

8. **Theft**

Clarification: The taking of school property or property of another without proper permission is prohibited.

Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, recommendation for expulsion, restitution to the school and/or individual(s), and referral to police.

PUBLIC AFFECTION

The development of social skills and appropriateness is an important part of one's education. In addition to the daily contacts between students, the school will provide various social events throughout the school year. The showing of affection should be limited to hand holding while at school. Embracing, kissing, fondling, etc. by students are not acceptable behaviors at school.

Numerous violations could result in detention or suspension and/or parental meetings at the discretion of the principal.

PUBLICATIONS

Students may author a publication as part of their instructional curriculum under the supervision of a certified employee and the principal. Student publications must be responsible and shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity. Prior to final printing and distribution, the publication must be sent to the

principal to be reviewed. Articles that do not meet these standards will be rewritten or removed. Non-school sponsored publications, whether written by students or not, are also subject to these standards. The principal has the authority to designate the time, place, and manner of distribution of all student publications, including non-school sponsored publications.

SCHOOL BUS POLICIES AND RULES

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation. Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Student Conduct on School Transportation Regulation

- Students are under the authority of the bus driver.
- The bus driver has the same authority on the bus that a teacher has in the classroom.
- Students who misbehave on the bus may have the privilege of riding the bus taken away from them. Students who harass young students will be subject to the loss of their bus privileges.
- The bus driver has the authority to assign seats on the school bus.
- Students are to be on time at school bus stops and at school loading areas. Bus drivers will not sound the horn or wait for the students who are not in sight at a bus stop.
- Students must cross in front of the bus.
- Upon entering the bus, students must go directly to a seat and remain seated until they are ready to leave the bus.
- Students will not be allowed to get off the bus at a place other than their assigned point of pickup unless a written notice from the parents is first given to the building principal for approval and the building principal notifies the driver. However, the only stops a driver will make are the ones listed on their route schedules.
- Students who change buses or do not ride regular route buses will not be permitted to ride a route bus unless a permit is secured from the principal's office or transportation director.
- Students shall converse in normal tones. Loud or vulgar language is prohibited.
- Students shall not open or close the bus windows without the permission of the driver.
- Students shall not extend their hands, arms, feet, or head through the bus windows.
- Students shall refrain from crowding or pushing.
- Students shall be courteous to the driver and passersby.
- Roughhousing on the bus is prohibited.
- Students will not throw objects in the bus or out the windows.
- No smoking will be allowed on the bus or on school property.
- No eating or drinking will be allowed on the bus without permission of the driver.
- Students should not put feet on the seats, damage or ark upholstery in any manner.
- No pets, firearms, explosives, knives, or glass containers are allowed on the bus.
- The Good Conduct Policy is in effect.

SCHOOL NURSE

The school nurse is available on an as needed basis. See the secretary if you need the nurse.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under circumstances deemed necessary to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. The furnishing of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school premises. Items of contraband may include, but are not limited to, nonprescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on school premises.

All non-maintenance searches must be based on reasonable suspicion and be reasonable in scope.

STUDENT APPEAL PROCEDURE/DUE PROCESS

Students who are involved in a disciplinary matter may appeal a decision rendered by the principal as outlined below.

Level I: Reconsideration of the principal's decision: A student may request the principal to reconsider his/her decision. This request must be in writing and made within one (1) day of the principal's decision. The principal shall respond in writing to the request for reconsideration within three (3) days.

Level II: Appeal of the principal's decision: A student may appeal the decision of the principal to the superintendent. This appeal must be in writing and made within five (5) days of the principal's written decision. The superintendent shall respond in writing to the student's appeal within five (5) days. The decision of the superintendent shall be final regarding all routine disciplinary matters and suspensions of fewer than ten (10) days. The reference to days indicates school days, not calendar days.

STUDENT DRESS

In order to promote an orderly and safe learning environment while preparing students for success in the world of work, dress guidelines have been established. Upon entering the building and exiting the building, students are expected to give proper attention to personal cleanliness and to dress appropriately for school. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, makeup shall be safe, appropriate and not disrupt or interfere with the educational process. Administrators will determine the appropriateness of student dress. Dress that is disruptive, distracting, revealing, or interferes with the student's education will not be acceptable.

Tops

- ❖ Necklines shall be modest, not revealing, and shall not allow cleavage to show.
- ❖ Clothing shall cover the mid section and the back at all times, including when the student is standing and/or sitting.
- ❖ The following tops are inappropriate
 - Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts – these types of shirts may be worn over a shirt with sleeves
 - Tops that reveal lingerie or where the width of the strap is less than two inches
 - Strapless tops, one strap tops, spaghetti strap tops
 - Belly shirts

Pants, Shorts, Skirts, and Dresses

- ❖ Pants, shorts, skirts, and dresses shall cover the student appropriately.
- ❖ Slits, splits, cuts, and holes in clothing shall not reveal the body inappropriately.

