

# WELCOME TO AR-WE-VA!

## School Phone Numbers

712-663-4311 or 712-663-4312

Fax - 663-4340

web site: ar-we-va.k12.ia.us

## SCHOOL CLOSING

On days when there is doubt as to whether school will be in session, please listen to radio stations

KCIM (1380 am) & KIKD (106.7fm) in Carroll, or KDSN (1530 am and 107.1 fm) in

Denison as all school closings will be announced on these stations.

School Alerts is also an available resource - please visit the Ar-We-Va website to sign up.

**Please do not call the school.**

## Ar-We-Va Middle School / High School Staff for 2018-2019

### **Administration**

Jeff Kruse	Superintendent
Chris Petersen	Middle School / High School Principal

### **Secretary**

Barb Niehaus	MS/HS Secretary
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### **Faculty**

Rebecca Dose	MS/HS Band and Chorus
Courtney Eischeid	Para-Educator
Kenzie Fitch	Para-Educator
Amber Hoffman	PE and Health Education / MS FCS
Lisa Kirsch	MS / HS Math and Personal Finance
Dan Kock	At-Risk and Computer Tech/ WebPage
Craig Ragaller	MS/HS Resource Room and Government
Kerry Schoessler	MS/HS Social Studies & MS Science & History
Darin Schurke	Art/ Digital Media
Sarah Smith	MS/ HS English and Literature
Kathleen Snyder	ESL - TAG - Assessment -Instructional Coach
Rachel Merkel	MS/HS Guidance Counselor
Candi Miller	Cheer Sponsor
Patrick Williams	School Nurse

### **Custodians**

Jean Hausman / Sandy Krajicek

### **EDUCATIONAL PHILOSOPHY OF AR-WE-VA CSD**

-The Ar-We-Va Community School District is dedicated to promoting equal opportunity for a quality public education to enrolled students and toward being responsive to the educational needs, values, and aspirations of its citizens. The board believes that the school has an important role in helping to improve the quality of living in the community. Students of this community have the privilege of participating in formal education utilizing the students' present understandings to help them to grow in the present and prepare for a lifetime in our rapidly changing society.

- The board believes that each individual should be accepted into the educational program as that individual is, that

each individual should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustments to life. The dignity, the worth, and the uniqueness of each individual and that individual's heritage will be preserved.

- The Ar-We-Va Schools exist to develop and improve the academic instruction, curriculum and facilities so that every individual student will be provided with the opportunity to perceive and develop their potential for the benefit of self and society. A variety of educational experiences will be provided for the individual student in order to develop a positive self-concept and to come more fully aware of the needs of a complex society. These experiences will encourage the development of students' abilities and identify their interests and goals in life. Each student will develop the ability to read with understanding, write with clarity, communicate with verbal effectiveness and to think and solve problems. An environment will be created within which students will be encouraged to be honest, responsible, and productive citizens in our democratic society.

## **DEFINITIONS**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district building. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off of school grounds.

**LUNCH RELEASE - During lunch, AWV students will have a *CLOSED CAMPUS*. Grades 6-8 and 9-12 students are required to remain in the lunchroom or in front of the school; or in the gym (supervised) but on school property.**

## **SELF-TRANSPORT WAIVER**

Self-transport waiver will need to be completed, signed (student and parent/guardian) and turned into the office for a High School student with a permanent and valid driver license to drive personal vehicle directly to the Carroll High School campus for shared HS classes.

No passengers are allowed. The exception is to transport a sibling who is attending high school classes at Carroll Public.

The AWV administration and Board of Education strongly recommends that all High School students take advantage of district transportation leaving AWV High School and heading to Carroll CSD, and leaving Carroll CSD and returning to AWV High School on a daily basis.

AWV students taking classes off-site in Carroll (DMACC/ Vo Ag. Tech Site, etc.) will be allowed to drive to Carroll and directly to off-campus sites. However; the self-transport waiver is required.

Students who abuse (tardies, absences, license/legal issues, academic standing, etc.) self-transport "waiver" may be denied this transportation option by school administration.

