

2017 -2018 Student Handbook



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JURISDICTIONAL STATEMENT

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

SIoux CENTRAL COMMUNITY SCHOOL HANDBOOK

2017-18

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Parents are expected to know the contents of the handbook and to cover it with their students so they can comply with it. Students or parents with questions or concerns may contact the school for information about the current enforcement of the policies, rules or regulations of the school district.

Address: Sioux Central Community School District
4440 U.S. Highway 71
Sioux Rapids, IA 50585

Phone: 712-283-2571

FAX: 712-283-2285

EMERGENCY RADIO STATIONS

KAYL, 101.7 FM or 990 AM
Storm Lake

KICD, 107.7 FM or 1240 AM
Spencer

KEMB, 100.1 FM
Spencer

EMERGENCY SCHOOL CLOSING

_____ If it becomes necessary to close school because of extremely adverse weather or other unforeseen emergencies, the information is broadcast on radio stations KICD, KAYL and KEMB. Weather announcements are called in as early as 6:00 a.m.

If the weather is ever questionable, please listen to the radio for announcements concerning early dismissal of school. Sioux Central has also set up an “Emergency Message Center”, which will allow parents/students to register on-line for instant messages to the cell phones or emails when school is delayed, cancelled or dismissed early. School webpage also has closing information listed within minutes of the decision.

IT IS THE PARENTS’ RESPONSIBILITY TO TUNE TO THE RADIO WHENEVER WEATHER IS THREATENING.

STAT TEAM (Student/Teacher Assistance Team)

Our goal at Sioux Central is that every student meets the goals of the educational program, reach their full potential and develop a feeling of self-worth. There may be times when students need help in reaching these goals. The purpose of this team, which comprises selected AEA personnel and Sioux Central educators, is to work together with parents, faculty, and administration, in order to provide the best possible education for our students. Parents, students, and teachers may ask for this help. If a student is having difficulties with his/her schoolwork, we urge referral to the team.

ANIMALS ON SCHOOL PROPERTY

Animals may be brought onto school property or into the school building only with prior permission of the school principal. Because of the potential danger to students and the school's liability for damage, limited access to animals is permitted in classrooms. Proper safety precautions (cages, leashes, or muzzles) need to be arranged in order to show the animals in classes. Under no circumstances will animals prone to violence be allowed in the school or on school property.

School Counseling Program

The mission of the Sioux Central comprehensive school counseling program is to ensure all students acquire competencies needed in academic, career, and personal/social development to allow them to be productive and responsible citizens. The components of the comprehensive school counseling program are: School Counseling Core Curriculum (instruction, group activities), Responsive Services (counseling, crisis response), Individual Planning (advisement), and System Support (referrals, consultation, and collaboration). The school counselors are available for conferences with students and parents.

EDUCATIONAL EQUITY

It is the policy of the Sioux Central Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, color, religion, sexual orientation, gender identity, socioeconomic status or disability in its educational programs, 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 Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to both men and women. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race,

ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Educational Compliance Officers, Holly Lockrem or Wendy Wildeman, 4440 U.S. Highway 71, Sioux Rapids, IA 50585; phone 712-283-2571, Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO, or Director of Civil Rights Commission, Des Moines, IA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Sioux Central School District has adopted a policy designated to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1994. A copy of the school district's policy is available for review in the office of the principal.

The law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address, telephone number, 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, and the most recent previous educational institution attended by the student. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student, provided that you notify the school district in writing.

GRIEVANCE PROCEDURE

Any employee or student of the Sioux Central School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act*, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

LEVEL ONE-PRINCIPAL OR IMMEDIATE SUPERVISOR (Informal/optional-may be bypassed by the grievant)

Any employee or student with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with his/her immediate supervisor or principal to resolve the matter informally. A student with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with his/her teacher, counselor, or administrator.

LEVEL TWO-TITLE VI, TITLE IX AND SECTION 504 COMPLIANCE

If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance the employee or student may formalize it by filing a complaint in writing on a compliance violation form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working or school days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within 15 working days after receipt of the complaint.

LEVEL THREE-SUPERINTENDENT

If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the superintendent within ten working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent. The superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The superintendent or his/her designee within ten working days or school days will render a decision after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commissions, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

Scott Williamson, Superintendent
4440 U.S. Hwy 71
Sioux Rapids, IA 50585
712-283-2571

*Not required by Federal Law but recommended as good administrative policy.

STUDENT ABUSE

Students are notified of their right to report student abuse by school employees as allowed under 280.17 of the code. If a student feels school employees have abused him/her physically or sexually, he/she can report it to investigators. The primary level one investigator's are the guidance counselors responsible for the appropriate grade level. The alternate investigator would then be the counselor that is not in charge of your grade area if you feel uncomfortable with your immediate investigator.

SEXUAL HARASSMENT

Sexual harassment may include unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

CHARGING ABUSE OF STUDENT BY SCHOOL EMPLOYEE

Inquiries regarding compliance with Title IX, Title VI, or section 504 may be directed to one of the following:

- | | | |
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| 1. Superintendent, Scott Williamson
4440 U.S. Hwy. 71
Sioux Rapids, IA 50585 | 2. Director of the Region VI
Office of Civil Rights
Department of Education
Kansas City, MO | 3. Director of Civil Rights Commission
Des Moines, IA |
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SCHOOL TESTING AND EVALUATION

Sioux Central uses on-going assessment to monitor student academic progress and improve instruction. Iowa Assessments are given to students in 1st through 11th grade once a year. Several other assessments are used throughout the year to continue to monitor progress. Some assessments are specific to grade level, while others are specific to content area. Results of the assessments are shared with parents/guardians by various methods. Parent/guardians are encouraged to contact the school counselors with questions about assessments and results.

STUDENT RECORDS ACCESS

The Sioux Central School Board recognizes the importance of maintaining student records and preserving confidentiality. A student's parents may access the student's educational records. Only authorized certified personnel, the student, authorized government officials from the U. S. Comptroller General, the Secretary of Health, Education and Welfare, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access educational records without the approval or the notification of the student's parents. Parents may not access records of a student who has reached the age of majority or who is attending a post-secondary educational institution without the student's permission.

It shall be the responsibility of the principal, as custodian of the current students' records, to approve requests for access to current student records. It shall be the responsibility of the superintendent, as custodian of former students' records, to approve requests for access to records of students no longer attending school.

Students' educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

Students' directory information is released without parental permission unless the parent asks the school district not to release it. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st of each year to the principal. Directory information includes: Name; 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.

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their child is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please provide the school with a copy of this document. Unless it is on file with us, we must provide equal rights to both parents.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

TRANSFER OF STUDENT RECORDS

The school district automatically transfers a student's records to a new school district upon receipt of a written request for the student's records. Parents notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous district.

SCHOOL RETENTION POLICY

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eighth may be retained in a grade level for an additional year, the parents/guardians will be informed. Students who are in grade four through eight who fail a course must successfully complete an intercession before advancing to the next grade. The administrator will make student retention recommendations to the board. It shall be the discretion of the board to retain students in their current grade level.

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 this instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

BREAKFAST AND LUNCH PROGRAM

A breakfast and lunch program is available for students who wish to participate. Parents are asked to deposit money in a family meal account at registration. When the account goes below \$5.00 per student/staff member listed on the family account, a

reminder letter is sent home asking the parents to make another deposit. If a family's account has a negative balance for more than \$50, the account will be closed.

Students bringing their own lunch may purchase milk at school with the money coming out of the family lunch account. POP IS NOT to be sent with sack lunches. Students are expected to use appropriate table manners. Inappropriate dining room behavior may result in the lunch time detentions.

A milk break is offered to kindergarten students. This cost is also taken from the family meal account. Afternoon milk is not covered under the free/reduced lunch program. Parents whose students are served by the free/reduced lunch program will need to deposit money to pay for afternoon milk.

The free and reduced program does not cover extra milk or any seconds taken by students. Parents need to deposit money in the family account to cover these costs.

FOOD & DRINK

No food or drink will be allowed outside the commons area, except by teacher authorization. Food and drink can be brought into the school until 8:00 am and brought only to the commons area, as long as the students are cleaning up after themselves. Water can be carried in the classrooms, but must be carried in transparent bottles. Coffee cart items may be brought to first hour classes in the high school only.

DELIVERIES TO SECONDARY STUDENTS

Birthday or other special occasion deliveries that are made at school for a student will be held in the office until the end of the school day. A notice will be posted on the board outside the main office to inform students of any such deliveries.

EMERGENCY FORMS

At the beginning of each school year, parents must update emergency cards or file a new emergency form in the case of a new student. This will provide the emergency telephone number of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. It is imperative that these numbers are for individuals who live locally. Also to be included are doctor and dentist name and number, social security number of student, allergies, medications and any other medical information that

would be helpful for the school to know. Parents must notify the school if the information on the emergency card changes during the school year.

INSURANCE

Each student will have the opportunity to purchase school time insurance. This is not connected with the school and no one is required to take it. If the student at the middle school and high school level plans to participate in any boys' or girls' athletics or school activities, you may purchase the school time insurance or the special football insurance. If parents'/guardians' regular insurance covers football players, their parents must sign the waiver slip, assuring that other insurance is provided.

TELEPHONE CALLS

Except in cases of emergency, phone calls will not be transferred to students or staff members. Messages can be left with one of the secretaries for middle school and high school students, messages then will be posted on the board outside the office. . It is the student's responsibility to check the board for messages. To contact staff, it is best to contact via email or you may also leave a message with one of the secretaries. If parents/guardians need to talk to a teacher, please call before 8:15 a.m. or after 3:30 p.m. If a message is left, the teacher will return the call as soon as possible.

Under no circumstances, is a student to use the telephones in the office without first gaining permission from a secretary or principal. The school phones are for official school business. Elementary students are not be allowed to call home for the following reasons, including but not limited to: permission to go home with another student, to check on staying for ball practice or scouts, to request that items left at home be brought to school.

Students must plan ahead!

COMPUTER USE

The Internet is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure. Individual student accounts and electronic mail addresses will be issued to students in grades 7-12. Students will be expected to abide by the following network etiquette but not limited to:

1. The use of the network is a privilege and may be taken away for violation of board policy* or regulations.
2. Students will respect all copyright, license agreements and will cite all quotes, references, and sources.
3. Students will apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
4. Students will be allowed to use the Internet only after returning signed handbook agreement and Internet permission slip.
5. Students will not use the Internet services at school for monetary transactions or business related purposes.

*Board Policy will be posted in each computer lab and anyone who would like a copy may do so by calling the school at 283-2571.

