

Junior High School

STUDENT HANDBOOK

2018-2019



**HOWARD-WINNESHIEK COMMUNITY
SCHOOLS**

Name: _____
Grade: _____

School Board approved

July 9, 2018

Dear Parents/Guardians:

Your schools exist because of and for your children. You, as a parent, have a major interest in the kinds of experiences the school provides. In order to help your child grow academically, socially, and emotionally into a productive adult, it will take cooperation between you and the school.

It is important to your child's success that you are involved with what is happening at school. We strongly urge you to attend parent-teacher conferences, special school programs, visit school, and converse with your child about the daily routine at school.

This handbook has been prepared to help explain and clarify the procedures and policies at the junior high schools. We hope that it will be helpful to students, parents, and staff, and that it will allow us to work closely as we guide our students through the 7th and 8th grade years. If you have questions, you may call the school building offices at any time.

Dear Student:

On behalf of all staff, welcome to junior high school. We are here to provide assistance to you, so please feel free to ask questions or request help at any time. Every school must have policies and rules so that all students can function in an organized manner. Please read this handbook with your parents and become familiar with the written policies and procedures for your school. The key to achievement and success in school will be your desire to learn. Best wishes to each of you for an exciting and rewarding school year.

Sincerely,

Secondary Administrators

It is the policy of the Howard-Winneshiek Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Ann Smith, Director of Student Services/Special Education, Howard-Winneshiek CSD at 1000 Schroeder Drive, Cresco, Iowa 52136, contact by phone at (563) 547-2300; ext. 207 or at asmith@howard-winn.k12.ia.us.

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, [500 W. Madison Street, Suite 1475, Chicago, IL 60661](#)-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

ABSENCE/ATTENDANCE - GUIDELINES AND PROCEDURES
COMPULSORY ATTENDANCE

“A school district’s primary obligation is the education of its students.”

“School districts may define by policy what are excused and unexcused absences. The determination of whether an absence is excused is made by the school, not by the parent.”

(In re Donald and Katherine Blaess, 4 D.P.I. App. Dec. 118 (1985).

Truancy is defined as a student who is not in their designated classroom without permission and/or not attending school for the minimum days established in the school calendar by the school board. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the school board. (School Board Code No. 501.10)

The Howard Winneshiek Community School District believes in positive school attendance, knowing that attending school has a huge impact on a student’s academic success starting in kindergarten and continuing through high school. Parents/Caregivers/Guardians play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and on the job. Research proves that if a student is not in school (excused or unexcused) these absences have a major impact on their educational progress.

- *Starting in kindergarten and through 3rd grade, if a student is absent from school (excused or unexcused) more than 9 days per semester, it greatly affects their ability to learn to read.*
- *By 6th grade, absenteeism is 1 of 3 signs that a student may drop out of high school.*
- *By 9th grade, regular attendance is a better predictor of graduation rates than District Tests.*
- *Students can be chronically absent even if they only miss a day or two every few weeks.*
- *Attendance is an important life skill that will help your child graduate from high school, go on to college and also to keep a job.*

Compulsory Attendance Law; Excerpt 299.1, 299.2

It is the Parents/Caregivers/Guardians responsibility to get their child(ren) safely to school each day. Parents within the school district who have children over age 5 and under age 16 by September 15th, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours. This number was set previously by the school board. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- *Have completed the requirements for graduation in an accredited school*
- *Have obtained a High School Equivalency Diploma (HSED - formerly GED)*
- *Are attending religious services or receiving religious instruction*
- *Are attending an approved (or on probation) at an approved private college preparatory school*
- *Are attending an accredited nonpublic school*
- *Are receiving Competent Private Instruction*

It is the responsibility of the parent of a child to provide evidence of the child’s mental and physical inability to attend school or of the child’s qualifications for one of the exceptions listed above. The administration will investigate the cause for a student’s truancy. If the administration is unable to secure the truant student’s attendance, the administration should discuss the next step with the school board. If after school board action, the student is still truant, the administration will refer the matter over to the Howard County Attorney.

Parents/Caregivers/Guardians Responsibility:

Parents/Caregivers/Guardians are encouraged to call prior to 8:00 a.m. to report absences. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. Parents are encouraged to call the school each day if their child is going to be absent or tardy. If parents do not call, the school will attempt to contact the parents. We do have an answering machine on at all hours to take your messages. The HWCSD administration may request evidence or written verification of the student's reason for absence.

Student Absences - Excused School Board: Code No. 501.9

Regular attendance by students is essential to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the administration of their attendance. Student absences approved by the administration are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. The school reserves the right to determine whether an absence is excused or unexcused. Therefore, all absences, including excessive excused absences may be reviewed for legitimacy.

Administrators serve as Truancy Officers. The building administration, guidance counselors, Success Team members, school nurse, family case manager and/or other community human resource personnel may receive referrals of students who have an unusually high rate of absenteeism, including excessive morning absences/tardies. Students with questionable attendance records may also be referred to civil authorities. The Howard County Attorney may be notified for extensive unexcused absences. If a student is absent over half of the morning or half of the afternoon he/she is counted absent for that half day. These times for ½ day absent are as follows:

- Morning K-6; 1/2 day absent if arriving after/leaving before at 10:00 a.m.
- Afternoon K-6; 1/2 day absent if leaving before/arriving after 2:00 p.m.