## **TARDINESS**

\* If you arrive late to school, report to the office for a late pass and a possible detention to be determined by the administration.

\* If you arrive late to class three times, your teacher will assign a detention.

\* If you have been detained in the office, or by a teacher, ask for a pass from the person who detained you before going to your next class.

\*\*Repeated tardiness will result in penalties and may require a parent/pupil/principal conference.

## **BUS CONDUCT**

Inappropriate behavior on the bus at any time will be reported by the driver to the principal who will determine necessary corrective action. Student bus riding privileges can be suspended requiring the student to provide his or her own means of transportation.

For activity trips, all students **must** ride in provided school vehicles to and from the event unless previously approved by the principal by written parental note, or if a parent/guardian is present and informs the coach or sponsor in writing that their son/daughter will not be riding the bus.

NOTICE. . . . **Students are subject to video surveillance while on Ar-We-Va School buses**

### **PARKED CARS**

When students drive a car to school, it is not to be moved until they leave after school or with written permission from a parent for a student leaving early. **NO ONE** is to move a vehicle or be in a vehicle at lunchtime without the approval of the principal in advance. **Juniors and Seniors are to park in the back and load the bus on the NORTH side of the school for Carroll classes.**

### **LEAVING THE SCHOOL GROUNDS**

If a student must leave the school grounds for any reason during the school day, a written note and/or phone call from the student's parent will be required. Students are asked to report to the office to obtain a dismissal slip for dismissal from class. The student is then asked to report to the secretary/principal and then sign out of school at the high school office. If a student returns to school for any reason during the school day, he/she **must sign in at the principal's office and pick up an admit slip from the secretary to get into class.** Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents or guardians giving permission for someone other than parent/guardian to pick them up. Students leaving school grounds for lunch are to be back in time for class. Students can not be behind the building or in a vehicle during lunch time.

### **COLLEGE VISITS**

**College visits for Juniors and Seniors must be PRE-APPROVED by the principal or guidance counselor.**

Juniors are allowed one college visit per year and seniors are allowed two per year. These absences will apply toward your attendance record. Students must have a written signed note from a parent prior to this absence.

### **STUDENT ATTENDANCE**

Students are expected to be in class and to make attendance a **top priority. Students participating in school activities must be in school by 11:00 am on the day of the event in order to participate in a school activity.**

That includes practice as well as competition. In some extraordinary circumstances, this rule may be waived by the principal. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

\*Students are responsible for arranging to make up any school work they miss. If the student is aware that they are going to be absent prior to an absence - please stop at the office and pick up a Student Attendance Form to get your assignments done ahead of time. It will be up to the individual teacher to determine the deadline for make-up school work.

**Students must notify the office prior to a planned absence.** At that time the student will be required to complete a student assignment sheet. **If advance notification is not possible, parents should notify the office (663-4312) on the day of the absence prior to 8:00 am.** The student must bring a note signed by the student's parents to the office explaining the reason for the absence before a student is readmitted after an absence. The administration determines whether an absence is excused or unexcused. **Things that can be done outside of school hours are generally considered unexcused.** Excused absences include, but are not limited to. . . illness, family emergency, recognized religious observances. Unexcused absences include, but are not limited to. . . tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, senior pictures, hair / nail / tanning appointments, drivers license renewal, and employment. Unexcused absences will result in no class credit for the unexcused period of time and a DETENTION or IN SCHOOL SUSPENSION WILL BE ISSUED.

**ALL NON-SCHOOL RELATED ABSENCES COUNT TOWARD THE  
ALLOWABLE 10 DAYS FOR EACH SEMESTER.**

### **TEACHER AUTHORITY**

Students are under the authority of any teacher of the Ar-We-Va School District at any time they are on any public school ground or at any school function not on school grounds. All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

## **TEN DAY ABSENCE / ATTENDANCE POLICY PER SEMESTER**

Notice of excessive absenteeism - A Seven Day Attendance Report will be prepared for any student who has been absent from any class at least seven times during the semester. Students / parents will be notified.