LOST AND FOUND

There will be a lost and found box by the main office area, maintenance room, and on the elementary book shelves. Any item left lying in the halls, gym, playground, etc. will be placed in the appropriate box. The school is not responsible for finding the owners of unmarked items. If a student has lost something, the boxes should be checked to see if it is there. All items not claimed by the end of each quarter will be discarded.

EMERGENCY DRILLS

Emergency drills for fire, weather and other disasters will be conducted periodically throughout the school year. These give students and staff the opportunity to become familiar with all signs and room instructions and practice safe evacuation procedures.

FUNDRAISING

The Fundraising Committee must approve all fund raising activities. Requests for fundraisers should be submitted in writing to Mr. Jeff Scharn two weeks prior to the fund raising campaign; they should include the nature of the fundraiser, what is going to be sold and how the money raised will be used.

ATTENDANCE

BEFORE AND AFTER SCHOOL HOURS

School hours are 8:20 a.m. to 3:30 p.m for the elementary and high school students, and from 8:10-3:30 for students in grades 7 and 8. Students should not arrive at school until after 8:00 a.m. unless they need to be at school earlier for a scheduled activity. Students are to leave the building whenever school is dismissed, unless participating under the direct supervision of a sponsor of an extra-curricular activity, a student-teacher conference or approval by the principal. Unsupervised students that are staying to work, must stay in the commons area. Students who drive their own cars, must leave the parking lot by 3:35, or will have to wait until all buses leave.

SCHOOL DAY ATTENDANCE

Students will be expected to attend classes regularly and to be on time to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline, responsibility, and to assist in keeping the disruptions of the education level to a minimum. When a student misses a day of school, it actually costs the student two days of school work, the day of absence and the lack of preparation for the day of return.

Students who have good attendance records are more likely to succeed academically, enjoy school life to its fullest and have more employment opportunities after leaving school. Prospective employers expect promptness, regular attendance, and self-discipline from employees. Sioux Central School believes that the habit of regular and timely attendance is influenced during the formative years of school, and therefore, has created a firm but fair attendance procedure.

ATTENDANCE NOTIFICATION

Parents are urged to assist the school in securing prompt and regular attendance. Whenever it is not possible for a student to be in attendance, the school expects a parent/guardian to call, explaining the reason for the absence. Calls should be made to the school by 8:30 a.m. If a call is not made to the school, an automated system will call and text the parent letting them know that their child is not in school. Students that know they are going to be gone for a future date should present a note to the office stating the following:

1. The reason for the absence
2. The date of the absence

3. Parent/guardian signature

ABSENCES NOT DOCUMENTED BY NOTES MAY BE COUNTED AS UNEXCUSED.

Absences from school are considered excused for the following reasons:

1. Personal illness, the school requires a doctor's excuse after a student has been ill more than three days or if the student is suspected of having an infectious illness. Ex: the school nurse sends a student home with a suspected case of strep throat, pink eye, etc.
2. Death, serious injury or serious illness in the immediate family or household.
3. Medical, optical or dental appointments that cannot be made other than school time.
4. **Family vacations**-trips or vacations accompanied by the parent(s) or legal guardian(s) if arrangements with the appropriate principal and faculty are made ahead of time and limited to no more than seven school days.
5. Business appointments.
6. Court appearances.
7. Seniors Only: allowed two days for a college or military visit relating to post high school education or training. Visits must be lined up through the counselor ahead of time, and the student will not be considered absent.
8. Clay County fair days are excused on the days the students are showing projects and have turned in the proper absence request form signed by a 4-H, FFA, or fair official.
9. Other reasons that can be justified by the principal of your student's grade level. Permission for such absences should be obtained in advance of the absence from school.

The following absences will be deemed unexcused:

1. Working any place other than for parents
2. Shopping trips
3. Personal appointments (non-educational/non-health, ex: haircuts)

4. Truancy
5. Out of school suspensions
6. Any absence not excused, determined by the principal or his/her representative

PROCEDURE FOR UNEXCUSED ABSENCES

Middle school and high school guidelines are as follows:

First offense-student given a verbal warning and will be counseled by the principal, parents/guardians will be notified. Time missed from the classroom will be made up after school.

Second offense-student doubles time missed in class and/or could receive an in-school suspension. Schoolwork given on that day will have to be made up, and the student will receive partial credit. Parents/guardians will be notified.

Third offense-student receives a one/three-day in-school suspension. All schoolwork given on these days is to be made up. No credit given for these assignments. A conference between the parents/guardians and principal must take place before the student returns to the regular classroom.

TEN DAY ABSENCE

The Board of Education has adopted a 10-day absence policy per semester based on the fact that something important happens in class every day, and that activity or interaction with the teachers and students can never be exactly duplicated.

MIDDLE SCHOOL & HIGH SCHOOL

An absence of 10 days in a class will cause the student to be subject to the loss of class credits towards graduation for that semester. A five-day attendance report will be sent to the parent/guardian when the student reaches five absences in a class. When the student reaches eight absences in a class, the parent/guardian may be called in for a conference with the principal and staff member.

The only exception to the aforementioned cases is hospitalization or confinement due to an injury or serious illness. Colds, headaches, sore throats, flu, medical appointments, funerals, and vacations are examples that count towards the maximum of 10 absences.

Students who lose class credits based on the 10-day absence policy may utilize the due process procedure, and then work out a plan with Mr. Scharn.

PROCEDURE TO FOLLOW WHEN ABSENT

(READMITTANCE)

1. All students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent, verification by the doctor or dentist, if appropriate, and the signature of the student and a parent or guardian.
2. Only when a student of majority age (18 years or older, or married) is not residing with the student's parents or guardian may the student present his or her own excuse for absence without parental verification. The principal or designee should be notified in advance of any such circumstances.
3. The admit slip is essentially a notification to the student's teachers of the nature of the absence, the duration of the absence, and the number of days the student is allowed to make up the work missed. A student should not expect to be readmitted to class by a teacher without an admit slip.
4. In the event that the principal or designee determines that it is advisable to verify an excuse given for an absence, the principal may take appropriate steps to do so. When it is determined that an excuse is forged or misrepresents the facts, the principal may treat instances as truancy.

PROCEDURE TO FOLLOW FOR MAKE-UP WORK

Schoolwork missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed.

1. When an absence was not anticipated, all schoolwork must be made up within the number of school days that are double those of the absence. (i.e.: three days absence must be made up in six school days). Absences of more than five days must be made up as arranged with each teacher and/or administration for extenuating circumstances.
2. Students who do not make up their work within the allowable time will lose credit for that requirement.
3. Students shall receive full credit for schoolwork made up within the aforementioned time frame due to absences.
4. Students are expected to take any tests and/or turn in any assignments after being absent if they were in school the day the test and/or assignments were announced to the class.

PROCEDURE TO FOLLOW FOR ANTICIPATED ABSENCE

When students can anticipate absences, every effort should be made to see that schoolwork is made up in advance for the absence. The principal may determine that the completion of schoolwork in advance be a prerequisite to allowing the absence to be excused.

ATTENDANCE-ENCOURAGEMENT

An incentive for attendance is given for high school only. Please see section on Semester Tests in the High School section.

LEAVING SCHOOL DURING THE DAY

Middle and high school students needing to leave during the day must present a note to the principal or secretary personally upon arriving at school to receive a pass. At the time of leaving, students must sign out on the sheet provided in the office. FAILURE TO DO EITHER OF THESE STEPS MAY RESULT IN A ONE-DAY IN-SCHOOL SUSPENSION.

TARDINESS

Punctuality is one of the records employers are most interested in when checking on a prospective employee. Tardiness to school or unexcused tardies to classes are part of a student's records.

Middle and High School Students are given tardies and absences on an individual class basis and classes begin at 8:20 a.m.

Middle School and High School Students

Unexcused Tardies to School and to Class

Students who arrive to school or a class late without a valid excuse will be subject to the following penalties and offenses begin accumulating with each new semester.

- First offense-no penalty
- Second offense-no penalty
- Third offense-one half hour detention
- Fourth offense-one half hour detention
- Fifth offense-one hour detention
- Sixth offense-one hour detention and possible referral to the School Board Students who are late to class will not report to the office, but will be given an unexcused tardy unless they have a pass from the previous staff member.

K-12 BEHAVIOR AND DISCIPLINE

Sioux Central Positive Behavior Supports: Sioux Central Rebels Rock!

Safety ~ Caring ~ Respect ~ Responsibility

Sioux Central Community School has adopted Positive Behavior Supports along with many other schools throughout the state of Iowa and across the nation. This initiative is a proactive approach that begins with teaching expectations for various designated areas of school. These expectations are taught, modeled, and practiced. Time is also spent discussing each expectation and skill with the students so that they fully understand the purpose and procedure.

“Sioux Central Rebels Rock” is a saying to remind students of Safety, Caring, Respect, and to be Responsible. All faculty and staff will be working with students throughout the year to promote these concepts. When a student shows behavior that is not meeting expectations the student will be corrected in a positive and instructive manner. If students are not meeting expectations a discipline referral form will be completed and sent home. The purpose of the referral form is to communicate with parents/guardians and keep a record of behavior for data collection purposes.

Thank you for your continued support!