Excused Absences:

- ***Student Illness*** - after 3 days, a doctor's note must accompany the child upon return to the school district. If obtaining a doctor's note is a financial hardship, the family may bring their child to school and the school nurse will do a well-child check and the nurse will give their recommendation.
- ***Doctor Visits*** - (Dentist, Orthodontist, Chiropractor, etc.) Documentation of all doctor visits must accompany the student upon return to the school district for it to be considered as an excused absence.
- ***Legal Obligations*** - To be counted as an excused absence, a building administrator must be notified to verify the absence as excused.
- ***Family Emergencies*** - To be counted as an excused absence, a building administrator must be notified to verify the absence as excused.
- ***Recognized Religious Observances***
- ***Bereavement/Funerals***
- ***Family activities/vacation-*** A parent conference with the administration prior to the activity/vacation is required for an excused absence.
- ***School-Sponsored Activities*** - Unexcused absences, skipping classes and tardies - may be taken into consideration for excusal
- ***Post Secondary Learning Events/Activities*** - Unexcused absences, skipping classes and tardies - may be taken into consideration for excusal.
- ***Athletes/Student Activities:*** A student who is absent during any portion of the day shall be ineligible to participate in any practices, games, contests, unless accompanied with a doctor's note or additional documentation upon return to school. The final determination for participation will rest with the building administration.

Truancy - Unexcused Absences; School Board Code No. 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is

a necessary absence. Students will attend school unless excused by the administration of their attendance center.

Students are subject to disciplinary action for truancy including suspension and expulsion. Suspensions from school (either in-school or out-of-school suspension) will be treated as school-initiated student absences and will not count toward the days absent. It is within the discretion of the administration to determine, in light of the circumstances, whether a student may make up work missed and receive credit because of truancy. It is the responsibility of the superintendent, in conjunction with administration, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

The school reserves the right to determine whether an absence is excused or unexcused. Therefore, all absences, including excessive excused absences may be reviewed for legitimacy.

- *Subject to Iowa State Law, a student may be withdrawn from a course upon the fifth unexcused absence to the class with a grade of "W".*
- *Chronic truancy will result in the collaboration of the Howard County Community School District, the Department of Human Services and/or the Howard County Attorney.*
- *Unexplained absences (those with no parent contact) will be unexcused.*
- *If points or percentages for attendance and participation are given, the denial of those points or percentages for absenteeism is a reasonable practice.*
- *If an assignment is due on the day a student has an unexcused absence, it may result in zero credit for that assignment (at the discretion of the individual teacher).*

Absences for reasons other than those listed previously will be unexcused. As defined by Iowa Code (In re Blaess, 4 D.P.I. App. Dec. 118), the final determination of an absence being excused or unexcused rests solely with the school.

Unexcused Absences include, but are not limited to:

- *Truancy*
- *Skipping Class - skipped classes (including study halls and home base) will result in the creation of an attendance contract and may include after school detentions and up to .5 ISS*
- *Haircuts*
- *Hunting*
- *Manicures*
- *Need to Rest/Sleeping In*
- *Tanning*
- *Concerts*
- *Department of Transportation visits*
- *Senior Pictures*
- *Personal Business without explanation/documentation*
- *Leaving school to eat lunch*
- *Preparation or participation in parties or other celebrations*
- *Absences (those with no parent contact) by the end of that same school day, will be counted as unexcused*
- *Parents reporting, "My son/daughter will not be in school today," or other ambiguous reasons*

Additional work may be assigned to compensate for class time lost due to absences. However, the failure to complete makeup work assignments within a reasonable time (typically two days for each day missed) may result in no credit for the assignment(s). Students must be aware the tests and assignments given upon return may not be the same as the rest of the class has already been given.

Unexcused Absences Policy/Procedure for Grades K - 12
Individual Class Periods are Monitored for Attendance:

- **At 5 Unexcused Class Period Absences**, a letter will be sent home addressed to the Parent/Caregiver/Guardian of the student, accompanied by a telephone call verifying attendance concerns.
 - High School Students (9-12) Subject to Iowa State Law, a student may be withdrawn from a course upon the 5th unexcused absence with a grade of “W”
 - Additional Positive Behavior Intervention Supports may be put in place to support attendance concerns
 - Student will be placed on the Success Team’s Roster. Depending on student/family need, a variety of interventions will be considered at this time such as Home Visits, Check-In/Check-Out, Mentoring Program or Attendance Contract
 - Truancy Law and next steps will be reviewed
- **At 8 Unexcused Class Period Absences**, a second Parent/Caregiver/Guardian letter is sent out with a meeting notice attached.
 - At this time, a Parent/Caregiver/Guardian meeting will be scheduled with Building Administration, along with staff members pertinent to the student’s academic success
 - Attendance Behavior Intervention Plan will be written at this time. Additional Positive Behavior Intervention Supports will be put in place for Family/Student Success
 - Truancy Law and next steps will be reviewed
- **At 10 Unexcused Class Period Absences**, a third Parent/Caregiver/Guardian letter is sent out with a meeting notice attached.
- At this time, a second Parent/Caregiver/Guardian meeting will be scheduled with Building Administration and if deemed necessary, additional authorities may be invited, including but not limited to: DHS, County Attorney, or Juvenile Probation Officers. A formal contract will be written, outlining all consequences regarding truancy along with any additional supports necessary for student attendance/academic success.
 - Students with excessive absences may be subject to the following consequences:
 - *High School Student removed from a class(es) with a “W” on transcript; online credit recovery will be assigned*
 - *Loss of assignment credit for days absent*
 - *The possibility that the loss of assignment credit may result in failure of the class*
 - *After-School tutoring sessions may be assigned to complete missing assignments*
 - *Summer School may be assigned to recover academic time lost*
 - *Student may lose School Driver’s Permit privileges*
 - *Student may lose opportunity to apply for School Driver Permit*

Parent/Caregiver/Guardian referred to County Attorney's Office regarding Truancy Laws:

Iowa Attendance Law: (Iowa Code 299.5A)

“School Officers SHALL first attempt to find the cause for the child’s absence and use every means available to the school to assure the child does attend. If the parent/guardian/custodian, or child refuses to accept the school’s attempt to assure attendance, the truancy officer SHALL refer the matter to the county attorney for mediation or prosecution.”

