

**Sheldon Middle School's  
Parent/Student Handbook  
2018-19**

**DISTRICT'S MISSION STATEMENT**

The mission of the Sheldon Community School District is to prepare all learners to be productive citizens.

Our caring and devoted staff will accomplish this, in partnership with family and community, by providing a developmentally appropriate curriculum in a stimulating environment.

**SHELDON MIDDLE SCHOOL MISSION STATEMENT**

Sheldon Middle School will prepare all students with the academic, social, and emotional skills needed to be successful.

Our caring, devoted staff will provide a developmentally appropriate curriculum, which empowers students and puts students' needs first.

**DISTRICT BELIEFS**

- Everyone is unique, has value, and wants to be successful.
- Everyone can learn.
- Learning is life-long.
- A safe environment contributes to well-being.
- Change is inevitable.
- Everyone needs personal, social, and job skills.
- Everyone needs to enjoy life.
- Communication builds mutual understanding.
- With rights, come responsibilities.
- Family is important.

HANDBOOK ADOPTED BY  
THE SHELDON COMMUNITY SCHOOL BOARD OF EDUCATION  
April 2018

**Sheldon Middle School**  
**Motto: Students Meet Success**

We welcome you to the Sheldon Middle School. It is our belief that you will be happy here, that you will do your best to uphold our traditions and reputation, and that you will make the most of the opportunities to obtain a fine education. The citizens of the Sheldon Community School District have provided you with the best possible education money can buy, and they are proud of their school. Our school colors are orange and black, and we are called the Orabs. You will find this handbook very helpful in getting acquainted with our school. Please be sure to read it through with your parents.

**Sheldon Middle School Staff – 2018-2019**

**Office**

Cindy Barwick	Principal	cbarwick@sheldon.k12.ia.us
Deanna Van Riesen	Principal's Secretary	dvanriesen@sheldon.k12.ia.us
Melinda Van Beek	Clerical Secretary	mvanbeek@sheldon.k12.ia.us
Dawn Meyer	School Nurse	dmeyer@sheldon.k12.ia.us

**Teachers**

Larie DeGroot	Technology and 7/8 Physical Education	ldegroot@sheldon.k12.ia.us
Nicole Dibbet	6 <sup>th</sup> Grade	ndibbet@sheldon.k12.ia.us
Callie Dykstra	5 <sup>th</sup> Grade	cdykstra@sheldon.k12.ia.us
James Fitzgerald	5 <sup>th</sup> Grade	jfitzgerald@sheldon.k12.ia.us
Meghan Granstra	7-8 Resource	ckleinwolterink@sheldon.k12.ia.us
Jim Gude	7/8 <sup>th</sup> Science	kgude@sheldon.k12.ia.us
Joan Holles	Title I Reading	jholles@sheldon.k12.ia.us
Heather Keizer	7 <sup>th</sup> Language Arts	hkeizer@sheldon.k12.ia.us
Jan Kinderknecht	Media Specialist	jkinderknecht@sheldon.k12.ia.us
Rachel Jurgens	5-8 SCI Teacher	rjurgens@sheldon.k12.ia.us
Jeana Larson	5-8 Instrumental Music	jl Larson@sheldon.k12.ia.us
Brandon Lenderink	7-12 <sup>th</sup> Grade Vocal Music	blenderink@sheldon.k12.ia.us
Tyler Lloyd	7/8 <sup>th</sup> Social Studies	tlloyd@sheldon.k12.ia.us
Katie Morris	5 <sup>th</sup> Grade	kmorris@sheldon.k12.ia.us
Elizabeth Nilson	5-8 ELL	enilson@sheldon.k12.ia.us
Kristin Noack	8 <sup>th</sup> Language Arts	knoack@sheldon.k12.ia.us
Wendy Roder	5 <sup>th</sup> and 6 <sup>th</sup> Music	wroder@sheldon.k12.ia.us
Christie Seivert	6 <sup>th</sup> Grade	cseivert@sheldon.k12.ia.us
Kristie Simonsen	5-6 Resource	ksimonsen@sheldon.k12.ia.us
Jessica Stofferan	5-8 SCI Teacher	jstofferan@sheldon.k12.ia.us
Shelby Sumner	5-8 Guidance/Computer	ssumner@sheldon.k12.ia.us
Tami Van Meeteren	6 <sup>th</sup> Grade	tvannmeeteren@sheldon.k12.ia.us
Lois Vreeman	7/8 <sup>th</sup> Health and 5-8 Art	lvreeman@sheldon.k12.ia.us
Kevin White	GPS Teacher	kwhite@sheldon.k12.ia.us
Gina Woelber	7/8 <sup>th</sup> Grade Math	gwoelber@sheldon.k12.ia.us
Kyle Zankowski	5/6 <sup>th</sup> Physical Education	kzankowski@sheldon.k12.ia.us