Sioux Central Behavior Expectations

	Bus	Lunchroom	Hallway	Music Events/ Assemblies	Playground	Restroom
Expectation 1	-Stay in seat	-Walk to & from lunch room	-Walk while facing forward	-Walk as you enter and exit the gym	-Use equipment appropriately and safely	-Use proper hand washing
Safety	-Sit appropriately, facing forward	-Eat your own food	-Keep hands and feet to self		-Walk to and from the playground	-Keep hands and feet to self
	-Keep aisle clear					
	-Keep hands, feet & objects to self & inside the bus	-Put chairs in place			-Keep hands & feet to yourself	
	-Toys stay in bags					
	-Keep a safe distance away from the bus (so driver can see you)	-Stand quietly in line				
	-Be silent when the bus stops to cross the railroad tracks	-Hands to self			-Follow and listen to directions promptly	

Expectation 2	-Wait your turn when entering and exiting the bus	-Wait your turn	-Use appropriate voice levels ... remember others are learning	-Express your appreciation appropriately (clapping) at the correct time	-Use kind words	-Use quiet voices
Caring	-Share your seat with others	-Quiet voice -Use please & thank you			-Include others -Treat others as you would like to be treated	-Keep area clean
Expectation 3	-Use quiet voices (not yelling out the window)	-Respect others and their personal space	-Respect Others: Remove your hat	-Stay in seats	-Be polite (listen to adults)	-Respect others privacy
Respect	-Speak politely	-Accept your place in line	-Use Appropriate language	-Quietly listen	-Use appropriate language	-Do not bully others
	-Follow directions given by the bus driver	-Use appropriate language	-No public display of affection	-Stay for the entire presentation out of respect others.	-Treat equipment as your own	
	-Do not bully others	-Do not bully others	-Do not bully others	-Do not bully others	-Do not bully others	

Expectation 4	-Leave no trace and keep bus clean	-Take care of materials (silverware, tray, etc.)	-Keep to the right	- Arrive on time	-Be on time	-Flush & wash
	-Arrive on time	-Leave no trace and clean your area	-Keep hallways clean -Be on time to class	-Leave no trace	-Follow line-up procedures -Dress appropriately for weather -Bring in all equipment	-Leave no trace -Use restroom appropriately -Use restroom in a timely manner
Responsible						

	Classroom	Parking Lot	Gym/Locker Room	Sporting Events	Field Trips	Media Center
Expectation 1	-Keep hands, feet & objects to self	-Drive the posted speed limit	-Use equipment when instructed	-Leave aisles open	-Keep hands and feet to self	-Keep hands and feet to self
Safety	-Keep all four legs of chair on floor	-Park within the lines	-Use equipment appropriately	-Sit and watch the event	-Follow all directions and rules	-Follow all directions and rules
	-Follow teacher directions		-Keep hands and feet to self		-Stay with your group	

Expectation 2	-Use kind words	-Do not litter	-Accept classmates skill levels	-Sit and stand when appropriate	-Use kind words (please & thank you)	-Use kind words
Caring	-Include others		-Use kind words and encouragement	-Use kind words and encouragement		-Help others when appropriate
	-Work together			-Be courteous to others around you		-Be courteous of others
Expectation 3	-Be a good listener	-Respect the school property	-Students should not enter the PE storage room	-Stand and remove hat during National Anthem	-Use quiet voices	-Use quiet voices
Respect	-Raise your hand	-Respect property of others	-Respect privacy and property of others	-Avoid walking on field, court or mat	-Be active listeners	-Use appropriate language
	-Follow directions	-Use appropriate language	-Do not bully others	-Do not bully others	-Follow directions	-No public display of affection
	-Use appropriate language	-No public display of affection			-Respect others property	-Do not bully others
	-Do not bully others	-Do not bully others			-Do not bully others	

Procedural due process shall be followed in all suspension actions and shall include:

1. A written or oral statement of charges against the student
2. An informal hearing where the administrator explains the evidence and the student is given opportunity to explain behavior and to complete a written plan to correct behavior
3. Above procedures occur before suspension, unless student poses a continuing danger to persons/property or an ongoing threat of disrupting the academic process. In such cases, the necessary notice and hearing shall follow as soon as possible.

INITIATIONS, HAZING, BULLYING OR HARASSMENT

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ▶ tell a teacher, counselor or principal;
 - ▶ and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;

- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

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

- 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.

Sexual harassment includes, but is not limited to:

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

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

- verbal, physical, or written harassment or abuse;

- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

GOOD CONDUCT POLICY:

Any student whose habits and/or conduct (both in and out of school during the school year or the summer months) are such as to make him/her unworthy to represent this school may be declared ineligible for any extracurricular activity until the school administrator reinstates the student. Extra-curricular activities consist of all activities outside of the regularly scheduled academic courses and include athletics, vocal music, band, drama, speech, cheerleading. The following are examples of unacceptable conduct for which a student shall be declared ineligible for participation in interscholastic competition or any activity where the student appears before the public. If:

- A student admits guilt, attends the Juvenile Court Diversion Program, or is found guilty of using alcoholic beverages, tobacco, or other dangerous controlled substances. Age is no defense to a violation involving the purchase, possession, or use of tobacco. The prohibition against tobacco is not just because it's illegal for minors; it is unhealthy and its use doesn't befit a representative of our school.
- A student is sanctioned for a serious breach of discipline under provisions of the Student Handbook, Discipline Policy, Administrative rules of the District, School Board Policies, or Iowa Criminal Code
- It is determined a student has engaged in any conduct which makes him/her unworthy to represent the ideals he/she shall be declared ineligible for participation in interscholastic competition or any activity where the student appears before the public.

Ineligibility shall be administered according to the following schedule.

FIRST OFFENSE: The student will be declared ineligible for the next three scheduled interscholastic events or activity dates in which he/she appears before the public. A conference will be scheduled with the student's parents/guardians, the student and the principal or his/her designee at which 20 hours of school defined work restitution will be scheduled. The 20-hour period must be satisfactorily

completed within a three-week period. The missing of events carries over to the next activity or next school year. Not reporting an incident to the superintendent, principal or athletic director within three days of receiving a written charge, complaint or citation, which violates the discipline policies, is in violation of the eligibility policy and will result in the next higher penalty. If a student pleads not guilty, and is later found guilty, he/she also moves to the next highest penalty. If a student comes forward and admits guilt within 3 days, school defined work restitution will be dropped to 10 hours.

SECOND OFFENSE: The student will be declared ineligible for the next six scheduled interscholastic events or activities (dates) in which he/she appears before the public. A conference will be scheduled with the student's parents/guardians, the student and the principal or his/her designee and the Board at which time 40 hours of school defined work restitution will be scheduled. The 40-hour period must be satisfactorily completed within a three-week period. If the school defined work restitution is not completed within the time frame as stated, the student will be ineligible for all activities for 18 calendar weeks. Grace period: if a student does not violate the policy for a year from the date of the second violation, the student would be back on step two for the next violation.

THIRD OFFENSE: For the third offense in any one grace period, the penalty shall be the loss of the privilege of participation in any extracurricular or co-curricular activity where the student appears before the public for a period of one calendar year from the date when the suspension is put into effect. A student may, after working with the At Risk coordinator for a period of six months, petition in writing to have his/her eligibility reviewed for reinstatement to the principal and Board of Education. Consideration for reinstatement to eligibility shall be based on the student's good conduct in and out of school, school attendance, scholastic performance and completion of any assistance programs. Students reinstated will be placed on probation for 12 months with the conditions of the probation stated in writing. The cost of any assistance or rehabilitation programs shall be the responsibility of the student and parents/guardians.

If this ineligibility to participate cannot be completed during the season in which the ineligibility occurred, it shall be carried over to the next season in which the student regularly competes.

If two seasons are needed to complete the ineligibility requirements, the student will be expected to complete, in full, both seasons. The period of ineligibility shall begin on the date that the suspension is put into effect.

Coaches and activity directors may set additional requirements for participation that will be presented to the participating students prior to the beginning of the activities or programs.

SPECIAL PROVISIONS:

1. Each day of actual competition will count as one event when completing the period of ineligibility; performances would not include scrimmages. One performance per day counts for eligibility. A person is eligible the day after completion of ineligibility.
2. The student must participate in all practices while ineligible, unless the period of ineligibility is one year.
3. Mid to late season suspensions: if the number of events a student is ineligible to participate in exceeds the number of those remaining in the current season, the ineligibility will carry over into the next season or activity in which the student regularly competes.
4. Violations accumulate during the student's high school career.
5. Any student, declared ineligible under their prior school district's good conduct rule, and then without having completed the full period ineligibility at that school transfers to Sioux Central Schools, will not be eligible for interscholastic competition of Sioux Central 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 at Sioux Central Schools as far as any good conduct rule is concerned.
6. More information on Good Conduct Policy on page 59.

"SCHOLARSHIP RULE"

The Iowa High School Athletic Association has mandated the following policy: Students in grades 9-12 must pass all and make adequate progress toward graduation to remain eligible. If not passing all classes at the end of the semester, the student will be ineligible for 30 calendar days in the interscholastic event in which the student is a bona fide contestant.

The IHSAA allows the local school boards to set the policy for the other grading periods.

1. Grades will be checked at the 9 week intervals.
2. Any failing grades or a student not making adequate progress in a class will be referred to the STAT team. Students in this category will then have the possibility to go to a structured study time for 4 weeks at least two times per week. Grades would then be checked at mid-term time to see if they are making adequate progress by the STAT team. If progress is not being made,

students will stay in the program for the rest of the 9 week period to remain eligible. Any students not attending their required help sessions during the week could lose their eligibility for their next scheduled event.

3. All classes that count for credit fall under this policy. Any student that receives an “I” for incomplete, will be given an ample amount of time to complete their work depending upon the situation of the student.

CHEATING

Students who are caught copying homework will be required to repeat the assignment and “0” credit will be given. When copying on a test, the student will be required to retake the test and may receive partial credit.

SUSPENSION

The Board of Education authorizes the superintendent or principal to expel from school, whenever in their judgement the interest of the school demands it, any student guilty of gross misdemeanors or persistent disobedience. The first dismissal will require a conference between the parents and the superintendent or principal. On the second dismissal, the Board of Education, at their first meeting following suspension, will determine whether the student will return to school or be expelled to the end of the term.

APPEAL PROCEDURES

If a student feels a situation has been handled improperly, they may appeal to the next higher level of authority: teacher, principal, superintendent, or Board of Education.

STUDENT BEHAVIOR AT ALL SCHOOL EVENTS

Students who attend a school-sponsored event of any kind must conduct themselves in a proper manner. If any student's behavior gets out of hand, the administration will ask the student to sit with his/her parents, if present, or be asked to leave the event. Students in grades K-6 should sit in the railed section as you first come in the gym during ballgames or with their parents. No running around will be allowed and they should only leave the gym during the half- time or between games.

DANCES

Middle school and high school dances can be held for the student body when the dance has been approved through the principal's office at least one week prior to the dance. Students who leave a dance are not allowed to re-enter. School district policies, rules and

regulations apply to students as well as non-students at school dances. Students and non-students violation policies will be asked to leave with the possibility of notification of authorities.

CONDUCT ON BUSES

Students are expected to follow the Rebel Expectations of Safety, Caring, Respect, and Responsibility while riding school buses. Riding a school bus is intended to be a safe and sociable experience for the student. It is of utmost importance that the student obeys the rules of conduct on buses. Failure to abide by these regulations may result in the student being denied the privilege of riding the bus for a period of time. It is then the responsibility of the parents to transport the student to and from school. Each bus driver is responsible for the safety of his/her students and will issue bus conduct reports.

The Sioux Central Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, to maintain order on the school buses, to promote and maintain a safe environment. Students and parents are hereby notified that the contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view videotapes of their child if the tapes are used in a disciplinary proceeding involving their child. Riding the bus is a privilege. The administration has the right to adjust the discipline, depending on the incident's severity. Failure to follow these rules will result in one or more of the following disciplinary actions:

Bus Consequences:

First offense: Verbal warning/a written notice to parents.

Second offense: Written warning. Principal's discretion (clean bus, lunch detentions, after school detention)

Third offense: One day suspension

Fourth offense: Three day suspension

Further offenses: Administrative discretion and a possible referral to the school board.