Notification of **NO CREDIT STATUS** - A Ten Day Attendance Report will be prepared when a student has been absent from any class ten times during a semester. The student will be placed on a **NO CREDIT STATUS** in said class for the remainder of the semester. A letter will be sent to the parent regarding this situation.

The student will remain in the class and will be given notice by the principal. If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the absenteeism limit, the student may file an appeal for return of credit. The appeal process is done at the end of the semester. If all the conditions for appeal have been met, the appeal will be considered by the principal and previously appointed staff members.

## **CONDITIONS OF CONSIDERATION FOR CREDIT APPEAL**

1. The appeal form has been completed and returned to the office by the due date specified on the form.
2. Attendance after loss of credit has been satisfactory.
3. The student has supplied reasons for all absences indicating they were the result of justifiable or extraordinary circumstances.
4. Appropriate doctor statements, if applicable, have been filed with the office.
5. All class work has been satisfactorily completed.
6. Class objectives have been accomplished.

Once the **NO CREDIT STATUS** goes into effect, students will receive no credit for those courses affected.

## **STUDENT APPEAL FOR CREDIT REINSTATEMENT PROCEDURE**

1. The Principal will give notice to all students who have exceeded the absenteeism limit in a class.
2. The office will have available for students the Student Appeal for Credit Form. The office will fill in the number of absences and the due date at the time the form is given to the student.

**NOTE** - An appeal deadline within the the last two weeks of each semester is established.

3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.
4. The student will return the form to the office prior to or on the due date.
5. When the appeal form has been appropriately completed, the principal and previously appointed staff members will review it, make a decision, and notify the student of the decision.

### **ADDITIONAL GUIDELINES**

Absences which are due solely to hospitalization or long term illness will not be counted in the Ten Day Policy if parents immediately provide the school with a written doctor's excuse which lists the specific dates in question.

Class absence as a result of approved school activities, will not count within the policy. Unless otherwise indicated, students who miss classes due to requests from administrators and counselors fall within the approved school activities category.

Students denied course credit upon excessive absences may utilize the due process procedures available at Ar-We-Va High School. Students who desire to appeal the principal and previously appointed staff member's decision must notify the superintendent within five days of notification of the decision.

## **DETENTION NOTICE**

A detention notice may be assigned by the teacher or administration for unexcused tardies (ex: oversleeping. . .) misbehavior, lack of homework, or other justifiable reasons. Students have two days from the date the detention is issued to complete the detention so that transportation can be arranged. Detention time of 30 minutes will be served before or after school. If the detention time is not completed within two days, the detention will be referred to the principal. A copy of detention notices issued by the principal will be sent home.

## **COUNSELING SERVICES**

Students needing guidance counselor services, regarding academic, personal, career, and vocational guidance are asked to please visit with Ms. Merkel, or come to high school office for general information.

## **VISITORS**

All visitors must obtain a visitors pass from the school office. Ar-We-Va does not condone the visit of outside students during the school day, unless pre-approved by the principal.

## **LOCKERS**

Each student will be assigned a hall locker. These lockers are for the use of the student during the school year but remain, at all times, the property of the school. Students are expected to use their own locker and keep it neat. Only school issued locks will be allowed. Other locks will be cut off. School administrators and/or designated

representatives possess the authority to conduct a reasonable search of student lockers periodically. Drinks will not be allowed in lockers or locker rooms.

### **STUDENT DRESS CODE**

All students attending school are expected to be dressed in an appropriate manner. The school environment is such that hats, caps, coats, or sunglasses need not be worn, nor is the advertising of alcohol, drugs, tobacco, or sexual behavior acceptable. No clothing shall have profane wording. Students may not be allowed to take bookbags or water bottles to the classroom. Coats and bookbags should be hung up or put in your locker. Stomachs and midriffs are required to be covered and short shorts, spaghetti strap and low cut shirts, and tank tops will not be allowed. **Shorts and skirts must be long enough to insure that undergarments are not visible at any time; travel up and down the stairs should be taken into consideration when choosing these garments. Discretion should be used in reference to the length of shorts and skirts to ensure that undergarments do not show at any time. Shirts should not be low cut or cut / tore so that there is a large opening present. Administration discretion will be used on all clothing deemed inappropriate.**

Pants should be worn at **hip level** with a belt if necessary. No undergarments should show. Face paint and/or excessive face make-up, head ornaments, sunglasses, chains, spike jewelry, and hats will not be allowed unless it is for a certain celebration for all students that is announced by the office prior to the day (example: Spirit Day) or at the discretion of the administration. Failure to abide by these regulations may result in suspension.