**Instructional Associates**

Yvette Feekes	Rachel Olson
Lyann Korbyn	Hope Lund
Lesia Kruger	Rebecca Weber
Tami Kuiper	Jill Holz
Amanda Lalk	

**Custodians**

Sandy Dietrick	Krista Johnson
Kim Petersen	Brenda Thole

**Lunchroom**

Sharon Duncanson	Donna Pettit
Lori Roder	Tracy Winkel
Monica Honkomp	Becky Schwarz

## School Calendar

Aug. 23	1 <sup>st</sup> Day of School - Begin 1 <sup>st</sup> Quarter/1 <sup>st</sup> Semester
Sept. 3	Labor Day Holiday – NO SCHOOL
Oct. 22	Teacher Professional Development – NO SCHOOL
Oct. 25	Parent/Teacher Conferences (4:00 – 8:00 p.m.)
Oct. 26	End 1 <sup>st</sup> Quarter (45 Days)
Oct. 29	Begin 2 <sup>nd</sup> Quarter
Nov. 1	Parent/Teacher Conferences (4:00 – 8:00 p.m.)
Nov. 21-23	NO SCHOOL
Dec. 24	Begin Winter Break – NO SCHOOL (Dec. 24 through Jan. 1 – NO SCHOOL)
Jan. 2	Classes Resume
Jan. 11	End 2 <sup>nd</sup> Quarter (45/90days)
Jan. 14 & 15	Staff Inservice Day and Staff Work Day – NO SCHOOL
Jan. 16	Begin 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester
Mar. 4	Teacher Professional Development – NO SCHOOL
Mar. 7	Parent/Teacher Conferences (4:00 – 8:00 p.m.)
Mar. 14	Parent/Teacher Conferences (4:00 – 8:00 p.m.)
Mar. 22	End 3 <sup>rd</sup> Quarter (47 Days)
Mar. 25	Begin 4 <sup>th</sup> Quarter
April 19 & 22	No School
May 24	End 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester (43/90 Days)
May 26	Commencement – 2:00 p.m.
May 28	Staff Inservice Day – NO SCHOOL

### **Early Dismissal Schedule – Dismiss One Hour Early on the Following Wednesdays:**

August 29	October 31	January 16	March 20
September 5	November 7	January 23	March 27
September 12	November 14	January 30	April 3
September 19	November 28	February 6	April 10
September 26	December 5	February 13	April 17
October 3	December 12	February 20	April 24
October 10	December 19	February 27	May 1
October 17	January 2	March 6	May 8
October 24	January 9	March 13	May 15
			May 22

### ***Absences and Attendance Policy***

- A. Homework may be assigned for all classes missed.
- B. Unanticipated absence is an absence which cannot be anticipated by student or parent. For example, illness; death in family; serious illness, or emergency work at home.
  - 1. When an absence is not anticipated, all schoolwork must be completed within the number of school days missed plus one.
  - 2. In case of an absence of more than five (5) days, students must make arrangements with each teacher to complete assignments.
- C. Anticipated absence is an absence, which a student and a parent know in advance will occur. These absences include medical appointments, court appointments, vacations, family trips, college or vocational school visitations, school activities, etc.
  - 1. When students anticipate an absence, all schoolwork must be made up in advance, or arrangements must be made to the satisfaction of the teacher.
  - 2. Students not making arrangements for an anticipated absence should return to class following an absence.
- D. For unusual circumstances or absences not included above, the principal will decide whether or not to excuse the absence.

If a student will be absent from school for any reason, the office should be notified by 9:00 at 324-4346. If a call is not received by then, an attempt will be made to contact the parent(s) or guardian(s) of the absent child. Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission has been given by the principal for the student to be absent.

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefits from the instructional program; to develop habits of punctuality, self-discipline and responsibility; and to assist in keeping disruption of the educational environment to a minimum. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes. Absences always cause some disruption in the educational progress of the student who is absent. In order to maintain interest and understanding in a program of instruction, students should not be absent or tardy any more than is absolutely necessary.

Excused absences include, but are not limited to illness, medical/dental appointments, funerals, bereavement, and family emergencies/commitments. Unexcused absences may include, but are not limited to shopping, hunting, obtaining driver permits, oversleeping, sleeping in, and truancy. The office may contact students who have more than 5 absences per semester. At 10 absences per semester, another office contact may be made. After 15 absences per semester, the county attorney may be contacted.

There are times when school officials may determine that the problems associated with absence from classes are outweighed by the advantages of another school activity. Attendance at such approved trips and activities will not be considered an absence from school. Every effort will be made by school officials to keep these absences from class to a minimum, and to see that they are not concentrated on a single class period.

### ***Academic Eligibility***

Students in grades 7-12 must pass every course at each grading period in order to participate in any co-curricular activity. The state-mandated "no pass, no play" rule will be in effect with details described in this handbook. We want our student athletes to be at practice at all times, but we believe that academics do come before athletics. Each student/athlete is expected to complete his/her homework and be current on assignments and tests to practice and attend events. Students with outstanding homework can expect to miss practice and events. Detention time is also expected to be served before coming to practice and events.