Permission to ride another bus – To ride another bus other than his/her assigned bus, the student must bring written permission from the parent/guardian to be given to the bus driver.

SEARCH & SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search that may be grounds for reporting to local law enforcement authorities.

GUN POLICY

Weapons and other dangerous objects brought to school are a threat to the health and safety of students and employees. Weapons or other dangerous objects will be taken from a student according to district policy 502.8. Parents will be notified of the incident and the student will be subject to Sioux Central discipline code up to and including suspension or expulsion depending on the age of the child and the seriousness of the offense. Refer to the Positive Behavior Support plan.

HEALTH

HEALTH EVALUATIONS

Students in Preschool and sixth grade students are screened for hearing difficulties by the AEA. Also included in hearing screenings are students in special education classes, any new students, and any student with known losses. Students in grades one, three and five are screened for vision difficulties with the remainder of the elementary screened as time permits. Height and weight screening is conducted for kindergarten through fifth grades. Students are automatically screened unless the parents/guardians submit a note asking that the student be excused. If any findings warrant a follow-up by your doctor you will be notified.

IMMUNIZATIONS

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

State Health Requirements to enter Kindergarten

Immunizations HAVE to be current:

5 DPT...1>4 years of age if born on or after Sept. 15th, 2003

4 POLIO...1>4 years of age if born after Sept. 15th, 2003

2 MMR...1>1 year old, second dose no less than 28 days after the first dose.

3 HEPATITIS B immunizations required if born on or after July 1, 1994

2 VARICELLA (Chicken Pox) – 2 doses received>12 months of age if born on or after September 15 2003; or 1 dose received >12 months of age if born on or after Sept. 15, 1997 but before Sept. 15 2003 or - unless reliable history of natural disease

1 TDAP Booster before entering 7th grade

DENTAL SCREENING REQUIREMENT FOR SCHOOL ENROLLMENT

Children enrolling for the first time in an Iowa kindergarten or high school are required to have a dental screening.

Elementary

Applies to Kindergarten

Screening must occur no earlier than the age of 3 but no later than four months after enrollment

Screening can only be performed by: dentists, dental hygienists, physicians, nurses, physician assistants, or nurse practitioner

High School

Applies to 9th grade

Screening must occur within previous year of enrollment and no later than 4 months after enrollment

Screening can only be performed by dentist or dental hygienists

COMMUNICABLE AND INFECTIOUS DISEASES

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

Please use the standards below as a guideline for when to keep your child home from school. Signs of a communicable disease:

1. An undiagnosed rash or sore
2. Red or inflamed eyes
3. Fever of 100 F, or more
4. Continuous coughing
5. Vomiting or diarrhea
6. Persistent headache, earache or other discomfort

Everyone will need to fill out a health history on new students and update a health history either on line or by paper copy.

SCHOOL NURSE'S OFFICE

The school nurse's responsibilities include health promotion and prevention of illness. The following guidelines are to assure proper use of the school nurse's office in order that the required screenings and teaching can be completed:

1. Accidents – At teacher's discretion at any time during school nurse hours.
2. Illness – Students who complain of illness will be sent to the nurse to be assessed per homeroom teacher discretion. Students are NOT to be sent to the school nurse for clinic use.
3. Medications - more and more frequently, school personnel are asked to administer various kinds of medications to students. Due to our concern over liability, administrative procedures will be strictly adhered. Guidelines are as follows:
 - A: Pain relievers will not be given to students at school. High school and middle school students living at home will be allowed to carry a single day's amount of medication with them. This must be kept on their person or with their belongings at all times. This does not include controlled substances such as Ritalin & narcotic medications (codeine).
 - B: Over-the-counter medications will not be administered to elementary children at school unless there is a physicians order
 - C: A medication form must be completed by the parents and turned in to the nurse before medication is given. This form can be found on page 53 of this handbook.
 - D: Physician prescribed medication must be in a pharmacy container labeled with the student's name, doctor's name, drug name, and administration instructions. Medication brought to school that is not in the original container and/or without a permission slip will not be given.
 - E: Parents will be responsible for insuring that a proper supply of medication is in the hands of the school authorities. Controlled substance Schedule II drugs (i.e. Ritalin, Adderall, Dexedrine) need to be delivered by the parent/guardian directly to school personnel. DO NOT send with the student.
 - F: Parents will indicate to the school whether to destroy the medication or return it home. Parents/guardians will need to pick up remaining controlled substances at end of school year.

G: Two medication permission slips are provided at the back of this handbook.

H: Inhalers may be kept in the classrooms or lockers, as a student needs to keep these close at hand. It is the parent's responsibility to ensure that the child knows how to use the inhaler correctly. The school nurse must have a copy of the student's Asthma Action Plan.

LICE POLICY

The Sioux Central Community School District uses the Public Health guidelines regarding head lice to form the school's policy. If a child is found to have head lice, their parents will be notified. They may wait to go home until the end of the day upon the nurse's discretion. Treatment is mandatory in order for the student to return to school. Upon return to school, the treated student may be rechecked.

The school nurse may check other at risk students. This may include but is not limited to:

1. students sharing coat cubicles with infected students
2. students sitting closest to infected students
3. students involved in a "sleepover" at the infected student's house
4. entire class

Parents are asked to inform the school if they discover their child has head lice. This is very helpful in controlling the spread of lice. The best way to stop infection is for people to learn how to check their child's hair for lice.

HYGIENE

In order to maintain optimal health in our classrooms, it is very important that each student maintain adequate hygiene. This includes cleanliness of body, hair, clothing, and proper clean attire. Adequate hygiene is imperative to assure a positive health environment to all of our students, as students share coat cubicles, headsets, seats, etc.

If hair appears oily &/or dirty, students will be kept off any headsets. This decision will be made at the agreement of two faculty members (including teachers, nurse, administrators, and teacher assistants). If students come to school in dirty clothes, parents/guardians will be called to bring in appropriate clothing. If a student comes to school with poor hygiene (which includes dirty skin, clothes, body odor) parents will be called to come and get the student.

If a student comes to school with poor hygiene, the parents/guardians may called to come and get the student.

SECONDARY

PROTECTIVE GOGGLES

The State Law of Iowa requires that students in laboratories while experiments or demonstrations are being conducted and in industrial arts classes while machines or tools are in use must wear protective goggles.

DRESS CODE

Every student must be clothed from shoulder to mid thigh. A decent coverage of the body will be expected. If shorts are worn, these shorts must be appropriate in length and style (fit). Clothing should also cover the mid-section of the body. Low cut muscle shirts are not to be worn unless a T-shirt is worn underneath. All undergarments should not be exposed when in school.

Articles of clothing with alcohol and/or tobacco references, suggestive gang affiliation, offensive language, or double meaning of a sexual or offensive nature may not be worn. The articles of clothing will be taken and other clothing will be issued to the student. Students may pick up the clothing at the end of the day. If this is repeated, the articles of clothing will be held for the year. The Sioux Central schools have a hat policy. No hats are to be worn in the school during school time, and at school sponsored activities.

LOCKERS AND PADLOCKS

Each student in the middle school and high school will be assigned a locker to keep his/her books and personal belongings. Each student will be expected to be a good housekeeper and keep the locker clean and in order. Padlocks are available for physical education and athletic lockers; students are to remain in the locker assigned.

A student's locker can be searched whenever an administrator or teacher has a reasonable and particularly suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or

teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules, or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

The administration reserves the right to examine lockers periodically for inventory checks for library and other school materials either lost or misplaced but not returned.

Do not leave money or other valuables in lockers.

MISSING SCHEDULED ACTIVITY TRANSPORTATION

In the middle school and high school levels, if a participant misses the scheduled means of transportation, they are to contact Principal Jeff Scharn, in person preferably, or by phone, for an alternate means of transportation. Mr. Scharn will determine the means of transportation. This may be transportation furnished by Mr. Scharn, by parents or guardians, or some other means. If personal contact or phone contact cannot be made, a note from home may be accepted.

STUDENT PUBLICATIONS

School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism. The printed materials should not encourage the breaking of laws, cause defamation of persons, or contain obscenity. All publications must identify the author and/or editor and publisher.

Administrators shall review student publications and enforce the standards outlined above; however, it is not the duty of administrators to “censor” materials in any way except on the basis of those standards only. In order to protect students’ rights, administrative review of materials must be done quickly within a specific length of time and students must be informed of the appeal procedure in case they disagree with an administrative judgment.

Non-school-sponsored publications are subject to the same standards listed. The administration may prohibit the distribution of such publications, unless the students submit a copy for administrative review. The principal may designate the time, place and manner of distribution for all student publications, school-sponsored or otherwise.

Students who wish to post or distribute materials, posters, etc. must receive permission from the appropriate teacher or administrator.

ADVISOR/ADVISEE PROGRAM

Each student in middle school and high school will be assigned an advisor that they will meet with for a specified time each week. Middle school students will start their day at 8:10 with advisory, while the high school students will meet on Thursday's for a 30 minute time period in the afternoon. Our goal of this advisory time is for the students to make connections with an adult staff member and strengthen their relationships with other students as well.

HALL PASSES

Students must have permission to be in the hallway during the class periods. a hall pass to be in the halls when classes are in session. Students in the hall without permission are subject to disciplinary action.

DAILY ANNOUNCEMENTS AND BULLETIN BOARDS

In the middle school and high school levels, a bulletin is prepared each day to keep all students and teachers up to date around the school. Students/Parents may access the bulletin through powerschool and on the streaming on the TV in the commons area. It is the students' responsibility to become familiar with the information contained in the announcements. Announcements to be included on the daily bulletin must be turned into the office by 8:20 a.m.

ITEMS NOT TO BRING TO SCHOOL

Students are not to bring any items that might be disruptive or that are potentially dangerous to themselves or others. This might include but is not limited to such things as knives, matches, toy guns, water guns, skates, skateboards, hard balls, baseball bats, etc. If these items are found at school, they will be turned in to the principal. The school will not be responsible for such items. Any laser pointers that are brought and used at school will be confiscated. Students who use any laser pointers during any extra-curricular events will be dismissed from the contest, and subject to the ruling of administration about attending any further events. Students in need of "fidgets" must have confirmed prescription from a doctor and prior approval from principal or case manager before bringing to school or it will be confiscated. It also may only be used at appropriate times.

CELL PHONES

Cell phones can be used during the school day for students in grades 7-12 in the following areas: hallways between classes, honor study hall, lunch break, and before/after school. Cell phones should be placed on silent while in the school building and all cell

phones should be in your book bag or pockets. Please use phone etiquette to keep this privilege. Administration still has the right to take the student's phone if it is being used inappropriately and the student is not adhering to the rules of cell phone use.