Iowa Attendance Law - Consequences for Truancy: (Iowa Code 299.6)

“If a parent/guardian/custodian, is referred for prosecution and is found guilty for violating a provision of the code, the agreement, or for refusing to participate in mediation the consequences are:

1st Offense: simple misdemeanor is punishable by:

- a. Imprisonment not exceeding TEN DAYS
- b. A Fine, not exceeding \$100
- c. Community Service - 40 hours

Tardy Policy

It is the Parents/Caregivers/Guardians responsibility to get their child(ren) safely to school each day. Tardies will be documented by each semester of a school year. A student is tardy when he/she is not in the classroom at the beginning of the class period when they are expected to be there. If they have a legitimate pass from another staff member they are not considered tardy. It is up to each teacher to set his/her tardy guidelines. If a student arrives more than fifteen (15) minutes after class, they are considered absent. Tardy students must attend the remainder of the period to which they are tardy. The first unexcused tardy to a class/study hall will be documented without a detention being issued. The second unexcused tardy to the same class/study hall will result in a detention. The teacher will continue to document tardies in the Student Information System and will assign the detention. If a student has 5 or more tardies in one class period, it will be documented as a Major Office Referral in the Student Information System. Detentions will continue to be served either before school or after school. If the student takes a school bus to get home, this will be taken into consideration when the detentions are served. Failure to serve detention may result in further disciplinary action.

The Howard-Winneshiek Community School District's attendance policy will be reviewed at least every five years as required by 281-IAC 12.3(2). The attendance policy does not impose a disparate impact on students by virtue of race, color, national origin, gender, disability, religion, creed, sexual orientation, sexual identity, or socioeconomic status.

ACADEMIC ELIGIBILITY POLICY FOR JR. HIGH

If at any Crestwood Jr. High School checkpoint a student is failing any class for which credit is awarded, the student will be placed on a "watch list" and have **two weeks** to improve their grade. The student will remain eligible for those two weeks, and if at the end of the two week grace period the student still has an F then he/she will become ineligible to dress for and compete in any interscholastic athletic, speech, or music contest or competition until he/she has a passing grade in that class. If the student fails a 2nd semester class they will be ineligible until the grade becomes a passing grade in summer school or after the 2-week summer school period, whichever comes first.

The period of ineligibility will begin with the first school day following the two week grace period. If at the end of the two week grace period the student's grade is passing for that class then the student will be removed from the "watch list". The first checkpoint for an athlete/competitor is after the season has officially started. The following dates will be used to determine academic eligibility for students in 7-8. grade for the 2017 – 2018 school year:

1. Semester

Grade Check

Tuesday, September 25
Tuesday, October 23
Monday, November 26
Final Grade Check – Semester 1

Extra-Curricular Ineligibility

Tuesday, October 9
Tuesday, November 6
Monday, December 10
Thursday, January 3

2. Semester

Grade Check

Monday, February 11
Tuesday, March 19
Wednesday, April 24
Final Grade Check – Semester 2

Extra-Curricular Ineligibility

Monday, February 25
Tuesday, April 2
Wednesday, May 8
Friday, May 24

The after school program is available for all 7th and 8th grade students to receive assistance with work completion, etc. Students on the “watch list” are encouraged to attend. Students who are ineligible must attend at least once per week unless other arrangements have been made between the teacher, student, and parent/guardian.

ACCIDENTS AND ILLNESS

In case of illness or injury of a pupil, the parent will be notified. No child, sick or injured, will be sent home unless accompanied by an adult.

If parents or their emergency telephone number cannot be reached and medical care is urgent, the school will assume responsibility for safe transportation to the doctor's office or the hospital.

If your child has a fever your child is not to be in school and should not return until fever-free for 24 hours without Tylenol or ibuprofen.

If your child has vomited, your child needs to be home for 24 hours and have kept down a meal before returning to school.

If your child has been to the doctor and given antibiotics, your child needs to be on the antibiotics for 24 hours before returning to school.

ACTIVITY PROGRAMS FOR JR HIGH

The extra-curricular activities (football, basketball, track, cross-country, wrestling, volleyball, baseball, softball and cheerleading) are those that are non-graded and are voluntary. The coach or supervisor of each activity will publish schedules, duties, procedures, standards, etc. Eligibility to participate in these activities is based upon behavior, academic performance, compliance with school rules and compliance with the district's Good Conduct Policy.

Co-curricular activities are graded and require some participation outside the school day (band, chorus). These activities include participation in regular meetings during the school day plus REQUIRED attendance at concerts, contests and summer band lessons.

Special activities are non-graded, voluntary, and occur both within and outside of the school day (student government). Junior High officers and student council members will participate in regular school-day activities plus a few evening activities.

Participation in the school activity program is a privilege, which carries certain responsibilities and obligations. Students who fail to fulfill these responsibilities or obligations may be dismissed from the activity. All students who participate in the activity program are under the guidelines established by the Board of Education in the school's Good Conduct Policy.

ALL JR.HIGH PRACTICES WILL BEGIN AT 3:30 AND END AT 5:30 P.M. THERE WILL NOT BE ANY PRACTICES ON DAYS WITH EARLY DISMISSALS OR WHEN SCHOOL IS NOT IN SESSION.

ACTIVITY TICKETS

All students have the opportunity to purchase activity tickets for high school athletic events. The tickets may be purchased before the start of the school year when fees are paid or at any time during the year from the building secretary.

AREA EDUCATION AGENCY (A.E.A.)