### ***Activity Bus***

Students who participate in after-school activities and live in Archer, Ashton, Matlock, or Ritter may ride on the activity bus. The activity buses travel to a designated location in each of the above mentioned communities. The driver, coaches, and principal will determine the departure time from school. It is the parent's responsibility to pick the students up at the drop off point. Students who want to ride must sign-up on the day they are riding by 1:30 p.m. The driver establishes rules for appropriate behavior on the activity bus. Inappropriate behavior will result in removal from the privilege of riding the bus.

### ***Activity Tickets***

Students may purchase a student activity ticket for admission to certain school district activities. Activity tickets should be brought to any activities the students attend. Students not wishing to purchase an activity ticket or student who do not bring their activity tickets with them to activities must pay regular prices to attend school district activities.

### ***Administration of Medication***

Students may need to take prescription or non-prescription medication during school hours. All medication should be turned into the office in its original container. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. A student with written doctor permission may carry asthmatic medicine.

### ***Announcements***

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements are made first thing in the morning and at the end of the school day.

### ***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.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environment Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

A certified asbestos inspector as required by AHERA has inspected the school district facilities. 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 District office.

### ***Assemblies***

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

### ***Assignment Notebooks***

Each student will be issued an assignment notebook at the beginning of the school year. The assignment notebook should be used to record daily assignments, and upcoming events. Students will use the hallway passport in the back of the book after they have filled it out and had it signed by a teacher. If a student opts to use a different assignment notebook not provided by the school, he or she should ask for a hallway passport in the office that can be added to the assignment notebook. Replacement assignment books are available in the office at a cost of \$5.

### ***Attendance Requirements***

Persons within the district who have control of a child who has reached the age of six and is under sixteen years of age in proper physical and mental condition to attend school, shall cause the child to attend public school, accredited non-public school, or competent private instruction in accordance with the provisions of Chapter 299B during a school year, as defined under Section 279.10.

Exceptions, Section 291.1 shall not apply to any child:

- \*Who has completed the requirements for graduation in an accredited school or has obtained his high school equivalency diploma under Chapter 259A;
- \*Who is excused for sufficient reason by any court or record or judge;
- \*While attending religious services or receiving religious instruction;
- \*Who is attending an approved or probationary approved private college preparatory school accredited under Section 256.11, subsection 13;
- \*Who has been excused under Section 299.22;
- \*Who is exempted under Section 299.24.

It is the responsibility of the person in control 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. It shall be 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. The principal may request evidence or written verification of the student's reason for absence.

Students who are absent without permission are considered truant. To be truant means the student will be reported to the appropriate authorities. Please see section on truancy.

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

### ***Biking to School***

Students may ride bikes and mopeds to and from school. Bikes and mopeds cannot be ridden during the school day without the principal's permission. Unsafe use of bikes and/or mopeds may result in losing the privilege to ride them to school. The school district is not responsible for theft or damage of these items, but if it does occur, report it to the office immediately. Mopeds should be parked in the designated area of the parking lot; bikes should be placed in a bike rack.

### ***Cell Phones, Pagers, Portable Music Devices, and Electronic Devices***

The use of cell phones, pagers, and other electronic communication devices by students of the Sheldon Community School District interferes with the instructional process at the District. During regular school hours (8:00 – 3:25), students may not use electronic communication devices and must keep such devices out of sight in a locker or backpack. If an electronic communication device, in the possession of a student, is seen or heard by a staff member during regular school hours, the device will be confiscated from the student for the remainder of the day and the school office will be notified. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or guardian will be allowed to retrieve the electronic communication device that has been confiscated from the student. If a student violates this policy on a third occasion within the school year the student may be subject to additional discipline, up to and including a suspension. A student who has emergency service responsibilities may carry an electronic communication device during regular school hours, provided the student has obtained permission from the principal to do so and provided the device is used exclusively for the student's emergency responsibilities.

The District realizes that students are immersed in technology. To allow students to use technology appropriately, calculators, personal planners, laptops, MP3 players, Ipods, I pads, and other electronic devices that are being used for educational purposes may be allowed in classrooms, the library, and/or study hall at the discretion of the school employee responsible for overseeing such areas.

Students may not take pictures or videos while on school premises during school hours using any school or personal device without the permission of teaching staff. Outside of regular school hours while on school premises students should use phones and picture-taking with caution and should respect others through the use of their phones. Pictures should never be lewd and should not be taken unknowingly while on school premises or at any location. Cell phones or other recording devices are never allowed in restrooms or locker rooms.

### ***Cheating***

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, allowing peers to copy work, or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may result in a failing grade on the assignment & parents may be contacted.