1st offense- Cell phone held in the office until the end of the day.

2nd offense- Cell phone kept for a 24 hour period

3rd offense- Cell phone has to be picked up by a parent from the school

BELL SYSTEM

In the middle school and high school level a bell rings to end class and three minutes later another one rings to start the next class. Students have three minutes to go from one class to the next. Students are not dismissed from class on the bell, but by the teacher in charge. The use of the rest rooms should be between classes. There should be no need to check out during the class period.

PHYSICAL EDUCATION

The physical education program is co-educational and is as important a subject as any other. The State of Iowa has passed new legislation that states: all students in grades 7-12 must have 120 minutes of physical education each week. Students that are involved in activities can receive a waiver, but all other students that are involved in lifetime PE and not in activities will have to attend one more day of physical education class.

At the middle and high school levels the following apply:

1. Students will have weight lifting (high school only) three times a week, and the students in lifetime not in activities will meet three times a week as well. Students in lifetime sports class that are involved in activities will meet just twice.
2. Class routine – Change clothes and go to designated areas for attendance, announcements and warm-ups, activity and showers.
3. Students will be excused from physical education only by seeing the principal ahead of time and presenting a note from home to be excused for that one particular day or by presenting a doctor's excuse. If excused from physical education students are to be in study hall or the classroom unless the physical education teacher has them remain in class. If students have a medical excuse from their doctor, they are still expected to attend class and handle whatever activities they can.

4. No other teacher can excuse you from physical education unless the principal has been consulted and agrees.
5. Locks are available for gym lockers-ask for them. Students should use their locked gym lockers to store valuables during PE time.
6. Gym shoes, which are not used as street shoes, need to be brought to school for use in PE classes.
7. Students who “forget their PE clothes more than 10 times for the semester will automatically fail the semester.

REPORT CARDS AND REPORTS TO PARENTS

For middle school & high school, special reports will be sent to parents at the mid-point of each nine-week period. These special reports are to inform parents if students are failing or having difficulty in a class or to indicate to parents if the student is doing an excellent job. It is hoped that parents will contact the school so arrangements can be made to work with teachers to hopefully solve the difficulties. Parents do not have to wait for the mid-term reports to come out, as the school has invested in an on-line service named “Powerschool”. This allows parents to check their student’s grades and attendance on a daily basis. Parents may check with the student for their ID number or call the office if you have any problems with this service. The grade “I” will be given to indicate the work is incomplete for some reason. Incompletes not removed by the end of the semester will automatically be declared an F unless special provisions have been made for an extension of the make-up period. It is the responsibility of the student to arrange all make-up work.

Report cards will be issued following each nine-week period. The grading scale are as follows:

A	93-100	D+	67-69
A-	90-92	D	63-66
B+	87-89	D-	60-62
B	83-86	F	0-59
B-	80-82	I	Incomplete
C+	77-79	P or F Pass or Fail used for quarter grade in Middle School Computer Class	
C	73-76	Music, Band, Art, and Physical Education use letter grades	
C-	70-72		

Parent-Teacher conferences will be held at the end of the first nine-week and the third nine-week period. Reports cards may be picked up at this time.

PEP MEETINGS

For middle and high school students, when pep meetings are scheduled, they will be held on Fridays at 3:15 p.m. Pep band members and cheerleaders are to be dismissed at 3:10 p.m.

FIELD TRIPS

Students may be taken on various field trips during the school year. Field trips are an extension of the school curriculum and are very worthwhile. Parents/guardians will be notified of any field trips that involve leaving the school district. The students will be supervised during any field trip they may take and will be expected to follow the guidelines set down before this trip commences. If you do not want your child to participate in these field trip experiences, please call the principal and he will make the necessary arrangements for your child to remain at school.

CREDIT RECOVERY PROGRAM

The Sioux Central Schools has provided an alternative way to receive your education with the “Credit Recovery Program”. This classroom has been established to allow students to be part time to earn a few credits, or full time in the program and receive all credits in the credit recovery room. All students attending the credit recovery program have the opportunity of all programs that Sioux Central has to offer. This simply states that all extra-curricular activities and every class that Sioux Central offers is available to students in the credit recovery program. If you would like more information about the Credit Recovery Program, please contact Mr. Scharn or look on-line for the Credit Recovery Handbook.

MIDDLE SCHOOL ONLY

ATTENDANCE-CITIZENSHIP EFFORT

The PBS/ACE program is a positive reinforcement program. The student may earn points for being a responsible citizen. Each student must earn 90% of the possible points to go on the quarterly trips. Students who do not meet these requirements for the quarterly Ace trips are expected to remain in school that day.

Guidelines for the program:

ATTENDANCE

1. One point for each full day of attendance
2. An unexcused absence results in no points for that week!
3. Four tardies count as an absence.

CITIZENSHIP

1. One point for each full day of positive behavior.
2. Any student sent to the office – no points for the week!
3. Any suspensions (in or out of school) No ACE Trip

EFFORT

1. One point for each day without a FDA. (Check guidelines for FDA System)

FDA – FAILURE TO DO ASSIGNMENT

In order to be eligible to participate in activities at Sioux Central Middle School, student must meet all qualifications set up by the appropriate organizations. In addition, the faculty of the Sioux Central Middle School requires completion of all assignments. Failure to complete an assignment will result in an FDA.

FDA's will result from:

1. Failure to hand in your assignment when they are due.
2. Failure to have your assignment completely finished.
3. Failure to have P. E. clothes.
4. Failure to have band instrument and/or go to lesson

Students who receive a FDA in any given class will need to have the assignment done and turned in by the end of that class period. Each student is allowed three FDA's per week. When a student receives a fourth, or failing two classes, the following will happen:

1. The student is not eligible to participate in extra-curricular activities for one week. Band and chorus do not count as extra-curricular at this time, as they are part of the students curriculum.
2. A letter will be sent to parents explaining what has happened and why.

EXPLORATORY AREAS

Students in grades seven and eight begin exploring new areas prior to entering high school in six-week class format.

7th grade: Current Events, Ag/Shop, Family Consumer Science, Art, Guidance, and Life Skills

8th grade: AG/Shop, Family Consumer Science, Art, Character Ed, Guidance, and Spanish

HONOR ROLL

To qualify for the honor roll, a student must have earned a grade point average of 3.00 or better in full credit courses. Any student receiving a grade lower than a C- in full credit courses will not be considered for the honor roll. The scale is as follows:

A = 4.00 A-=3.66 B+=3.33 B=3.00 B-=2.66 C+=2.33 C=2.00 C-=1.66 D+=1.33 D=1.00 D-=.66 F=0.00

SOCIAL EVENTS

All social events shall be under the control and supervision of professional school personnel. Approval for any event shall be secured from the principal before any public announcement is made. Hours, behavior, and activities related to social events shall be reasonable and proper as determined by the administration.

Only those persons who can be expected to recognize the authority and responsibility of the school personnel shall be permitted to attend social functions.

HIGH SCHOOL ONLY

COURSE CHANGES

Student schedules may be changed within the first five days of each semester.

ACADEMIC LETTER

1. Students will receive an academic letter upon completing two successive semesters with a grade point average of 3.00 or better each semester.
2. Credit must be earned by taking at least six classes each semester and having those grades averaged.
3. Students who transfer from other districts must earn at least a 3.00 grade point average for one semester at Sioux Central School System to be eligible for an award.
4. Any student receiving a D or lower on their report card will not be eligible for the academic award for that period.
5. A bar will be given for each following semester that a student maintains a 3.00 grade point average.

REQUIRED SUBJECTS FOR GRADUATION

English-four years (speech must be included), Science-three years including physical science, Mathematics-three years, Social Studies-three years (including World History, American Government, American History), Physical Education (each year), and Child Development and Young Adult Living. All students must take six (6) classes each semester. A student may take band and vocal

music for one credit, therefore allowing the student to take only five (5) classes each semester. Band and vocal music can be taken separately for ½ credit each.

Class of 2016 will need to have 50 credits to graduate and all other graduating seniors must have a minimum of 52 credits to graduate.

SENIOR YEAR PLUS

Senior Year Plus is a program which provides students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. Senior Year Plus program serves as an umbrella for Postsecondary Enrollment Options (PSEO), Concurrent enrollment (Earlybird courses), and Advanced Placement (AP). To participate in Senior Year Plus programming, students must meet the academic requirements of both Sioux Central High School and the postsecondary institution. At the school district level, students must demonstrate proficiency in each of three academic areas — reading, mathematics, and science. This is primarily determined using the students' most recent scores on the Iowa Assessments. At the college level, students must be proficient in Senior Year Plus requirements and meet any additional assessment requirements of the postsecondary institution. The complete guide to Senior Year Plus can be found at http://educateiowa.gov/index.php?option=com_content&view=article&id=1856&Itemid=2596

POSTSECONDARY ENROLLMENT OPTIONS ACT

The Post-secondary Enrollment Options Act allows eligible students the opportunity to take eligible courses at an Iowa area community college or university, and have the cost of tuition, fees and textbook up to \$250 paid by their home school district. Credit earned in the courses will be counted at the home school as well as the college. Students will be granted one high school credit for every three semester hours of college credit taken. Grades earned from other institutions will be recorded on their transcripts. These grades will be computed in the students' grade point averages. Students are responsible for supplying the district with official transcripts of courses successfully completed. An “eligible course” is a course that is not comparable to a course taught in the high school the student attends. The purpose of this program is not to supplement the local curriculum, but rather to provide students an extended program of study in an area of interest. Local school boards determine if the post-secondary courses are comparable to courses taught in the local school districts. Speak with the counselor on whether or not a course qualifies for this program. This option

is available for all 11th and 12th grade students. It is also available to 9th and 10th grade students who have been identified as gifted according to the school's identification procedure.

According to the Senior Year Plus guidelines, students cannot exceed 23 college credit hours a year. This would include any college level course taught at their high school. Students can only take PSEO courses if the course is not offered at the high school

These college level courses are available only to those students who meet the criteria set forth by the post- secondary institution for enrollment. The school counselor will assist students in taking the appropriate assessment to demonstrate a readiness for post-secondary coursework.

COLLEGE VISITATION

Seniors are allowed two days to visit colleges or other agencies of post high school training and not be counted absent. Additional days may be allowed if arrangements are made with the counselor. To not be counted absent for those two days, the visit has to be cleared through the counselor's office ahead of time. If a junior gets permission and uses a college visit day, this will reduce the number of days they have their senior year.

EARLY GRADUATION

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal and appear before the board for its approval.