Keystone Area Education Agency 1, with its main office in Elkader, provides services which include hearing testing, speech, testing, consultation, or direct therapy which may provide added information, techniques, or individual assistance to help the school make the most appropriate educational experience possible for your child. We hope that you will utilize their services or seek assistance from them as you would any other staff member in our district. For more information regarding AEA Services, please contact your building administrator or review on-line at <http://www.aea1.k12.ia.us>. Federal and state regulations require that parents must grant written approval prior to the initiation of any of the services.

ASSAULT

Students who fail to abide by the student conduct policy and the administrative regulations supporting it may be disciplined. Disciplinary measures may include, but not limited to, removal from the classroom, detention, suspension, probation and / or expulsion. A student who commits an assault as defined in Iowa Code under section 708.1 against a school employee in a school building, on school grounds, or at a school sponsored function shall be suspended for a time to be determined by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
2. An act which is intended to place another in fear of immediate physical contact which is painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally point any firearm toward another or display in a threatening manner any dangerous weapon toward another.

BUS INFORMATION - ALTERNATE DISCHARGE POINT

If you would like your child discharged at a point other than your driveway, obtain an **Alternate School Bus Discharge Point** form from your bus driver, school office, or at registration time. Complete and sign the form and return it to your bus driver or the Transportation Supervisor.

BUS INFORMATION - PARENTS' RESPONSIBILITIES

While every precaution is taken to see that the children arrive at their destination safely, the cooperation of the parents is needed in this endeavor. Driving a bus is a difficult and responsible task and anything that happens on the bus to divert the driver's attention from his/her driving responsibilities endangers the safety of the passengers. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner. It is the parents' responsibility to make sure that their children understand the **"Rules and Regulations Governing Students Riding Howard-Winneshiek School Buses."**

BUS INFORMATION - RULES AND REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES AT ANY TIME:

1. The bus driver will assign seats.
2. Be courteous, respectful and responsible to the bus driver and other riders.
3. Students will talk in a normal tone of voice with no profanity allowed.
4. Do not eat or drink on the bus and keep your area clean.
5. Violence and roughhousing are prohibited.
6. Remain seated when the bus is in motion.
7. Keep your hands and head inside the bus with feet on the floor at all times with the aisles clear at all times.
8. No items such as large band instruments, class projects, or large carrying bags will be permitted.

9. Destruction of property will be handed over to the proper authorities as “vandalism”.
10. Do not destroy property.
11. For your own safety do not distract the bus driver through misbehavior.
12. Riders are not to throw items in the bus, at the bus or out of the bus. If items are thrown out of the bus, the student will be charged with littering and handed over to the proper authorities.
13. Touching safety equipment such as emergency exit windows, rear emergency door exits and other items are prohibited.
14. All riders will return required forms filled out and signed by the parent(s) or guardian(s).
15. Most rules applied in the classroom also apply on the school bus.

MISBEHAVING ON THE BUS:

PENALTY AT DISCRETION OF PRINCIPAL DEPENDING ON CIRCUMSTANCES MAY INCLUDE REMOVAL FROM BUS FOR 1 TO 10 DAYS OR PERMANENT REMOVAL FROM THE BUS BY FORMAL HEARING. SERIOUS MISBEHAVIOR ON THE BUS MAY ALSO BE CAUSE FOR PUNISHMENT UP TO AND INCLUDING SUSPENSION OR EXPULSION FROM SCHOOL. RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

BUS INFORMATION - SPECIAL REQUEST FOR BUS TRANSPORTATION

Parents are asked to call the transportation supervisor (563-547-2341) if they would like to have their child ride a bus to a friend's home. In addition, all students need to have a written note, signed by a parent, guardian, or school official, and present it to the bus driver.

BICYCLES

Bicycles may be ridden to school in the fall and spring. It is the parents' responsibility to make sure their children understand and obey the traffic safety rules. Bikes are to be walked on and off the school grounds and parked in or near the bike stands. Riding of bikes during play periods is not permitted.

BREAKFAST PROGRAM

A breakfast program is available for all interested students before the start of each day. Families whose income qualifies them for free or reduced lunches also qualifies them for the breakfast program.

CARE OF SCHOOL PROPERTY

It is the responsibility of all students and staff members to see that the school facilities and instructional materials are cared for properly. Anyone who defaces or deliberately destroys school property will be required to pay for the damage and may be subject to further disciplinary action.

CELL PHONE / ELECTRONIC DEVICES

The use of cell phones and electronic devices will be allowed during the school day for instructional purposes under the supervision of teachers in the classroom. If a parent wishes to have their student use a cell phone to contact them, this needs to be done before or after school hours or with permission from a teacher or coach.

Students found to use electronic devices inappropriately, shall be subject to disciplinary action, and in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to use the devices appropriately. Devices operated inappropriately shall be confiscated until a parent/guardian is contacted.

CHAPTER 103 – CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

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

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

CHILD ABUSE LAW

All school personnel are **MANDATORY REPORTERS** of **ANY** and **ALL** cases of **SUSPECTED** child abuse.

The following people have been selected to respond to any allegations of student abuse by employees. Location of any sex offenders can be found at www.iowasexoffenders.com. If you suspect abuse, do not hesitate to contact one of the following investigators:

Crestwood Junior High

(563) 547-2300

Level One: Amy Drees

Alternate: Chris Rogne

Level Two: Abuse Investigator is Morris Miner, Howard County Sheriff

COMMUNICATIONS TO PARENTS - MONTHLY CALENDAR AND SPECIAL BULLETINS

A monthly calendar of events, lunch menus and newsletters is posted on the web site at <http://www.howard-winn.k12.ia.us>. Announcements for the Jr. high are sent daily on the students’ electronical device. Students are expected to read the announcements and to be responsible for information given. The announcements are also posted on the district web site at <http://www.howard-winn.k12.ia.us>.