### ***Co-Curricular Activities***

Co-curricular activities at the 7th and 8th grade include: Choir, Band, Jazz Band, Football, Basketball, Wrestling, Track, Volleyball, Baseball, and Softball. There are no school-sponsored activities for 5th and 6th graders. Students who wish to drop choir or band may do so only at quarter breaks with parental and school permission.

### ***Commons***

The commons has a multi-purpose atmosphere. This is where students eat their lunch and gather in the morning (7/8<sup>th</sup> grade). The commons area is not supervised by school staff before or after school; however, students are expected to conduct themselves in accordance with the Student Conduct Policy at all times while using this area, including when it is unsupervised.

### ***Communicable and Infectious Diseases***

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

### ***Custodial and Parent Rights***

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns. It shall be the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

### ***Dress Code***

The school will sanction the expression of a student's uniqueness and individuality by means of dress. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question: (a) is unsafe either for the student or for those around the student, (b) is disruptive of the school operations and the education process in general, (c) is contrary to law, (d) is not clean or in accordance with proper health standards, or (e) is a midriff, a halter top, or is sleeveless beyond good taste. No hats or caps may be worn during the school day. No undergarments should be showing at any time. Shorts and skirts should not be shorter than the length of your knuckles when arms are relaxed and held at the sides. Top (shoulder) straps should be at least 2 inches wide with no bare shoulders or backs exposed. (No racer back tops.)

The board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. These standards include the wearing of tattoos.

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or double meanings of a sexual, vulgar, or offensive nature, or referenced to prohibited conduct are disallowed. Students may not be barefooted. While the primary responsibility for student's personal appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated.

When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or will be sent home until such modifications are made.

### ***Dropping Off and Picking Up***

Parents and guardians who drop off students before school should use the east driveways following the traffic pattern signs. After school, buses will use the front parking lot; no cars should use the front parking lot while buses are present. Students who are being picked up by cars after school should use the north parking lot or wait until after buses have left at 3:40 to use the front lot. No cars should use the driveway by the rock when there are buses present.

### ***Emergency Drills***

Fire Drill: In accordance with the law, fire drills will be held at least four times per year. The fire alarm will be continuous ringing of the fire bell. Fire alarm lights will also flash. During the first week of school, each teacher will discuss which exit students should use. Walk rapidly during a drill, but do not run. Fire drills are timed, and are often called and inspected by the city fire department.

Tornado Drill: Tornado drills will be held four times a year and will be announced over the intercommunication system. During the first week of school, each of your teachers will discuss the procedure for this drill. Special provisions will be provided for visual or hearing-impaired students.

### ***Emergency Form***

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 student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year. The form will be handed out at registration.

### ***Equity and Notice of Non-Discrimination***

***Code 102.E1***

Students, parents, employees and others doing business with or performing services for the Sheldon Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Cynthia Barwick, Middle School Principal; Sheldon Community School District; 310 23<sup>rd</sup> Avenue; Sheldon, Iowa 51201; 712-324-4346. Cynthia Barwick, Middle School Principal has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2007).

### ***Notification Regarding "Family Educational Rights and Privacy Act of 1974" and individuals with Disabilities Education Act.***

The Sheldon Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, and observations and external agency reports.

The records of each student are generally located in the school, which he/she is attending. The person in charge of record maintenance for each school building will note in the student's other records or any exception. The counselor is responsible for maintenance of student records for each school building.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with a legitimate educational interest.
- B. Officials of other schools and AEA personnel with a legitimate educational interest.
- C. Representatives of state and local government when auditing and evaluating Federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations, which process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in a health or safety emergency.

Students' records are reviewed and unnecessary material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the district. The parents of disabled students, or disabled students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the persons responsible for maintaining student records who are identified in this policy.

The Principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and totality of the surrounding circumstances: Name, address, telephone listing, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school or institution attended by the student and other similar information.

The categories of information listed above are intended to include the release of information for athletic programs, honor rolls, and other types of student achievements.

Lists of student names and addresses that will not be released to private individuals or organizations except in the following instances:

The Superintendent may authorize the release of student rosters to colleges, universities, the military services, and similar organizations if such release will result in the offer of beneficial opportunities for the student. Any student, parent or guardian not wanting this information released to the public under the circumstances outlined above must make objection in writing to the principal or other person in charge of the school where the person is attending. To prevent the public release of such information, a parent must file a written objection with the person responsible for maintaining student records at the student's school. Students and parents may file a complaint with the Department of Education concerning alleged failures of the School District to comply with federal legislation dealing with student records. Correspondence should be addressed to: United States Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20201.

### ***Field Trips***

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

### ***Football Games and Other Athletic Events***

- Park bikes away from the ticket gate. Do not block the emergency gate.
- Do not play football or any games. Leave all footballs and other equipment at home. No noisemakers of any kind are allowed.
- All students who do not sit with their parents may sit in the SOUTH bleachers above the high school students.
- During the national anthem, stand, remove any head covering, face the flag, and pay respectful attention.
- Cheer with cheerleaders.