### **THEFT**

A student who takes any school property or property of another is punishable as follows:

1st Offense: Up to a five day suspension. Parent will be notified. Legal action may be taken.

2nd Offense: Student referred to the superintendent and/or the board of education.

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

### **ADMINISTRATION OF MEDICATION**

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission from the parents and principal. The school must know the medications a student is taking in the event that the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Students will be responsible for coming to the office on time for administration of medication. Many times students will bring a bottle of Tylenol / Aleve or similar product to the office for the year. Their name is put on the container and when they need this medicine, they come to the office.

**ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER.**

### **STUDENT ILLNESS or INJURY AT SCHOOL**

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

**\*IF A STUDENT IS NOT FEELING WELL** - students are asked to come to the office to either call home or have the secretary assist you with this. Please do not call / text parent to come get you without notifying the office.

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

### **SEARCH AND 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. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and

stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

### **INTERROGATION BY AN OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

### **DRUGS AND ALCOHOL**

A student on school property observed by test or odor to have consumed alcohol, beer, controlled substances, or "look alike substances", or exchange or possess any of these is subject to the following corrective action:

1st Offense: Up to a ten day suspension from school. Parent will be notified.

2nd Offense: Student referred to the superintendent and/or board.

Any drug related offenses will be reported to the police and any penalty assigned under the law will be doubled because of the offense occurring on a public school property.

### **TOBACCO**

A student in possession of tobacco (any type) on school property or at a school sponsored activity is subject to the following corrective action. . .

1st Offense: Up to three day suspension. Parent notified.

2nd Offense: Up to five day suspension. Parent notified and student suspended until a conference is held with the student, parent, and an administrator. Any tobacco violation may be reported to legal authorities under the new Iowa law.

### **INAPPROPRIATE BEHAVIORS**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### **INSUBORDINATION - INSOLENNCE - DISRESPECT**

Any student who refuses to obey a school rule, regulation, or order from a school official, or is arrogant to an official in speech or conduct, is subject to the following corrective action. . . .

1st Offense: Up to a one day suspension. Parent will be notified.

2nd Offense: Up to a three day suspension. Conference with parent, student, and principal.

Any form of physical or threatening act toward a staff member will not be tolerated. The student will immediately be sent home and a parental conference demanded before the administration will discuss disciplinary action with the parent and student.

### **FIGHTING**

A student involved in an altercation where hitting, pushing, kicking, etc. is exchanged by two or more students on school property, transportation vehicles, or at any school activity is subject to the following corrective action:

1st Offense: Up to three day suspension. Parent notified.

Repeated offenders will be referred to the superintendent and/or school board.

### **VANDALISM**

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid for with your own family's money. It is also money that could have been spent on something else to better our school. It is not enough that you should refrain from doing anything to increase this cost to parents, neighbors, and yourself, but you must help protect the schools by discouraging or reporting such activity by others. We have a very good custodial staff- let's all pitch in to make our building something we are proud to be

in. Any student found to have damaged school property will make restitution and suffer additional disciplinary action.

### **SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Counselor Rachel Merkel as its Level I investigator and Crawford County Sheriff is Level 2.