OPEN CAMPUS (SENIORS ONLY)

Open campus will start for the seniors after the first semester. In order for a senior to qualify, he/she must not have a grade lower than a C for the first semester. More information will be provided second semester.

SEMESTER TEST SYSTEM

All students take semester tests the first semester. Requirements to be met to be excused from second semester tests are:

1. Students must have earned a C+ or better in a class.

2. Five absences or less for that semester for that class.
3. Four tardies count as one absence.
4. Late for a test-results in test grade being reduced one grade.
5. If a student doesn't show up for a test it will result in failing for one semester.
6. This system does apply to classes at Storm Lake.

Incentive: any student who has fulfilled the above requirements may take the final test voluntarily to improve their grade without having the final grade lowered.

Only students that need to take tests will need to be present during the second semester test schedule. In between testing times, students must report to the media center for study hall if they are going to remain on campus. No students will be allowed to be outside or in the parking lot area during testing days. It will be up to each teacher's discretion to have any student take the test even though they may have met the above requirements.

NATIONAL HONOR SOCIETY

The formation and implementation of the Sioux Central Chapter of the National Honor Society shall be in accordance with the National Constitution of the National Honor Society. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Sioux Central Chapter Procedures are as follows:

To qualify for Sioux Central Chapter:

1. The student must maintain a 3.25 G. P. A.
2. The student must submit a one-page resume of their credentials to show their interest in the National Honor Society.

To be selected into Sioux Central Chapter:

1. Faculty members will make recommendations on students' leadership, character, and service. These recommendations will then be given to the NHS committee who will then use the information to make their selection.
2. Sophomores, juniors, and seniors who violate the provisions of the chapter can be removed through due process. Students who do not maintain a 3.25 grade point average within a nine-week grading period will be placed on academic probation for the next nine-week grading period. Students who fail to have a 3.25 grade point average for two consecutive nine-week grading periods will be removed from the society.

DRIVING OWN VEHICLES

It is a privilege for a student to drive his/her own vehicle to and from school. Students are required to purchase a parking pass and have it displayed on their vehicles. Students driving to school are not to remove the vehicles once they are at school without special permission from the office of the principal or superintendent. When permission is granted, it is for one trip only. Please park in an organized manner to allow all vehicles the possibility of exiting the parking lot. If parking problems continue, the possibility of a fine may be given. Snowmobiles may be driven to school but cannot be ridden on school property, except for parking in the far southwest corner of the parking lot.

HONORS STUDY HALL

It shall be the policy of the Sioux Central Community High School to allow all students in "good standing", the privilege of using the Commons Area for study hall. We hope this prepares students in the areas of responsibility, time management, and good judgment. In order to achieve the desired results and maintain effectiveness, the use of the Commons Study Hall will be a privilege that is earned with appropriate conduct and will be taken away when the privilege is abused.

Criteria for privilege qualifications:

1. For the first 9 weeks of the year, must have a career high school G.P.A. of 3.0. For each succeeding quarter, students must have a GPA of 3.0 from the previous 9 weeks.
2. Must have no suspensions for the previous semester.
3. Must have no grades lower than a C- the previous 9 weeks.

4. Must cooperate and act respectful during school, at school related functions, and at any time when representing the school.
5. Students may not leave Commons Area, unless they have permission from student supervisor and are carrying a hall pass.
6. Students not following the guidelines will be subject to the following:

1st offense – out of Honors Study Hall for 3 weeks

2nd offense – dropped for 9 weeks from Honors Study Hall

3rd offense – no longer eligible for Honors Study Hall

SUPERVISED STUDY HALLS

Students, who do not qualify for the Honors Study Hall, will go to a supervised study hall. These will be held in different instructor's rooms, and will be structured study halls. Rules of these study halls will be posted in the room.

CLASS MEETINGS, CLASS OFFICERS AND DUTIES

Class officers will be elected after the first two weeks of school. They consist of the president, vice-president, secretary and treasurer, or the secretary and treasurer may be combined. The president should see that the meetings are conducted in an orderly, business-like manner. A purchase order must be obtained before any purchase can be made for a class or school group.

Each class will have assigned class sponsors and they must be present at all meetings and social functions.

Two representatives will represent each class on the student council.

Each class may sponsor one party or activity per semester. These need to be scheduled through the principal's office.

Class of	Sponsors
2017	Mr. Jarvis, Mrs. Hanson, Mrs. Wittmaack, Mr. Vasher, and Ms. Art
2018	Mrs. Roberson, Mrs. Christians, Mrs. Riedeman, Mrs. Harwood and Mr. Perry
2019	Mr. Boge, Mrs. Vanderhoff, Mr. Goodchild, Mr. Tjaden, and Mr. Krager

HONOR ROLL

To qualify for the honor roll, a student must have earned a grade point average of 3.00 – 3.49. To qualify for the elite honor roll, a student must have earned a grade point average of 3.50 – 4.00. Any student receiving a grade lower than a C-, will not be considered for either honor roll.

A = 4.00 A-=3.66 B+=3.33 B=3.00 B-=2.66 C+=2.33 C=2.00 C-=1.66 D+=1.33 D=1.00 D-=.66 F=0.00

ATHLETICS

ALL STUDENT ATHLETES ARE REQUIRED TO HAVE THEIR PHYSICALS BEFORE THEY CAN GO TO PRACTICE.

STATEMENT OF PHILOSOPHY

The Sioux Central School Board of Education, the Sioux Central School Administration, the Sioux Central Athletic Department and members of the athletic teams believe the competitive athletic program is a part of the overall educational program of the school.

To be of maximum effectiveness, the athletic program must be closely coordinated with the general instructional program of the school. It must be such that the number of students accommodated, and the educational aims achieved, justify its inclusion in the overall educational program. It must also be based on a spirit of non-professionalism, so participation is regarded as a privileged opportunity.

Athletics are for all students who are physically able to participate, who qualify under eligibility requirements, and who adhere to the rules set forth by the state and local school officials. Sioux Central Community School believes that participation will contribute to the following:

- A. Improvement of the health, fitness, and general welfare of all individuals taking part in the program.
- B. Engage a maximum number of students in administrative as well as active areas of the program.

C. Stimulate all participants to achieve creditable academic progress, and to make a contribution to the general educational program of the school.

I. OBJECTIVES OF ATHLETIC PROGRAM

A. To provide opportunity to enjoy one of America's greatest traditions, the privilege of competition.

B. To provide a "whole school" interest and activity which brings in students other than athletes.

C. To teach students habits of health, sanitation and safety.

D. To teach new skills and offer opportunities to improve those already possessed.

E. To provide opportunities for lasting friendships to develop with both teammates and opponents.

F. To provide opportunities to exemplify and observe good sportsmanship.

G. To give students an early understanding that participation in athletics is leadership training, which is a privilege that also carries responsibilities with it.

H. To provide opportunity for students to place group above self; to learn to practice self-discipline for the overall benefit of the team or group of which he or she is a member.

I. To provide opportunities to learn of the benefits of following rules.

J. To provide the student opportunity to experience the satisfaction of self-sacrifice in an attempt to contribute to the development of esprit de corps; development of a feeling of unity and belonging; team pride; teamwork and the respect for rules and authority.

K. To consider interscholastic athletic squads as extended opportunities for the physically gifted.

II. TRAINING RULES – THE ATHLETIC CODE

Good athletes are developed through HARD WORK, GOOD ATTITUDES, GOOD TRAINING, AND LOTS OF HEART AND DESIRE!!! Future success will also depend a great deal on good training. As an athlete at Sioux Central School, the student will be expected to make many sacrifices.

Please read the following very carefully. If the student feels the rules are too demanding; if he/she feels they will not be able to say no, when pressured by friends to break the rules; if the student feels the price is too great; if they feel their personal rights are too sacred to conform to the demands; please do not report for athletics.

The Sioux Central School Department of Athletics does not wish to make “robots” out of individuals. It does not want them to lose personal identity. It does not want an individual to suffer human indignities. It is not interested in having athletes become so involved in athletics that there can be nothing else in life.

The department is interested in young men and women being given the opportunity to select activities to which they can dedicate themselves to a “cause” along with participation in other phases of a well-balanced life-style.

One goal would be for a student to accept the responsibilities and demands of athletics and yet maintain a successful total educational experience, along with a satisfactory social and family life-style.

Accepted standards of personal appearance and behavior patterns may vary greatly between athletic personnel and their own peers. To successfully fulfill the requirements and meet the standards of both groups is often very difficult.

Each student must give serious thought to which group he/she wishes to gain status and direct his or her efforts to that end. It can become very frustrating to try to “sit on two chairs at once”, especially when the chairs may be far apart.

III. PHYSICAL EXAMINATIONS

- A. The State Athletic Association rules require all athletes to have a physical exam before starting athletic practices each year.
 - 1. This exam may be any time prior to the sport season and will be good for a period of twelve calendar months.
- B. Junior high and high school athletic physicals are scheduled for specific dates and times at the area clinics.

1. Call your family physician for an appointment. Be sure to secure an examination blank from the athletic director and have the physician use this form. Until this form is returned to the athletic director, students will not be allowed to report for practice.
2. Since the Iowa High School Athletic Association authorizes chiropractors to perform athletic physicals, this gives the athlete another place to receive their physical. Call for an appointment and pick up an examination blank at the office. Fees may vary.

IV. PHYSICAL EXAMINATIONS

The Sioux Central School Policy requires all athletes to be covered by insurance (health and accident).

1. This can be done in two ways:
 - a. By having family insurance at home. If this is the case, students are required to have an insurance waiver available in the athletic department, filled out by parents and returned to the athletic director. This is in the back of this book and can be removed and returned to the athletic director. The form must be turned in before practice.
 - b. Subscribe to insurance through the school.
2. Football players can get football insurance policies through the office; remember this covers only football injuries.
3. All other sports are covered by the all-student insurance that is offered through the school year at a nominal rate.

V. INJURY REPORTS

- A. Athletes injured in sports should make sure the coach has filled out an injury report. Athletes, too, have the responsibility of follow-up to initiate the insurance claim if injury resulted in ambulance service.
- B. All claim sheets should be picked up at the main office.