- Do not run up and down the steps. Use caution. Limit your movement. Limit trips out of bleachers for any reason.
- Be courteous of other fans.
- To boo is taboo.
- No loitering around the restroom or concessions areas. Get what you need and get back to the bleachers.
- Home games are usually finished by 9:00. If you are to be picked up by a parent, make sure they know this. Better yet – have your parents come with you!
- Students who do not follow these rules will be asked to sit with parents or leave the ballgame.

### ***Fund Raising***

Sheldon Middle School's main fundraiser is a magazine sale that occurs in September. Students may not solicit funds from teachers, employees or other students during the school day.

### ***Grade Level Teams***

Grade level teams meet weekly to discuss students and their needs. Parents are notified if a student is talked to during a team meeting. Parents are involved in any decision regarding special programming for their student.

### ***Grading***

\*Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

\*Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete may result in a failing grade.

### ***Grading Scales***

#### **5/6<sup>th</sup> Grade Scale**

99 -100	A+	76 – 84	C
94 – 98	A	75	C-
93	A-	74	D+
92	B+	65 – 73	D
87 – 91	B	64	D-
86	B-	63	F
85	C+		

#### **7/8<sup>th</sup> Grade Scale**

94 – 100	A	74 – 75	C-
92 – 93	A-	72 – 73	D+
90 – 91	B+	66-71	D
86 – 89	B	64-65	D-
84 – 85	B-	63	F
82 – 83	C+		
76 – 81	C		

### ***Head Lice Policy***

Pediculosis (Head Lice) is the second leading communicable condition in childhood. This parasitic problem most often affects children between the ages of 3 and 12. It affects children from all socio-economic backgrounds and races. It is slightly more common in females than males. Parents understandably feel panic when hearing their child has head lice. The fact is that any place children spend time together – at school, day care, play groups – head lice can invade and spread.

Parents should screen their children weekly at home.

1. If head lice are discovered at school, your child will be checked by the school nurse for confirmation.
2. Parents will be notified by phone call or by a note.
3. The school expects the affected child will receive treatment before returning to school. He/she may return the same day after treatment.
4. The school nurse will provide educational materials on head lice detection and treatment.
5. A note will be sent home with the entire classroom, alerting parents to lice found in the classroom. Confidentiality will be maintained.
6. The nurse and/or her assistant will **not** do mass screening of the entire school, but will screen on an individual basis upon referral by teachers or parents. This may be done by visual screening or rocomb. This will **not** take the place of treatment.
7. The school nurse may screen classmates, siblings, and other close contacts of affected child at her discretion or teacher/parent referrals. She may rescreen the affected child at her discretion.
8. If you find your child has head lice at home, please contact the school so that appropriate follow up may be done at school.
9. In chronic (repeat) cases of head lice, administration will become involved. The parent will be notified and expected to come and get the child and to do treatment/comb out. The child will be expected to return to school as soon as this has been done.

### ***Health Screening***

Throughout the year, the school district sponsors health screening for vision, hearing\_and height and weight measurements at no charge to the student. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

### ***High School Dances***

No middle school students are allowed to attend any high school dances.

### ***Homeless Children or Youth***

The Board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the High School Principal, 1700 E. 4<sup>th</sup> Street, Sheldon, IA 51201, 712-324-2501.

#### ***Definition of a Homeless Child/Youth***



- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings
  - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
  - A migratory child/youth who qualifies as homeless because of the living circumstances described above (Includes youth who have runaway or youth being forced to leave home.)

### ***Homework***

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Homework is defined to be the extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program. Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes. If homework and assignments are late, students may be deducted a portion of the grade, according to each teacher's policy. Students may also be required to stay after school to make up late assignments or continual missing work.

The purpose of carefully assigned homework should be:

1. To develop study skills, work habits, and a sense of responsibility so that the students may become independent learners.
2. To provide additional drill and practice in the basic skills.
3. To supplement other educational experiences designed to meet each individual student's academic, social, emotional, and physical needs.
4. To make up incomplete class or subject assignments.
5. To organize students' thoughts and thinking processes in preparation for classroom activities.
6. To bring students in contact with learning resources beyond the school.
7. To help meet the district educational goals.
8. To create a concept that education is a life-long process.

### ***Human Growth and Development***

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

### ***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 as set forth in the Iowa Code are students exempt from the immunization requirements. Students may also be required to take a TB test prior to attending school. Parents who have questions should contact the principal's office.

### ***Inspection of Educational Materials***

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal at 324-4346.