### **STUDENT TELEPHONE USE**

Students may use the school office phone for emergency calls after first obtaining permission from the secretary or principal. Students receiving telephone calls will have a message forwarded to the student. **Only in an emergency will the student be called to the phone.**

### **ELECTRONIC DEVICES**

Students will not be allowed to use electronic devices in the school from 8:00 am until school is dismissed at 3:31 unless approved by the classroom teacher for education purposes. (ipods, mp3 players, etc...). If the electronic device is used during school hours outside passing period, study halls, lunch, or without permission during class time, they will be confiscated and held in the principal's office:

1st violation - the item will be returned to the student at the end of the day - student will serve a 30 minute detention

2nd violation - the item will be returned to the student's parent after the student has served a 60 minute detention

3rd violation - student will be required to turn their phone in to the office on a daily basis and will be issued a detention if he or she fails to comply

**Any electronic photo taking device is strictly prohibited at any time in locker rooms and restrooms. If a student violates this rule, in-school and/or out of school suspension is possible along with the possibility of contacting law enforcement. Administrative discretion will be used.**

### **TEXTBOOKS**

Textbooks are loaned to the students for school use. Students are responsible for these books and will be required to reimburse the school for excessive wear, damage or loss. Books are not to be left on the shelves in the hall. Books left after school will be taken to the principal's office where you can pick them up.

### **EMERGENCY DRILL**

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year.

### **POP & FOOD**

Teachers are asked to obtain prior approval from the administration before allowing food and/or pop in a classroom. Food or drink will **not** be allowed in a classroom without prior administrative approval. Beverages are not to be brought to the lunchroom/locker rooms/second or third floor lockers /gym or hallways.

### **INSURANCE**

Students participating in instrumental or extracurricular athletics must have health and accident insurance.

Students must bring written proof of such insurance or participate in the insurance program offered by the school district. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company. **NOT** between the student and the school district.

### **ACADEMIC ELIGIBILITY**

To be eligible for an activity, students participating must:

- Be enrolled full-time in school
- Follow IHSA and IGHSAA minimum academic standards and eligibility standards Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.
- Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team, towards the goals and objectives on the student's IEP or accommodation plan.

### **HIGH SCHOOL/MIDDLE SCHOOL ACTIVITY ELIGIBILITY**

In addition to the above requirements, all students involved in any extracurricular activities at Ar-We-Va will be subject to the following academic policy in addition to that listed above by the Iowa High School Unions:

**3 Week Grade Reports:**

-All teachers will be required to submit grades to the office every three weeks at dates determined by administration. At the culmination of three weeks, all students will be subject to the following point system:

- Grade of an F: 2 points
- Any grade of a D: 1 point

**Eligibility:**

- A student will be declared ineligible immediately for a period of 3 weeks if their total point total meets or exceeds 4.
- The student will serve an ineligibility period of three weeks before being deemed eligible to participate once again.
- After three weeks, the student will be subject once again to a three-week grade report to ensure he or she is no longer at or above 4 points.

**Grace Period:**

- If a student is at or above 4 points, they will be deemed ineligible immediately for a minimum of one week.
- The student will have a 1-week grace period to correct or elevate their grade/s to an acceptable grade that brings their total under 4 points.
- If the student successfully brings their point total to fewer than 4 in the one-week grace period time frame, they will be eligible to participate after that one week.

**ADDITIONAL MIDDLE SCHOOL ACTIVITY ELIGIBILITY**

Eligibility for participation in co-curricular activities in Ar-We-Va Middle School, sports and dance team, is a privilege and is dependent on academic effort and citizenship.

Students not working up to their potential as determined by the Middle School staff and administration will be placed on a one-week probation, with the student and coaches being notified. If performance does not improve by the following weekly academic report, they will be ineligible for participation in practices and games until a satisfactory weekly academic report is issued.

**ENROLLMENT REQUIREMENTS**

Students in grades 9 - 12 are required to be enrolled in 8 courses, that meet daily, per semester.

**EARLY GRADUATION**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the principal for early graduation. Students must apply two months prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

**AR-WE-VA GOOD CONDUCT POLICY**

The Board of Directors of the Ar-We-Va Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate.

Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The activities director shall keep records of violations of the Good Conduct Rule.

A student whose conduct, which is outlined in this policy, is such as to make him/her unworthy to represent the ideals, principles, and standards of his/her school may be ruled ineligible to participate in extracurricular athletics, activities, contests, and performances. The determination of ineligibility and the period of ineligibility are the responsibility of the appropriately delegated administrator(s). The delegated administrator(s) have been and are given some reasonable discretion and latitude in determining the punishment for the violation of this policy, considering the circumstances of the particular violation, the past record of violation(s) by the student, and the honesty of the student in reporting the facts of the violation.