CONFERENCES

Parent-Teacher Conferences are held in the fall and winter. A schedule is planned so that you and your child's teacher may have a formal meeting about the progress your child is making. The home and the school look at the child from different perspectives. Teachers need to know what parents are thinking and feeling about their child's school life, just as much as parents need to know what teachers are thinking about their children. Students are sometimes involved in conferences and are encouraged to participate when appropriate. Conferences promote a richer understanding of what the school is trying to do for the child. It is of utmost importance that a parent-teacher partnership be established with the sole aim of helping your child get the best education possible.

COPYING

At no time are students to copy the schoolwork of other students, UNLESS given permission to do so by the classroom teacher. It is not acceptable student behavior to turn in a classmate's schoolwork as if it were his/her own.

CUMULATIVE RECORDS

A cumulative record folder is established for each child. Unless a new student enters from another school, the folder will normally be started in kindergarten. Parents have a right to review their child's cumulative folder in the presence of the principal or the classroom teacher.

DISCIPLINE OF STUDENTS - MAINTENANCE OF ORDERLY CONDUCT

The educational process is enhanced only when there is maintenance of orderly student conduct. Students shall be expected to follow all rules and regulations designed for orderly conduct. All employees shall enforce these rules and regulations.

Pupils will be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline himself/herself.

DISTRICT MULTI-CULTURAL/NON-SEXIST POLICY

It is the policy of the Howard-Winneshiek Community School that there will be no discrimination on the basis of race, national origin, creed, age, sex, marital status or disability in its educational programs, activities or employment policies.

It is also the policy of this district that instructional materials used reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men. Curriculum and teaching strategies will strive to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability.

DRESS CODE FOR JR. HIGH

Students are expected to present a neat appearance, dressing and grooming themselves in good taste for all school functions. Appearance and dress must not be distracting, indecent, or conducive to a disruptive situation. Shoes must be worn, and cleanliness of body, hair, and clothing is expected. Coats, body shirts, unbuttoned shirts, bare midriffs, and articles of clothing with questionable writing or pictures will not be acceptable. Clothing or other apparel promoting products which are illegal for use by minors (alcohol, tobacco, drugs) or clothing displaying obscene material, profanity, or reference to subversion are not appropriate and may not be worn. Students must replace the questionable apparel before being admitted to class. Merely turning the apparel inside out will not be acceptable correction.

DUE PROCESS

Every student has the right to due process based on the constitution of the United States when accused of some violation of school rules of conduct or behavior. Due process is afforded to guarantee that the accused student has a chance to present a defense, to explain the circumstances of the alleged improper actions, or attempt to prove innocence.

EQUAL OPPORTUNITY EMPLOYER (EEOE)

Notice of Nondiscrimination

The Howard-Winneshiek Community School District offers career and technical programs in the following areas of study:

- Agriculture, Food and Natural Resources
- Applied Science, Technology, Engineering and Manufacturing
- Arts, Communication and Information Systems
- Business, Finance, Marketing and Management
- Health Services
- Human Services

It is the policy of the Howard-Winneshiek Community School district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs) sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Ann Smith Equity Coordinator, Howard-Winneshiek Community School District, 1000 Schroder Drive, Cresco, Iowa, 52136 phone (563) 547-2300, extension 347, asmith@howard-winn.k12.ia.us

Equal Employment Opportunity, Board Policy 401.2

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

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

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

FIELD TRIPS

Field trips to places relevant to units of study in our curriculum will be scheduled from time to time throughout the year. The building principal must approve these trips. Teachers may ask a few parents to accompany the class to act as chaperones. Each student must have a permission form completed and signed by his/her parents before participating in these trips. Students will conduct themselves on these trips in the same manner as in the classroom.

FIRE, TORNADO AND LOCKDOWN DRILLS

We are required to have four FIRE drills and four TORNADO drills during the school year. Lockdown drills will be conducted periodically. When the fire signal is given, students are to clear the building by pre-

determined routes. Each building has its own signal system for tornado and lockdown drill procedures. Teachers conduct practice sessions under guidelines developed for their building before building-wide drills are conducted.

GIFTED PROGRAM

The district offers a program for qualified gifted students. This program was approved by the state so that students who are selected to participate must meet state-established criteria. The district has a teacher who teaches qualified gifted students which usually meets once a week. Keystone Area Education Agency also provides assistance and consultant services to classroom teachers who have gifted students in their room. Further information can be found on the District Website.

GIFTS

Students are not expected to bring a gift for a teacher or other school employees. The students may hold inexpensive Christmas gift exchanges.

GOOD CONDUCT RULE FOR JR. HIGH

Participation in school activities is a privilege. Those students who wish to have the privilege of participating must conduct themselves in accordance with board policy regarding student conduct. Students who fail to abide by the Good Conduct Policy will be subject to disciplinary measures. The principal shall keep records of violations of the Good Conduct Policy. Students and parents/guardians should familiarize themselves with this policy prior to the beginning of each school year. All students who wish to participate must also submit a physical examination form prior to participating.

GRADUATION REQUIREMENTS POLICY FOR JR.HIGH:

All students will pass all "core" courses which include mathematics, science, social studies, English, and reading with a grade of "D-" or better in order to move from seventh to eighth grade and from eighth grade to the ninth grade. Our goal is to provide instructional help so that all students meet these requirements. **Any student receiving a midterm report during first quarter will be put on a list to attend an after school study session to help these students succeed.**

GUIDANCE SERVICES:

Guidance services are available for all students. These services include career and vocational information, academic counseling, assistance with personal problems, and any other school related concerns. Students who wish to see the guidance counselor may make an appointment at the guidance office. Parents/guardians may call for appointments with the guidance counselor as well.

GUM CHEWING FOR JR. HIGH

Students will be allowed to chew gum in the building as long as they take the responsibility to clean up the trash it creates. If the students are unable to accept this responsibility gum will be banned. Teachers may restrict gum chewing in their classrooms on an individual basis.