### ***Insurance***

Student health and accident insurance are available to students at the beginning of the school year. The school district has no contractual relationship with the student and the student's insurance carrier. When a student insured under this plan is injured, the student will be given a claim form from the nurse's office. This form must be completed by his/her parents and presented to the doctor or hospital. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

### ***Interferences in School***

Students may not possess televisions, water guns, toys and other similar items on school grounds or at school activities. The usage of skateboards, rollerblades, roller skates, or skate shoes is not allowed in the school building. Skateboarding and rollerskating are also not allowed at the entrances of the building as it blocks normal flow in and out. If these items are used as transportation and brought to school, they are to be stored in a manner that does not disturb other people and are NOT to be used during the regular school day or in the school building at any time. Skateboards are NOT allowed on buses.

### ***Leaving School Early***

- A. All students leaving school prior to 3:25 will:
  1. Present authorization from head of household.
  2. Obtain permission of principal or office personnel by having their assignment book filled out in office.

- B. All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Leaving school without permission of the principal may be classified as truancy.
- C. Parent verification shall be presented to the office personnel by 9:20 for students leaving early.
- D. Students leaving must show their early dismissal slip to the teacher in charge after receiving parent and school personnel permission. Students should sign out of the office when they leave and sign into the office when they return.
- E. Notes or phone calls received after 9:20 will be reviewed by the principal, and the principal will determine whether the student may leave school without penalty.

#### ***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 record.

#### ***Lockers, Desks, and other School Property***

Although school lockers, desks, and other facilities and spaces may be temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring that school property is properly maintained.

For this reason and in order to enforce school rules and maintain discipline, school officials may, without prior notice, periodically inspect all, or a randomly selected number of, school lockers, desks, and other facilities and spaces owned by the school district. Locker inspections may be completed without any suspicion of wrongdoing by students. A periodic inspection of a school locker, desk, or other facility or space owned by the school district will be conducted only in the presence of the student whose locker is being inspected or in the presence of another individual. The affected student shall be informed of the search either prior to the search or as soon as reasonably practical after the search is conducted.

#### ***Lost and Found***

Lost and found items are kept in the office. Parents and students are encouraged to check here for lost items. It would be helpful to have names on students' clothing, so if items are turned in to the office, we can return them to the correct people. If items are not claimed, at the end of each quarter they are gathered and taken to be donated to the Village Treasure Chest.

#### ***Lunch***

The school district operates a breakfast and lunch program. Students may either bring their own lunches to school or purchase a lunch and/or milk. All deposits in lunch accounts should be made in the office before 8:30. No carbonated beverages (i.e. soda, pop) are allowed in the lunchroom during lunch or breakfast. No outside fast food wrappers or containers are allowed in the lunchroom. (i.e. no Subway or Godfather's in the lunchroom during lunch time.) If a child wishes to bring this type of food, it needs to be eaten in the office or in the homeroom with a parent. Open food and drink containers may not be removed from the commons area.

#### ***Lunch Payment and Meal Charging – Unpaid Meal Charge Regulations***

In accordance with state and federal law, the Sheldon Community School district adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals and maintain the financial integrity of the nonprofit school nutrition program.

1. Staff members are not allowed to have a negative balance, a reminder will be sent via email when the account reaches \$10.00.
2. Seconds and ala-carte items will NOT be allowed if there is a negative balance.
3. A reminder will be sent home with the child and an email and letter from the Principal's office will be sent to the parent/guardian when a child reaches \$6.00.
4. Daily emails will continue as reminders for the parents.
5. When a student's account reaches negative \$6.00 a reminder will be sent home via child and an email and mailed letter.
6. When a student/family account reaches negative \$15.00 per student the district office will send out an email and letter to the family.
7. When a student account reaches a negative balance of \$15.00 per student, the student will need to bring a sack lunch or the student will be served and charged for an alternate lunch, (entrée, veg. & milk) or alternate breakfast, (cereal & milk). A student may purchase milk if bringing a sack lunch.
8. The child will be notified of the alternate meal.
9. Alternate meals will be served to the students in the same manner as all student meals and contain components available to all students.
10. Students with an outstanding meal charge shall be allowed to purchase a meal if the student pays for the meal when received.
11. Students who qualify for a free meal shall not be denied a reimbursable meal.

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year
- Students and families who transfer into the district, at the time of transfer; and
- All staff responsible for enforcing any aspect of the policy

#### ***Newsletter***

A middle school newsletter is posted on the school district website quarterly. If you wish to receive a paper copy, please contact the building secretary.

### ***Notice of Security Camera and Video Use Policy***

The Sheldon Community School District Board of Directors has authorized the use of video cameras in the school district's buildings and on school property. The video cameras will be used to monitor student behavior to maintain a safe, secure, and healthy environment for students, faculty, and staff. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings may be a confidential student record and, if so, will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by school administration. Parents may request to view recordings of their children in the event the recordings are used in disciplinary proceedings involving their children. Any such request shall be processed by the school district in accordance with applicable state and federal law.

### ***Personal Property***

The school assumes no responsibility for any personal property that is brought to school. This includes, but is not limited to: CDs, radios, calculators, musical instruments, mopeds, bicycles, clothing, jewelry, athletic and computer equipment, etc. Any theft, however, should be reported to the principal's office.