VI. LOCKER ROOM PROCEDURE

- A. Lockers and padlocks will be issued to athletes and recorded.
 - 1. Keep locked at all times except while actually at the locker—even while taking a shower.
 - 2. Keep your combination to yourself.
 - 3. If a padlock is lost or stolen or won't work, notify the coach right away and get a new one issued. The fine for losing a padlock is the cost of replacing the padlock. Padlock fines are paid in the office; it is \$5.00.
- B. Athletic Equipment
 - 1. In most sports, practice and/or game equipment will be issued to athletes. Athletes will be responsible for said equipment.
 - 2. All equipment will be returned when athlete finishes the sport, either at the end of the season or on quitting the sport. This is to be done immediately.
 - 3. The athlete will pay for any equipment if it is lost or destroyed through negligence. Cost of equipment will be determined by the athletic director and will be based on replacement cost of equipment.
 - 4. School owned equipment is to be worn only at scheduled practice or game/meets.
 - 5. Athletes found wearing school-owned equipment in public, other than practices or games/meets, will subject themselves to disciplinary action.
- C. Equipment Room
 - 1. All athletic equipment will be stored in and issued from the equipment room. At no time is there to be unauthorized personnel in this room.
 - a. Authorized personnel are defined as school employees, (adult or student); certain specified student managers, and members of the adult athletic staff, when necessary.
 - b. At no time should there be any first-aid materials in student lockers; this includes adhesive tape.

VII. GYMNASIUM PROCEDURES

1. Athletes must be under the direct supervision of a coach if they are in the gymnasium area.
2. At no time will individuals or groups be working out, jogging, or just “messaging around” while teams or squads are having an official practice session.
3. Athletes in the gymnasium for one sport practice will refrain from using equipment not specifically for their sport.
4. Athletes are not to be in weight room without authorization and proper supervision.

VIII. GENERAL RULES

A. Attendance in School

1. Athletes will be allowed to practice in or participate in contests on any given day only if they are in school for one half of the school day. Any absences of an unusual nature will be judged upon by the supervisory principal.
2. Athletes administratively suspended from school will not be allowed to practice during the suspension, or compete in contests.

B. Conduct on Trips

1. Athletes will be considered as “goodwill ambassadors” for Sioux Central School.
2. Athletes will conduct themselves as ladies and gentlemen at all times, both on and off the playing field.

C. Dress on Trips

1. Athletes will be neatly dressed on all athletic trips.

D. If a participant misses the scheduled means of transportation, he/she is to contact Principal Jeff Scharn, in person preferably, or by phone, for an alternate means of transportation. Mr. Scharn will determine the means of transportation. This may be transportation furnished by Mr. Scharn, parents or guardians, or by some other means. If personal contact can not be made, a note from home may be accepted.

E. Bus Rules

1. Athletes will be expected to behave as ladies and gentlemen at all times on buses.
2. School buses, vans, and cars must be free of trash, litter, etc., at all times.
3. The athletes will pay for any damage to buses caused by athletes. Said athletes, by this kind of behavior, will be risking dismissal from the squad.

F. Returning from Out-of-Town Contests

1. Athletes will return from out-of-town contests with their squads and by school transportation. EXCEPTIONS can be made by parents calling the principal in advance to explain the reason for the request, or by direct parental contact at the contest with the person in charge of the event.

G. Athletes Driving to Practices or Contests in Local Area

1. Whenever possible and practical it is the school's policy to furnish school transportation to practices and contests. However, occasionally it is necessary to have athletes report to the site rather than furnish school transportation. In cases where athletes are asked to drive, the school expects and encourages the students to observe the following:
 - a. Observe all traffic regulations
 - b. Practice safety
 - c. Do not overload the vehicle
 - d. Take the shortest safe route to and from the site and have driver's license on person or in the car

H. Church Night

1. Wednesday evening is set aside for church activities and no school activities will take place after 6:00 p.m. during the school year. Exceptions will be made only through an agreement with the school and church officials.

IX. GOOD CONDUCT RULE

See Good Conduct Rules as previously stated. A letter follows this section of the handbook, which must be signed by the student and parent/guardian. The signed letter is to be returned to the athletic director.

X. SPECIFIC RULES

A. Personal Appearance

It will be at the coaches' discretion to establish reasonable guidelines at the beginning of each sports season to:

1. Protect the health and safety of the athlete
2. Encourage good grooming
3. Protect the athlete from human indignities

B. Coaches' Rules

Coaches may make other reasonable rules for the good of the individual athlete and the team insofar as they are not in conflict with school policy. They may, for example, make rules regarding the athlete's conduct in school prohibiting him/her from interscholastic competition for a period of time if he has been involved in disciplinary matters in school.

C. Other Eligibility Requirements (set forth by the IHSAA or IGHAI)

Athletes are not eligible:

1. If they do not have a physician's certificate of fitness issued this school year or if they are twenty years of age or over.
2. If they have not turned in the signed permission of parents/guardians covering the following items:
 - a. Insurance or waiver
 - b. Acknowledgment of having the handbook

3. If he/she has attended high school for more than eight semesters. (Twenty days of attendance or playing in one event).
4. If the athlete did not pass the equivalent of four classes or more the previous semester.
5. If he/she was out of school last semester.
6. If the athlete has changed schools this semester (except upon change of residence of their parents).
7. If the athlete has ever accepted an award for his/her high school participation from an outside group other than inexpensive, unframed, unmounted paper certificate of recognition or if the athlete has ever received any money for expenses or otherwise for their participation in an athletic contest.
8. If he/she has competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of the Sioux Central superintendent.

(Example: While an athlete was out for basketball and during basketball season he/she wants to participate on an outside school basketball team or tournament, they would have to have permission from the school superintendent or principal or they would be declared ineligible. Once basketball season is over, an athlete can participate without written permission.)

9. If he/she has ever trained with a college squad or has participated in a college event.
10. If the athlete's habits and conduct both in and out of school, are such as to make them unworthy to represent the ideals, principles, and standards of the school.
11. If he/she fails to sign and return the acknowledgment form in this handbook.

LETTER TO MIDDLE AND HIGH SCHOOL STUDENTS AND PARENTS
REGARDING GOOD CONDUCT RULE

Dear Parents/Guardians:

Your son or daughter has chosen to augment the regular academic program at Sioux Central CSD by participating in extra-curricular activities. As you know, student participation in these programs is a conditional privilege; the students must, among other things, maintain state academic standards, meet age requirements, and, for athletes, pass a physical exam yearly.

In addition to these requirements, the board of education has established additional rules governing the students who choose to go out for extra-curricular activities, as in doing so they represent the school and depict its character to other students and community members.

We know how important it is for your family that your son or daughter participates. Therefore, it is important that you and your student read and understand the terms imposed by the Good Conduct Policy and Rules: this is why we send this policy home for your review and signature.

Below are some highlights of the policy. Should you or your son/daughter have any questions regarding how the Good Conduct Rule will be interpreted, we encourage you to contact the athletic director or principal for clarification.

- The policy is in effect during the calendar year, even when your student is not participating.
- There is a penalty for not coming forward and admitting a violation of the rule. Students are encouraged to “self-report” within three (3) days to a coach or activity sponsor, the athletic director or the principal.
- Age is no defense to a violation involving the purchase, possession, or use of tobacco. The prohibition against tobacco is not just because it’s illegal for minors; it is unhealthy and its use doesn’t befit a representative of our school.
- Similarly, drinking with parental consent in one’s own home may be legal, but in most cases it will be deemed a violation of the Good Conduct Rule. Also students going to foreign countries or other states or territories where the drinking age may be lower and they can possibly drink “legally” may still not consume alcoholic beverages without endangering their eligibility.
- A parent’s approval does not excuse a violation.

- An arrest is not necessary for the school to impose a penalty for a violation of the Good Conduct Rule. The student will be given due process of law by being told by a school official why the school believes he or she has violated the Rule and what evidence exists for that belief. Then the student will be given an opportunity to tell his or her side of the story before a decision is made about the student's eligibility. This hearing is between the student and school officials, although you as parent or guardian will be notified of the decision if school officials believe a violation has occurred.
- Similarly, if a student is arrested or cited by law enforcement, the school will not await the outcome of the case in court. The school will conduct its own investigation and due process hearing, reaching a result independent of the juvenile or criminal justice system.
- The school board believes strongly in the message that minors should not use alcohol or other illegal drugs. Therefore, the board has included a requirement in the Good Conduct Rule often referred to as the "mere presence" rule. This means that students who are out for extra-curricular activities may not knowingly be in attendance at a function (party, in a vehicle) where drugs or alcohol are being used or possessed illegally by minors even if they, themselves, are not actively drinking or using illegal drugs. The policy and rule provide that upon discovering that contraband (alcohol or drugs) is present, the student must (a) leave within a reasonable time, get rid of the offending substance, or stay and risk loss of eligibility. We hope and believe that this rule will discourage beer parties and driving around in cars drinking alcohol or using drugs, both common teenage activities that are unhealthy, illegal and very dangerous.

Some may question the fairness of a rule that imposes ineligibility on a student for just being at a party or in a car and knowing this type of illegal activity is going on. You may think the student should be rewarded for acting as "designated driver" and refraining from illegal use of drugs or alcohol. But we believe that the student who represents this school is looked up to and emulated by other students, including younger children, and he or she should not appear to condone illegal, unhealthy and dangerous activities or enable other students to engage in them. Your support in this matter would be a wonderful way to cooperate with the school and send the message to your children that you are concerned about their health and moral character.

Thank you for taking the time to go through the policy and rules with your family. Again, please feel free to contact the school if you have any questions. Your signature(s), on the following form, represent understanding and agreement with the conditions imposed upon students out for extra-curricular activities at Sioux Central CSD. Please sign and return the following form to the athletic director.

SIOUX CENTRAL ELEMENTARY SCHOOL

ATTENDANCE

ABSENCE/TARDINESS

Regular and punctual patterns of attendance will be expected of each student. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school. It is recognized that absences from school may be necessary under certain conditions. However, every effort should be made to keep absences and tardiness to a minimum. Frequent absences disrupt the continuity of the instructional process. The school cannot properly teach students who are not present on a daily basis. Parents and students are strongly advised to limit any absences.

In the event of a planned absence/tardy, a note should be sent to the teacher in advance informing of the impending absence or tardiness. In the event of unplanned absence or tardy, parents are expected to call the office and send a written excuse when the student returns. All students who are tardy are required to report first to the office. Students absent without an excuse will be considered truant.

Tardiness

A student is tardy if he/she arrives after classes have begun or leaves early from school. A student is considered tardy after 8:20 a.m. and must report to the office upon arrival to secure an admit slip to class. Leaving before 10:00 a.m. is counted as a whole day absence. After 10:00 a.m., the tardy is counted as a half-day absence. A student who leaves after 2:00 p.m. is considered tardy for the afternoon. Four tardies equal one full day absence.

As tardies/leaving early times accumulate, these steps will be followed:

- 5 tardies per semester – a notice will be sent to the parent(s)
- 10 tardies per semester – A second notice will be sent requesting parent communication with the principal or counselor and an attendance expectation plan may be established.

Absences

Parents are to notify the school office of a student's absence on or before the morning of that absence. If notification is not received, the school will attempt to contact parents at home or at work.