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

Athletics, instrumental and vocal music, drama productions, speech contests, all co-curricular clubs (ex:.



newspaper, yearbook, spirit club), Dance Team, cheerleading and any other activity where the student represents the district outside the classroom. All honorary and elected offices (ex: Homecoming Royalty, Prom King/Queen, class officers, and student government), will also be subject to Good Conduct Policy regulations.

### **Good Conduct Rule**

Once accused of breaking the good conduct rule, the student shall be confronted in a hearing with the allegation, the basis of the allegation, and given an opportunity to tell the student's side. After the hearing, any student who is found to have violated the district's Good Conduct Rule will be deemed ineligible for a period of time. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath)
- being in a car or in attendance at a function or party where alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity in which to do so
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others.

NOTE: This could include group conduct!

### **Transfer Students**

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is a general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

### **Penalties**

Any student who has been charged by law enforcement, seen by school employee, has admitted to violating, or has been found guilty of a violation of the Good Conduct Rule by school administration during the school year or summer, is subject to a loss of eligibility as follows:

**\*First Violation Within the Student's Sixth Grade thru Twelfth Grade Career**

- Six weeks with a minimum of 6 events / performances

**1/3 of penalty will be deleted if student self reports to building principal within 24 hours of violation**

**\*Second Violation Within the Student's Sixth Grade thru Twelfth Grade Career**

- Twelve weeks with a minimum of 12 events / performances

**\*Third Violation Within the Student's Sixth Grade thru Twelfth Grade Career**

- One Calendar Year

Students who are elected or receive honorary offices will have their membership or office revoked for one calendar year from the time of the violation of the Good Conduct Policy. Students who violate the Good Conduct Policy will not be eligible to receive an honorary or elected office until the following school year. Students who are removed will have to reapply for the office or membership. The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform / participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity, subject to the 12 month limitation above.

### **Academic Consequences**

Unless the student violated the Good Conduct Rule while on school grounds or at school activity or event off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

### **Investigation and Appeals**

1. Suspension Hearing (**Building Principal**) The student and/or his/her parent(s) or guardian(s) shall be advised that there will be an investigation of a possible violation of the Good Conduct Policy by the student. The student

and/or his/her parent(s) or guardian(s) shall be invited to attend a conference with the building Principal to advise the student of his/her alleged violation of the Good Conduct Policy, the apparent facts then available which support a finding of violation and to allow the student an opportunity to respond to the allegations. The building Principal shall investigate all reports from any persons concerning rule violations or improper conduct on the part of any participating student. The building Principal shall then make a finding of whether or not acts or conduct of such student violated any school rule or policy, and if so, the student shall be suspended and informed of the length of suspension and the procedure for appeal within 2 school days. An aggrieved student may file a written appeal with the building Principal within 2 school days, however during the appeal process the student will not be allowed to participate.

2. Superintendent At the request of any aggrieved student, the Superintendent will review the suspension within 3 school days for the purposes of reviewing the suspension and based on all available evidence the Superintendent may remove the suspension, increase or decrease the period of suspension, or affirm the suspension of the building Principal. The decision of the Superintendent will be released to the student within 3 school days.

3. An aggrieved student may appeal the decision of the Superintendent to the student's respective Board of Education. The aggrieved student must make a written appeal and submit such document to the Board Secretary within 2 days of the Superintendent's decision. At the time the student must have them self placed on the Board Meeting Agenda. The Board of Education shall make their decision at the next regularly scheduled or special Board of Education Meeting and inform the aggrieved student.

4. The decision of the Board of Education may be appealed to the Iowa Department of Education and from their decision, to the District Court, as provided by law.

### **INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION**

The following factors shall be considered in the superintendent's determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

- the course is taken from a public or accredited private post-secondary educational institution when a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program
- the course is a credit-bearing course that leads to a degree
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the board

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post secondary educational institution, shall be responsible for transportation without reimbursement to and from the location where the course is being offered. Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision shall appeal to the AEA for a waiver of reimbursement.