Long Coats

- ❖ Long coats and/or trench coats are to be kept in their lockers after arriving at school

General Clothing/Accessories

- ❖ Footwear must be worn at all times. Athletic footwear shall be worn for P.E.
- ❖ Attire should be appropriate, clean and non-disruptive
- ❖ The following items are inappropriate:
 - Slippers and sleepwear
 - Hats, bandannas, head covers, sweatbands, sun visors, and sunglasses unless prior arrangements are made with the principal for medical or religious reasons.
 - Spiked jewelry, clothing, and accessories
 - Sheer or transparent clothing
 - Heavy chains worn as jewelry or belts and free-swinging chains including chains attached to wallets or to other jewelry
 - Dog chains or dog collars
 - Clothing or jewelry that is vulgar, profane, lewd, or racially or sexually suggestive
 - Clothing or accessories that advertise, glorify or symbolize any illegal substance, alcohol, or tobacco
 - Clothing or accessories with gang insignia or symbols
 - Exposed undergarments
 - Oversized clothing including sagging
 - Anything that promotes violence

For safety reasons in certain classes, a student may be required to remove piercings.

Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities include, but are not limited to: field days, field trips, and athletic, physical education, cheerleading, and band activities. Administrators may also declare certain school days as “theme” days and suspend portions of the dress code at their discretion.

The principal will make the final determination as to what constitutes appropriate attire. For all violations, students inappropriately dressed may be required to change their clothing. Students who refuse to change inappropriate clothing, will remain in an in-school suspension and cannot make up work for that day.

STUDENT HEALTH

In the event of illness or injury to a student, emergency first aid will be given. Every attempt will be made to contact the parent/guardian prior to the student being taken home, to a doctor's office or hospital. Fees of the doctor and/or hospital will be the responsibility of the family.

Students believed to have a communicable disease that may endanger the health of others will not be allowed to attend school or school activities until released by a physician.

Students may be excused from school or school activities upon the written recommendation of a physician.

STUDENT RECORDS

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached the age of eighteen. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student, who is defined by the Internal Revenue Code as a dependent student, may be provided access without the written permission of the student.

Parents and eligible students shall have a right to access the student's records upon request without necessary delay and in no instance more than forty-five (45) days after the request is made. Parents and eligible students have the right to a local hearing with the superintendent to challenge information in the education records. If the records are not amended, parents and eligible students shall have a right to have a qualifying statement added to the records.

This policy shall be published annually in the student handbook and in the district newsletter. Such publication will be considered notification for parents and eligible students.

USE OF DIRECTORY INFORMATION

The following information may be released to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first day of school to the building principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, 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.

SUSPENSIONS

The School Board has delegated to the building principal the authority to suspend a student from school for a temporary period not to exceed ten (10) days upon violation of rules and regulations established by the Board or when student conduct varies radically from the conduct necessary to maintain a proper educational environment for other students.

- In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. Under the premise that extracurricular activities are an extension of the school day, students who are suspended in-school may attend an extracurricular rehearsal/performance or practice/game but may not participate.
- An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. When deemed necessary, the principal may establish a parental conference as a prerequisite for readmission of the student.

TELEPHONES

There is a telephone located in the principal's office for student use. A student may use his/her personal phone in the office with permission.

TRAVEL FOR OUT-OF-TOWN EVENTS

A student is required to ride school transportation to an activity in order to compete or participate unless prior approval by the administration is granted. Students arriving at any activity by means other than those authorized by the school are ineligible for that activity and will not be allowed to participate.

A parent may sign off his/her student in the presence of the coach/sponsor at the event. A parent may give permission for his/her student to ride home with another specified adult, if the following occurs:

1. The school is contacted by the parent on the day of the event.
2. A written note from the parent is given to the coach/sponsor before the event.
3. The student is "signed off" on site by the specified adult.

VISITATION BY GUESTS

Students from other schools, graduates and other guests are allowed to visit school only with prior approval of 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 may obtain a waiver form in the superintendent's office or at registration. This waiver must be completed annually.

WEATHER-RELATED ANNOUNCEMENTS

In cases of severe weather, parents should listen to the following radio or TV stations for school-related announcements. Channel 8 KCCI-TV, Channel 13 WHO TV, Channel 5 WOI TV, WHO/KLYF, KDAO, KFJB, KIXA.

Every effort will be made to have announcements on the air before 7:00 a.m. Please do not call the school. Students and parents who call will tie up telephone lines and may prevent announcements from being communicated to TV and radio stations.

It is never too late to be what you might have been.