### ***Physical Examinations***

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. This form is available from the Activities Director or from the local doctor's office. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### ***Pictures***

Students may not take pictures or videos while on school premises during school hours using any school or personal device without the permission of teaching staff. Outside of regular school hours while on school premises students should use phones and picture-taking with caution and should respect others through the use of their phones. Pictures should never be lewd and should not be taken unknowingly while on school premises or at any location. Cell phones or other recording devices are never allowed in restrooms or locker rooms.

### ***Posting of Information***

Students who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

### ***Public Display of Affection***

Good taste decrees the boys and girls conduct themselves as ladies and gentlemen at all times. Because it is hard to determine the fine line of what is or is not appropriate, school personnel will determine the limit of affection shown at the Sheldon Middle School.

### ***Recess and Playground Rules***

All students at the middle school have at least one recess during the school day. The playground supervisors establish rules. Students who violate the playground rules will be excluded from recess. If a student is injured at recess, he or she should report to the office immediately. There will be no throwing of ice or snow on the school grounds. Hacky sacks may be used at recess only. They may not be used in the school building or in front of the school.

### ***School Board Policies and Rules***

A copy of the current Board of Director's Policy Manual and Discipline Policies and Administrative Rules is located in the office of the principal and on the District website.

### ***School Day***

School days are from 8:25 - 3:25. All students should use the front door or northeast door upon entering the school. This is for security and supervisory purposes. Students are encouraged to arrive at school around 8:20 a.m. 7<sup>th</sup> and 8<sup>th</sup> grade students who arrive before 8:20 a.m. can eat breakfast, wait outside or wait in the east end of the commons sitting at a table of eight until the 8:20 bell rings. Students who need to be in a classroom need permission from a teacher or the principal and need to have a signed pass. 5<sup>th</sup> and 6<sup>th</sup> grade students arriving before 8:20 are asked to report to breakfast or to the gym. All students will have an opportunity to visit lockers and teachers between 8:20 and 8:25. Breakfast tables will be the first two rows of tables on the west side of the commons. Only students who are eating breakfast should be sitting at these tables. Students, parents, and visitors should use the front door when entering the school.

Students are expected to leave school within 15 minutes of dismissal unless they are participating in a school activity or are asked to stay by a teacher or the principal.

### ***School Nurse***

The secretary or her designee will assist students who need first aid in the absence of the nurse. The nurse will be called from other buildings when necessary. The nurse's office is located inside the office.

**Code No. 502.8**

### ***Search and Seizure***

School district property is held in public trust by the Board. To protect the health, safety and welfare of students, employees and visitors to school property, the Board is adopting this Student Search Rule pursuant to Iowa Code Chapter 808A. School district authorities may, without a search warrant, search students, or protected student areas (including but not limited to clothing worn or carried by a student, a student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind or automobiles parked on school property) on a

reasonable ground that a search will produce evidence that a student has violated or is violating either the law or a school district policy, rule or regulation. The search shall be conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction. Nothing contained in this Student Search Rule shall limit or prevent school district authorities from conducting random, periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities and spaces owned by the School District and provided for the use of students as otherwise provided in this Parent/Student Handbook. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility so provided.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school, chartered or pep buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and violations may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. It shall be the responsibility of the Superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference:

U.S. Const. amend. IV.

New Jersey v. T.L.O., 469 U.S. 325 (1985).

Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987).

Iowa Code ch. 808A (1999).

281 I.A.C. 12.3(8).

Approved: 07/14/86

Reviewed: 07/01/89, 11/13/00, 01/12/04, 12/13/06

Revised: 07/13/98, 06/21/06

### ***Sexual Abuse and Harassment of Students by Employees***

The school district will not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee shall notify their parents, teacher, principal, school nurse 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 Robin Spears, Superintendent of Schools, 1700 East 4th Street, Sheldon, Iowa, at 324-2504 as its Level I investigator. The school nurse may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### ***Snacks and Treats***

Students are allowed to bring treats for their class. Please do not send anything that the students cannot handle carrying to school themselves. The treats should be simple enough that the students can be done sharing in 10-15 minutes. If students bring treats to school the treats must be store-bought, pre-packaged, and unopened. The ingredients must be clearly listed on the package. Homemade treats or snacks are not permitted.

### ***Special Education Services***

The division of Special Education has the two major responsibilities of child find/identification of children with disabilities and providing support and related services to those identified children. Services are provided for children birth through the age of 21 and can be accessed through requests made by parents or school personnel. A NWEA Special Education Strategist facilitates all aspects of the provision of special education and support and related services. The Special Education Strategist will facilitate full and individual initial evaluations as part of the agency's child find process. When appropriate they will provide feedback and coaching of instructional and behavioral strategies for teachers of students with disabilities receiving special education services. Special Education support services may also include specialized services such as, speech and language services, occupational therapy, physical therapy, hearing services, vision services, and others.