### **EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel that their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number,

date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

### **PROCEDURES FOR TRANSFERRING STUDENT RECORD**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district 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 right to a hearing to challenge the content of the student's records that were sent. 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 school district.

### **CONFERENCES**

Scheduled parent-teacher conferences will be held the first part of October and February. Parents are encouraged to attend these conferences. The purpose of the conference will be to provide information for the parent relative to the educational progress of the child. The parent may provide information for teachers which will be helpful in understanding and assessing the child's progress. We encourage all parents to attend conferences.

If parents feel conferences with a staff member would be beneficial for the child at other times during the year, the contact should be made directly with the teacher or through the principal's office. We encourage parents to contact the school and speak with teachers and administrators relative to a child's progress.

### **HONOR ROLL**

To be eligible for the Red honor roll, a student must have a grade point average of 3.7 - 4.0.

To be eligible for the Black honor roll a student must have a grade point average of 3.2 - 3.69

### **INCOMPLETE GRADES**

Any student not meeting the requirements for completion of a course will be given an incomplete grade until the work is completed and graded by the instructor. A period of one calendar week (7 consecutive days) will be allowed to complete the work required unless unusual circumstances, as deemed by the administration, necessitates extra time. If the work is not completed after one week, the letter grade of F will be given for the course.

### **HOMEWORK POLICY**

Homework is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study time helps in completing assignments on a time efficient basis. Student will be allowed adequate time to complete incomplete homework due to absence. Teacher discretion will be used. Any student that is caught plagiarizing will receive a zero for that assignment.

### **SENIOR SEMESTER TESTING**

Currently, the policy in the Ar-We-Va High school is such that a senior is not required to take second semester tests in a class in which their semester grade is a B or higher.

### **COMPUTER LABS & INTERNET USAGE**

A list of students will be put out by the office after each progress report and quarter grading period. Students receiving a letter grade of D or F will be ineligible to utilize the computer labs without written permission or direct supervision. Computers are to be used for schoolwork only. Games and e-mail are not allowed. Students must have a pass from a teacher and check in and out with the study hall teacher. Student are able to access the internet through their teachers, individual student accounts and electronic mail addresses, issued to students as needed. If a student already has an electronic mail address, he/she may, with permission of the technology coordinator, be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette. . . . .

- Use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license-agreements.
- Student will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.

- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail on Internet will be through a supervising teacher's account or their own account. Students should adhere to the following guidelines:  
Others may be able to read or access the mail, so private messages should not be sent.  
Delete unwanted messages immediately.  
Use of objectionable language is prohibited.  
Always sign messages.  
Always acknowledge receipt of a document or file.
- Students accessing internet services that have a cost involved will be responsible for payment of those costs.

### **Extra Curricular Activities Offered**

Volleyball / Football / Basketball / Track / Cross Country / Softball / Baseball / Cheerleading / Dance Team / Student Council / National Honor Society / Drama / Speech / Band / Choir / Sports Managers / Rappin Rocket Newspaper / Rocket Yearbook/ Soccer/ Golf/ Trap Shooting

### **CONCURRENT CLASSES**

A student must meet at least two of four criteria before they will be enrolled in a Concurrent class. The four criteria

- 3.0 GPA or higher, proficient in all three areas of the Iowa Assessment test, 18 or higher on ACT, and a strong letter of recommendation from a staff member. All concurrent classes MUST be scheduled in September for the second semester. If a student is not scheduled for a concurrent class in September, that student will not take a concurrent class. If a student misses more than 10 absences in a semester, that student will not be eligible to take any concurrent enrollment classes the next year.

### **SENIOR HONOR STUDENTS**

Must have an accumulative GPA of 3.2 or above. These students will be honored during commencement services in the spring.

### **COMPLAINTS and GRIEVANCES**

It is the goal of the district to resolve students complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within 10 days. 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.

### **GRADUATION DIPLOMA REQUIREMENTS**

The Ar-We-Va Board of Education has adopted the following requirements for graduation.