HARASSMENT

Harassment of employees and students will not be tolerated in the Howard-Winneshiek School District. Harassment includes, but is not limited to age, color, creed, national origin, race, religion, marital status, sex,

sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status, and sexual harassment. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, and requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- o submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- o submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- o such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Upon receiving a complaint from a student, the building principal shall direct the student to follow these procedures: (If in the opinion of the building principal the complaint is of such a serious nature, these steps may be eliminated and the principal may proceed directly to an investigation.)

Step 1: Communicate to the harasser that you expect the behavior to stop, either verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, complete a *Harassment Complaint Form* with the assistance of the building principal.

The investigator shall reasonably and promptly begin the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall take such final action as deemed appropriate. Action taken could include a recommendation for discharge or expulsion or disciplinary action within the legal authority of the building administrator.

The investigator will outline the findings of the investigation and the action taken and will report those proceedings to the superintendent.

POINTS TO REMEMBER IN THE INVESTIGATION

- o Evidence uncovered in the investigation is confidential
- o Complaints must be taken seriously and investigated
- o No retaliation will be taken against individuals involved in the investigation process
- o Retaliators will be disciplined up to and including discharge or expulsion

CONFLICTS

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator.

If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

APPEAL

The complainant or the harasser may appeal the decision made by the building administrator to the

superintendent. In the case of an appeal of the superintendent's decision, the complainant or the harasser may appeal to the board of education.

EXPULSION

An expulsion requires a meeting of the Board of Directors after recommendation by the Superintendent, at which time the student and his or her parents will have the opportunity to present evidence on the student's behalf and dispute the Superintendent's recommendation. The student and his or her parents will have the opportunity to obtain legal counsel prior to any such hearing.

HOMELESS

A student is considered homeless when he/she:

- Lacks a fixed, regular, and adequate nighttime residence or
- Shares housing (due to loss or hardship) or
- Lives in hotels, motels, campgrounds, emergency or transitional shelters, abandoned in hospitals, or waiting foster care.

If a student is considered homeless, the student has the right to attend classes and participate fully in school activities. The student is also eligible to receive other necessary services.

If a student fits this description or has questions regarding this program, please see the guidance or principal's office for more information and assistance.

HOMEWORK

An effort is made to allow time for our students to do most of their work at school. Some students who work more slowly or who find it difficult to accomplish much during study time will find it necessary to bring work home to finish assignments.

Teachers, from time to time, may assign homework in the form of practice sheets, project work, or extra credit.

HOMEWORK REQUESTS FOR JR. HIGH

Parents/guardians may request assignments from teachers for the days missed. Requests should be made by 8:30 a.m. on the day that the assignments are to be picked up so that teachers will have time to prepare the work. Materials will be available in the office by 3:30 p.m.

IMMUNIZATION LAW - CODE OF IOWA

This law requires that all children of school age have certain required immunizations in order to be allowed admittance into school. To be permitted attendance in school, one of four possible certificates must be presented to school officials: 1) Medical Exemption Certificate, 2) Religious Exemption Certificate, 3) Provisional Certificate, or 4) Validated Certificate (all immunizations up-to-date).

INSUBORDINATION

Students who refuse to do what they are told or asked to do (rebellion) by school personnel are classified as insubordinate. This sort of behavior is NOT ACCEPTABLE and is subject to disciplinary action.

INSURANCE

School insurance is available to purchase from a private carrier/carriers. The school may provide brochures for persons who are interested in purchasing coverage. Dental insurance is an additional coverage, which may be purchased.

LASER PENS/POINTERS

Laser pens/pointers are not allowed on school grounds or at school sponsored events.

LOCKERS FOR JR. HIGH

Hall lockers are assigned to each student. These locker assignments may not be changed unless approved by the principal or the guidance counselor. Lockers are to be kept clean and orderly and students are asked not to place any stickers either inside or outside the lockers. If you wish to place a lock on your hallway locker, you must turn in a key or the combination to the office. These hallway lockers are a part of the building, and, as such, are subject to search any time there is reason to believe that something of an illegal nature may be located there. If the student is available, he/she may be asked to be present along with a third party of legal age. If the student is not available or refuses to open the locker, a school official and another person of legal age may conduct the search and record the contents. It is not permissible for any student to be in any locker other than his/her own at any time. Students are asked to avoid leaving money or valuables in an unlocked locker.

LOST AND FOUND

We seem to have a growing problem of students losing everything from pencils to large articles of clothing. The number of lost articles might be greatly reduced if all articles of clothing were adequately marked at home. If items are lost, students should immediately check in the **LOST AND FOUND** area or check with his/her teacher, building secretary, or custodian.

LUNCH PROGRAM - HOT AND COLD

Our district participates in the National School Lunch Program, which means that in order to receive surplus foods and reimbursement on student meals, the requirements for Type A lunches must be met. Type A is a complete meal, hot or cold, providing 1/3 to 1/2 of one day's nutritive requirements.

We encourage everyone to participate in our lunch program. However, students may bring their own lunches and purchase milk if they wish. Sodas or carbonated beverages should not be sent to school. The lunch period should be a learning experience with teachers and cooks emphasizing the value of a balanced diet.

Parents may deposit **any amount** of money in their child's account. If you have email you will be informed when your child's balance is zero. If you **do not** have email, your child will bring a slip home from school when the balance is zero. Alternative lunch offerings may be implemented if negative balance is not remedied. Notes will be sent home once balance falls below an appropriate amount.

All students eat in the student center whether eating the school's hot lunch or a lunch brought from home. Lunch tickets can be purchased by placing money in the lunch money box located on the secretary's desk. Lost tickets are replaceable at a cost of \$2.00. Students without tickets will be moved to the end of the lunch line. Students may not "borrow" punches from another student's ticket.