The following absences will be excused, providing the office has been notified by the parent or guardian of the absence:

1. Personal illness
2. Family death or emergency
3. Medical appointment: As much as possible, appointments with doctors, dentists, etc., should be made outside of school hours or on days when school is not in session. Students may be asked for a note from the doctor.

The parents/guardians and the students share the responsibility of having the student in school. The student may be excused from school provided the student is with the parent/guardian. Parents/guardians may request the student to do a specific activity that requires the student to be absent from school: however, the parent/guardian must make a verbal request to the principal if the student desires to be considered for an excused absence. The school reserves the right to determine an excused absence.

The following absences will be treated as unexcused and are not all-inclusive:

1. Oversleeping
2. Shopping
3. Personal appointments (non-educational/non-health, example: haircuts)
4. Truancy
5. Out of school suspensions

As absences accumulate, these steps will be followed:

1. 5 absences per semester – a notice will be sent to the parent(s)

2. 10 absences per semester – A second notice will be sent requesting parent communication with the principal or counselor and an attendance expectation plan may be established.

LEAVING SCHOOL DURING THE DAY

Students who have to be picked up early are asked to send a note to that effect to the teacher. If someone other than the parent is to pick up the student, please inform the teacher or the office. If a child must ride a different bus home or leave with a different person, a signed note from the parent/guardian is required. Students must sign out and must be picked up in the office—students are not allowed to wait outside.

MAKE-UP OF MISSED WORK

Teachers are discouraged from having students stay in from recess to make-up missed work. When an absence was not anticipated, all schoolwork must be made up within the number of school days that are double those of the absence. (i.e.: three days absence must be made up in six school days). As a general rule students will not be kept after school without the parent being notified. Retention after school is necessary in some instances. The main reason for retention after school hours is to provide time for a student to complete work not finished due to absence from school or a lack of effort during the regular school day. The reason for some retention is a disciplinary action for students who fail to follow school rules and regulations. The parent/guardian is responsible to provide transportation when a student is required to stay after school.

ACHIEVEMENT

REPORT CARDS & REPORTS TO PARENTS

Sioux Central Elementary is transitioning to a new standards-based report card. Kindergarten is piloting it on computer for 2015-16, with the other grade levels working towards this. In a standards-based system, teachers report what students know and are able to do relative to the Iowa Core and District Standards and Benchmarks. Parent/teacher conferences are held at the end of the first nine-week (October) and the third nine-week (March) period. Report cards are issued following each nine-week period.

Grades 4-6: In the fourth and fifth grades, reports are sent to parents at the mid-point of each nine-week period to inform parents if students are failing or having difficulty in a class, or to indicate that the student is doing an excellent job. Parents are asked to contact

the school so arrangements can be made to work with teachers to solve the difficulties. Parent/teacher conferences are held at the end of the first nine-week (October) and the third nine-week (March) period. Report cards are issued following each nine-week period.

Grade Scale for 4th-5th:

A	93-100	D+	67-69
A-	90-92	D	63-66
B+	87-89	D-	60-62
B	83-86	F	—F's are not accepted at Sioux Central Elementary... all work must be completed.
B-	80-82	I	Incomplete
C+	77-79		
C	73-76		
C-	70-72		

BEHAVIOR

Sioux Central Elementary uses a behavior and discipline program called Positive Behavior Interventions Supports (PBIS). The K-12 expectations and discipline procedures are on pages 13-18. The bus consequences are listed on pages 22-23.

OTHER

CLASS LISTS

Beginning mid-May, we begin to formalize class rosters for the next school year. We work hard to ensure students are placed appropriately for success. In the best interest of the children, as well as the teachers and the school climate, each grade level will work with the principal, counselor, special education teachers, etc. to form classes for the school year. The climate or learning environment of the class is an important element for student success. Factors to be considered by the teachers as classes are formed include, but are

not limited to, individual students' strengths, challenges, work habits, conduct, and special programs. Our intention is to form well-balanced learning communities where all children will succeed.

We understand how precious your children are to you, and we, too, have the best interests of each student of Sioux Central at heart. We do value your thoughts. In an effort to be fair and consistent, we would recommend that if you feel there are certain new facts we need to know about your child, please complete a Classroom Information Sheet describing such needs without requesting a specific teacher. If, for example, your child has specific educational or behavioral needs, describe them for us. Forms should be returned to the office **no later than May 15**. The forms can be picked up in the elementary office or you can go to the Sioux Central Website.

Please understand that this information will be one of the factors considered as we combine students and teachers in ways that will best assure all a successful and enjoyable school year. All letters will be shared with your child's teacher next school year so he/she can better support your child's educational needs. The final decision is made by the administration.

CELL PHONES

Cell phones can be disruptive to the learning environment. It is also understood that many parents want their child(ren) to have cell phones for safety, and to improve family communication before and after school. While elementary students can possess cell phones and store them in their backpacks, they may not use their cell phones during the school day.

Any student who legitimately needs to use the telephone during the day may get a teacher pass and use the phone in the elementary office. Any elementary student who uses a cell phone for any reason during the school day will have it confiscated by faculty or administration. The administration has the right to determine the amount of time based on each incidence.

BAND

Sioux Central offers fifth graders the option to participate in band. Once a student has committed to band, they may not drop this class until the end of the semester. Students who wish to drop band at semester time need the permission of the principal.

BIRTHDAY PARTIES

A birthday is a special event in the life of an elementary student. With prior approval from the teacher, student may bring birthday treats to share with their classmates. Whether for a birthday, or other class snack, **no homemade food is allowed**. We encourage parents store-purchased healthy snacks. Please arrange with the teacher for a day and time to bring these items.

Invitations to a birthday party held outside of school may not be delivered at school. The school will not release student names, parent names, or addresses. PLEASE no balloons or floral bouquets delivered to the school at any time.

FIELD TRIPS

Students participate in various field trips during the school year. Field trips are an extension of the school curriculum. Parents/guardians are notified of field trips outside the school building. Students are supervised during field trips and are expected to follow school rules and other guidelines established before the trip. We are limited in the number of chaperones we are able to take on field trips. These limitations are imposed by the sites we visit as well as by the limited amount of space we have on school buses. If you do not want your child to participate in a field trip, please notify the principal.

MONEY

Students should not carry extra money to school. Lunch money and field trip money should be sent in a sealed envelope marked with both the student's and teacher's name.

ITEMS NOT TO BRING

Children are not to bring items that are disruptive or that are potentially dangerous to themselves or to others. This includes, but is not limited to: knives, laser pointers, matches, toy guns, water guns, skates, skateboards, hard balls, baseballs, bats, yo-yo's, face paint, hair paint, make-up, electric games/devises. The school is not responsible for such items and any items brought by the student are turned in to the office. Students in need of "fidgets" must have confirmed prescription from a doctor and prior approval from principal or case manager before bringing to school or it will be confiscated. It also may only be used at appropriate times. Students who use laser pointers during any extra-curricular events will be dismissed from the event and are subject to the ruling of administration concerning attending future events.

MEDIA CENTER

CHECK OUT PROCEDURES

1. three book limit (two book limit for kindergarten students)
2. one book limit if previous books not returned

3. materials checked out at the Media Center circulation desk

Requests to the media specialist for books on certain subjects and/or authors are necessary two weeks in advance. Books requested through Inter-Library loan take longer. Computer disks may be checked out for two weeks. Students who misuse computers lose the privilege.

PHYSICAL EDUCATION

The physical education program is co-educational. If a student must be excused from participating in physical education, he/she must bring a written excuse from his/her parent/guardian. Students may not be excused (including recess) for more than one day without a doctor excuse. Gym shoes, which are not used as street shoes, are required for use in the gym.

RECESS GENERAL GUIDELINES

Each child needs breaks and is expected to participate in recess. It is extremely important that children play outdoors during recess. During excessively cold or wet weather, the time is either reduced or the children play in the gym/pod (wind chill below 5 degrees). If a child is under a doctor's care, recovering from an illness that caused absences, or suffers from severe recurring illnesses such as asthma, ear infections, etc., notes to keep the child inside for recess are necessary. If children must be in for more than one day, a doctor excuse is required. If a child is excused from recess, he/she is not allowed to participate in P.E. that day.

STUDENT RIGHTS AND RESPONSIBILITIES

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 15 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Good Conduct Policy for Middle and High School Students

I, _____ parent/guardian of _____ (student) have read and agree with the conditions of the Good Conduct Policy .

Student Insurance, Athletic

It shall be the policy of the Sioux Central Community School that all students participating in interscholastic athletics be adequately insured. All students participating in interscholastic athletics are required to purchase school insurance (as determined by the board of education) or have a signed parental statement indicating that they are adequately covered under their own family protection plan. Insurance policy and parental statement forms may be obtained through the school's insurance company, Student Assurance Company.

Parental statement form follows:

I, _____ parent/guardian of _____ (student athlete) do not wish the student insurance plan approved by the Sioux Central School District. Our family is adequately covered through a family plan that we have selected. We understand that insurance, in the event of interscholastic injury, is required by the Sioux Central Community School system.

My Insurance Company is _____

Parent/Guardian

Student Athlete

Date

The following forms must be signed and returned to school by Friday, August 29, 2014. Students are not permitted to participate in activities if forms are not returned.

I HEREBY ACKNOWLEDGE THAT I READ THE HANDBOOK FOR SIOUX CENTRAL COMMUNITY SCHOOL DISTRICT
AND AGREE TO ABIDE BY ALL POLICIES SET FORTH IN THIS HANDBOOK.

Student name(s) _____

Grade level(s) _____

Signature of student(s) _____

Signature of parent/guardian _____

Date

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS

Pupil's Name _____ Grade _____ Age _____

Parents/Guardians _____ Phone _____

Physician _____

Name of Medication: _____

Dosage: _____

Time to Be Given: _____

Date to Be Given: from _____ to _____

Possible Side Effects (if any): _____

Diet Restriction: _____

I hereby request Sioux Central Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

1. Submit this request to the school nurse or appropriate school personnel.
2. Personally ensure that appropriate school personnel receive the medication in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer's container;
3. Personally ensure that the container in which the medication is dispensed is marked with the student name, medication name, dosage, interval dosage, route and date.

Signing this form gives permission to the school nurse to contact the prescriber as needed and permission to share medication information with appropriate school personnel.

I hereby give written authorization to a qualified employee of the Sioux Central School District to administer the medication to the above named student during school hours.

It is understood that this relieves all school personnel and the Sioux Central School District from responsibility in administering this medication: providing directions are carefully followed. The school is merely carrying out the physician's recommendation, and/or Parent or Guardian request.

Parent/Guardian Signature

Date