A student is required to take seven daily academic courses each semester. A student that goes to high school for four years but does not meet the requirements for graduation may choose to receive an Attendance Certificate. The student will be allowed to participate in all graduation ceremonies. A student who completes all requirements for graduation in less than four years will be allowed to graduate at that time.

52 - Credits to include the following:

Eight Credits English (to include at least two credits English I, and two credits English II and two credits English III).

Six Credits Social Science (to include at least one credit Government and two credits US History).

Six Credits Math - - - Six Credits Science - - - Three Credits Physical Education - - -

### **FREEDOM OF EXPRESSION**

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

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

### **CLASS DUES**

Each student in grades 9 - 12 will be asked to pay a \$10 class fee. This money will be deposited into their class account and used for various class projects. For example: decorations for Homecoming, hall decorating. All unused money will be carried forward until the class graduates and then used toward graduation expenses.

### **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified management planner has developed an asbestos management plan for the school district facilities which includes: Notification letters, Training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office

### **ANTI-BULLYING / HARASSMENT**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Ar-We-Va School Board. The Ar-We-Va School Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Ar-We-Va School Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the Ar-We-Va Schools or the Ar-We-Va School District. The Ar-We-Va School prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited. This policy is in effect while students or employees are on property within the jurisdiction of the Ar-We-Va School Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the Ar-We-Va Schools or the Ar-We-Va Community School District.

### **ILLEGAL ITEMS FOUND IN SCHOOL OR IN A STUDENT'S POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances: and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **EMERGENCY FORMS**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the students to the alternate person in the event that the parents cannot be reached.

**PARENTS ARE ASKED TO NOTIFY THE AR-WE-VA SCHOOL IF THE INFORMATION  
ON THE EMERGENCY FORM CHANGES DURING THE SCHOOL YEAR.**

### **LEGAL STATUS OF STUDENT**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

### **NOTICE OF DISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the Ar-We-Va Community School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act or Section 504 is directed to contact the Ar-We-Va Superintendent who has been designated by the School District to coordinate the District's efforts to comply with the implementation of these regulations.

## **EQUAL EDUCATIONAL OPPORTUNITY**

Ar-We-Va Community School District does not discriminate in its education programs or educational activities on the basis of sex, race religion, color, national origin, marital status, or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Students who feel that they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator for the Ar-We-Va School is Mr. Jeff Kruse. Mr. Kruse can be reached at 663-4311. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave. Ste. 800, Milwaukee, WI, 53203-2292, (414)291-1111, or the Iowa Department of Education, Grimes State office Building, Des Moines, IA, 50319-0146, (515)281-5294

## **EQUITY**

It is the policy of the Board of Education to extend equal opportunities to all employees and to all applicants for employment who meet the qualifications established for a position for which the application is made. It is also the policy of the Ar-We-Va Community School District to not discriminate illegally on the basis of race, creed, color, ethnicity, religion, national origin, gender, age, marital status, sex, sexual orientation, or physical/mental handicap or disability in its educational programs, activities and employment practices. Questions or grievances related to this policy may be addressed to: Mrs. Rachel Merkel, Equity Coordinator, 108 Clinton Street, Westside, Iowa 51467, 712-663-4311.

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to the age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

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 fact and circumstances surrounding the incident and the student's record.

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 this handbook. Students are expected to know the contents of the handbook and to comply with it. Students or parents with questions or concerns may contact the administrative offices for information about the current enforcement of the policies, rules or regulations of the school district.

## **WAIVER OF STUDENT FEES**

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

The respective School Board affirms their support of the school, student responsibility, and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

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Jeff Kruse  
Ar-We-Va  
Superintendent

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Chris Petersen  
Ar-We-Va  
MS/HS Principal

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Gregg Oeser  
Ar-We-Va  
School Board President

It is the policy of the Board of Education to extend equal opportunities to all employees and to all applicants for employment who meet the qualifications established for a position for which the application is made. It is also the policy of the Ar-We-Va Community School District to not discriminate illegally on the basis of race, creed, color, ethnicity, religion, national origin, gender, gender identity, social economic status, age, marital status, sex, sexual orientation, or physical/mental handicap or disability in its educational programs, activities and employment practices.