Families whose income qualifies them for free or reduced lunches may make application to the Superintendent's Office.

MEDICATION POLICY

There is, occasionally, a need for a child to take medication while at school. If your child needs to take medication at school, please send your written permission each day including the name of the child, the name of the medication, the time, and the amount of medication to be administered.

Teachers **cannot** administer medication to students unless requested in **writing** by the parent or guardian. This includes over-the-counter medication (such as aspirin, cough drops, cold remedies, etc.) as well as

prescription drugs.

A form is available to be completed by parents whose child needs to take prescribed medicine every day. The medication should be sent to school in a container filled and labeled by the pharmacy. The container will be kept at school in a safe area designated for such purposes.

MEMORIALS

Classrooms may provide flowers or a memorial in case of death in the immediate family of a pupil or the teacher.

MONEY AND OTHER VALUABLES

There is no reason for elementary students to bring large sums of money or other valuables to school as theft or loss may occur. If a student is found to have in his/her possession a large sum of money or other valuables, parents will be contacted to come to school to pick up the money or valuables.

NURSE

We have a nurse serving our building. If you feel the need for nursing services, please contact the building secretary for assistance in making the arrangements.

OPEN HOUSE

An open house is often held early in the school year. This is an opportunity for parents to meet their child's teacher and for students to share their classroom and school. All parents are encouraged to attend.

PARENTS EATING LUNCH AT SCHOOL

Parents may wish to eat lunch a couple times during the year. Please contact the building secretary or classroom teacher in advance.

PEANUT ALLERGIES

The Cresco K-8 building is PEANUT FREE due to serious allergies in multiple students. Please do not bring any products to school containing peanut butter or peanuts. (NOTE: there is a new product that is made with sunflower seeds instead of peanuts and is nut free. This is an acceptable alternative, but please send a note to your child's teacher letting them know you are using this substitute so they don't confuse the two.)

Other elementary buildings may be peanut free depending on whether there are students with peanut allergies attending those schools. Parents will be notified should those buildings be peanut free in any given school year.

PETS

Permission must be obtained from the teacher before pets are brought to school.

PORNOGRAPHIC MATERIALS

The bringing of pornographic materials to school is considered a serious matter. These materials will be confiscated and parents will be notified.

RELEASING OF STUDENTS FROM SCHOOL

Students cannot be released from school by the noon hour playground supervisor or teacher to anyone except a parent or legal guardian without written permission.

If a child is to leave school in a way other than which he/she is accustomed to, he/she must have written permission. Going home with another student or staying in town are examples of children leaving school other than in the accustomed manner.

REPORTING TO PARENTS

A progress report is sent home at the end of each quarter. The conventional letter grade system is used in seventh and eighth grade on progress reports. Parents may wish to discuss their child's report card to develop a better understanding of the reporting system at Parent-Teacher Conferences.

All students in 7-8th grade will receive quarterly physical education grades and trimester grades for art, tech and music for 7th graders and art, tech, and ag for 8th graders. 7th and 8th grade students who participate in instrumental music receive progress reports at the end of each quarter.

SCHEDULES

Daily Regular Schedule

8:10 - 8:54	Period 1
8:58 - 9:42	Period 2
9:46 - 10:30	Period 3
10:34 - 11:18	Period 4
11:22 - 11:38	Homebase
11:42 - 12:56	Period 5
“A” Lunch	11:42 - 12:06
“B” Lunch	12:07 - 12:31
“C” Lunch	12:32 - 12:56
1:00 - 1:44	Period 6
1:48 - 2:32	Period 7
2:36 - 3:20	Period 8

1-Hour Early Dismissal

8:10 - 8:49	Period 1
8:53 - 9:32	Period 2
9:36 - 10:15	Period 3
10:19 - 10:58	Period 4
11:02 - 12:11	Period 5
“A” Lunch	11:02 - 12:26
“B” Lunch	11:26 - 11:50
“C” Lunch	11:50 - 12:14
12:18 - 12:56	Period 6
1:00 - 1:38	Period 7
1:42 - 2:20	Period 8

2-Hour Late Start

10:10 - 10:40	Period 1
10:44 - 11:14	Period 2
11:18 - 11:48	Period 3

11:52	-	1:04	Period 5
		"A" Lunch	11:52 - 12:16
		"B" Lunch	12:16 - 12:40
		"C" Lunch	12:40 - 1:04
1:08	-	1:38	Period 4
1:42	-	2:12	Period 6
2:16	-	2:46	Period 7
2:50	-	3:20	Period 8

SCHOOL CLOSING

If weather conditions are such that school will be closed, starting late, or dismissing early, the announcements will be heard on the following radio/television stations: KCZQ Cresco - 102.3 FM; KOEL Oelwein - 950 AM, 92.3 FM; KROC Rochester - 106.9 FM; KDEC Decorah - 1240 AM, 100.5 FM; KVIK Decorah - 104.7 FM; KIMT TV Mason City - Channel 3; KWWL TV Waterloo - Channel 7; KTTC TV Rochester - Channel 10; KAAL TV Austin - Channel 6

School closings will be posted on the school website, <http://www.howard-winn.k12.ia.us>. It is also possible to sign-up for weather alerts through local media stations on cellular telephones.

SECTION 504

Under Section 504 of the Rehabilitation Act of 1973, Howard-Winn CSD has a duty to find and evaluate students who are suspected of having a disability, which is a physical or mental impairment that substantially limits a major life activity. If a child is suspected of having a disability, he/she may be eligible for a 504 plan. Please contact **Ann Smith, 504 Coordinator, at 563-547-2764.**

SPECIAL PROGRAMS

Special Education

This describes the education of students who have intellectual, physical, behavioral or emotional disabilities. Special education involves specially designed instruction tailored to the unique needs of each child. The federal law Individuals with Disabilities Education Act (IDEA) ensures services to children with disabilities.

Testing and evaluation data are used to determine whether a child is eligible for the above mentioned program.

SOCIAL ACTIVITIES

The Crestwood Junior High Student Council will host a number of social activities during the school year. The dress code for school social activities is the same as for a regular school day. When a student arrives at the activity, he/she must remain in the building at all times. Any student who leaves the building will not be allowed to return. These activities are open to Crestwood Junior High students only.

STEALING

At **no time** is it acceptable behavior for an elementary student to take and/or keep the property of others without their knowledge/permission. Stealing is a violation of school rules and the law. Students caught stealing will be subject to disciplinary action.

STUDENT RECORD POLICY

Parents of the school district have the right to review student records the schools maintain. Records are maintained in each principal's office of the school your child attends. Any parent wishing to inspect a record shall request permission from the guardian of records (principal) and an effort will be made to comply as soon as possible.

STUDY SESSIONS

These sessions have been designed to teach study skills and help assist the students with the necessary make-up work. The sole purpose of these study sessions is to help the student get caught up and earn passing grades in all of their subject areas. We expect students to attend these study sessions unless we receive notice by phone call or note. **This is not a detention**, but a way to help these students succeed.

Students will be assigned to study session for consistently not turning in work, for failure to maintain a passing grade, and because they have multiple mid-term reports

OUT OF SCHOOL SUSPENSION/EXPULSION

An "out-of-school suspension" or expulsion may be imposed upon students for behavior that substantially affects the efficient operation of the District. "Out-of-school suspension" means that a student is not allowed to attend school or participate in school activities during the suspension period.

Such behavior includes but is not limited to weapons possession, assault, possession of tobacco, alcohol or non-prescription drugs, harassment and bullying. Other behaviors detrimental to the smooth and efficient operation of the District are also included on a case-by-case basis. An "out-of-school suspension" of up to ten days may be imposed.

An "out-of-school suspension" may not be for a period of more than ten days without an opportunity to be heard by the Board of Directors, and, if a special education student is involved in a suspension of more than ten days, multiple suspensions totaling more than ten days, or an expulsion, requires a manifestation determination to decide whether the reason for the suspension is related to the individual student's disability and if so, to adjust the student's individualized educational plan accordingly.

An expulsion requires a meeting of the Board of Directors after recommendation by the Superintendent, at which time the student and his or her parents will have the opportunity to present evidence on the student's behalf and dispute the Superintendent's recommendation. The student and his or her parents will have the opportunity to obtain legal counsel prior to any such hearing.

SWEARING/INAPPROPRIATE LANGUAGE

SWEARING and/or **INAPPROPRIATE** language **WILL NOT** be tolerated in the school setting at anytime. Students are expected to follow standards conducive to a learning situation at all times. If a student uses this type of language he/she will be confronted and be informed that the **UNACCEPTABLE LANGUAGE MUST CEASE**. If the student continues to use **INAPPROPRIATE** language, a conference may be held with the parents.

TOBACCO, ALCOHOL, and DRUGS

The use or possession of tobacco (including e-cigarettes), (smoking or chewing) and the use or possession or being under the influence of alcohol, other controlled substances or "look alike" substances that appear to be tobacco, alcohol, or controlled substances by all students on school property or at any school-related function is strictly forbidden. Violation of this rule will result in disciplinary action that may ultimately lead to expulsion. Such violations may also be reported to law enforcement authorities.

Students possessing any of the previously mentioned items will have them confiscated, parents will be informed, and appropriate disciplinary action will be taken.

TELEPHONE CALLS-INCOMING AND OUTGOING

Teachers and students will not be called from class unless emergencies arise. Students must obtain permission from their teacher before using the telephone.

The telephone should be used by students only for letting parents know they are staying after school or whatever their teacher thinks is important.

The best time to contact teachers is immediately before and after school.

Morning - 8:00-8:15

Afternoon - 3:15-4:00

Crestwood Junior High

563-547-2300

TESTING PROGRAM

A complete district-wide testing program is administered. This includes the Iowa Assessments given in grades 3-8 and the MAPS Test given in grades 1-8.

VISITORS

We **do** encourage parents to visit at any time.

The Howard-Winneshiek Schools want parents / guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the office to sign in. A visitor, at the discretion of the principal, may be required to present a photo ID. If you choose to visit your child during class time, the following procedures apply:

- The teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- This policy does not apply to those who, by law, are permitted to visit with children.
- Parents must sign in through the office. No person, other than the student's parent/guardian will be allowed to see the student without the parent / guardian's written permission or the parent / guardian being present.
- Classroom visits or observations are limited to 45 minutes per visit.
- Classroom visits or observations will be permitted as long as their duration and / or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
- Younger brothers or sisters are not allowed to visit school unless accompanied by their parents. Children who visit alone with one of our students must be similar in age to the student they are visiting.
- If you plan on eating lunch with your child please notify the office at least 24 hours in advance to allow the cooks to plan food amounts accordingly.
- Remember the first two and the last two weeks are not the best times to visit classes.

VOLUNTEERS

Parents are welcome to volunteer at school. There are many tasks, which volunteers can help with. Some parents choose to volunteer to do tasks at home while others come to school to volunteer. If you would like to share your time and talent with us please talk to your child's teacher about volunteering or call the school office. We welcome your help. In school volunteers must complete a criminal background check. This can be completed through the district office. This may take a minimum of 2 weeks to process. Volunteers must reapply every three years.

WEAPONS - DANGEROUS

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, metal pipes, chains, numchucks, throwing stars, metal knuckles, blackjacks, lighters, fireworks, explosives or other chemical or simulated weapons.

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action, which could include but not be limited to suspension or expulsion from school.