The philosophy for Special Education is based on the Multi-Tier Systems of Support (MTSS) model. Based on the use of evidence-based instructional and behavioral strategies matched to individual student needs and frequent monitoring of student progress, the approach uses a three-tiered structure of increasing instructional intensity to make decisions about a student's educational program, including whether or not the student is eligible for special education services. Special Education services provide specialized instruction and/or support for children and students birth to age 21 with diverse learning needs.

### ***Standardized Tests***

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless the principal excuses them. Sixth graders take the Cognitive Abilities Test; Iowa Assessments are given at all four grade levels.

### ***Student Complaints***

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- 1.If an employee is involved, discuss the complaint with the employee within 3 days of the incident.
- 2.If unsatisfied with employee's response or if there is no employee involved, talk to principal within 5 working days of the employee's response or the incident.
- 3.If unsatisfied with the principal's response, talk to the superintendent within 5 working days of the principal's response.
- 4.If unsatisfied with the superintendent's response, students may be required to speak to the board within 3 days of the superintendent's response. The board determines whether it will address the complaint.

### ***Student Council/Committees***

The student council/committees provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

### ***Student Illness or Injury at School***

A student who becomes ill or is injured at school must notify the office as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

### ***Student Publications***

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. A faculty advisor supervises student writers to maintain professional standards of language arts and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

\*Obscene; Libelous; Slanderous; or

\*Encourages students to:

- Commit unlawful acts;
- Violate school district policies, rules or regulations;
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- Disrupt or interfere with the education program;
- Interrupt the maintenance of a disciplined atmosphere; or
- Infringe on the rights of others.

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

### ***Study Hall***

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a completed hallway passport found in the back of the assignment notebook.

### ***Tardiness***

Students who are not within their assigned areas by the end of the passing time will be tardy. Students who are tardy will make-up all time that is missed either before or after school with a minimum make-up time of 15 minutes. Oversleeping or missing a ride/bus is not an acceptable reason for being late to school.

### ***Teacher-Advisor/Homeroom Teacher***

A student's advisor/homeroom teacher is the best contact at the middle school. The advisor/homeroom teacher's role is not only teacher, but also friend, counselor, listener, and helper in time of need. Some of the important responsibilities of advisor/homeroom teacher are:

1. Provide a student-teacher contact relationship for each student and faculty member.
2. Provide a common time for students and teachers to learn more about each other.
3. Provide human development activities that will help students develop a better understanding of themselves and their friends.
4. Provide a means to disseminate materials and ideas to become better informed about school.
5. Provide an opportunity to plan and conduct student-led conferences at the end of 1st and 3rd quarters.
6. Provide a vehicle by which to share academic progress through progress reports.

### ***Telephone Use During the School Day***

Generally, students receiving telephone calls during school hours are not called to the telephone. The secretary will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. The telephone for student use is located in the office and the gym. Cell phones may not be used between 8:00 - 3:25.

### ***Textbooks and Property***

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Student who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item.

### ***Transportation to School Sponsored Activities***

The school provides transportation for students who participate in school-sponsored activities held out of town. Students participating in school activities are required to ride to and from all activities in the transportation as set up by the school, unless other arrangements are made with the coach/sponsor/activities director, with parent/guardian permission. If a student intends to ride home from an event with someone other than a parent, that child's parent should submit a note to the activities director or building principal granting such permission. The note, signed by the AD or principal, should then be given to the coach.

### ***Truancy***

1. Class attendance is mandatory. Unauthorized absence from classes, resource center, laboratories, or other designated areas will not be permitted without disciplinary action. The principal will make the final determination on all unauthorized absences.

2. Truancy – Truancy is the absence from school without parents' consent.

First Offense: All time missed to be made up and other disciplinary action at the discretion of the principal. Parents and student will be notified that a second offense will result in a three-day suspension for students in grade 7-12 and the Attendance Cooperation Process will be initiated for students who have not completed the sixth grade.

Second Offense: A three-day suspension will be given to students in grade 7-12 and the Attendance Cooperation Process will be initiated for students who have not completed the sixth grade.

Third and Subsequent Offenses: A five-day suspension will be given to students in grade 7-12 and the Attendance Cooperation Process will be initiated for students who have not completed the sixth grade.

A complaint will be filed with the county attorney. The principal or other school official shall investigate the cause for a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step with the School Board. If after school board action, the student is still truant, the principal or other school official shall refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the administrative regulation.

### ***Use of School District Facilities by Student Organizations***

School district facilities are available during non-school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact the principal for information. School district policies, rules, and regulations are in effect during these activities.

### ***Visitors/Guests***

Visitors to the school grounds must check in at the principal's office. Generally, student guests are not permitted.

### ***Weather Related Announcements***

Weather related announcements will be given over KIWA, 1550 AM and 105.3 FM and KTIV. These announcements will be given as early as possible. When school is canceled because of inclement weather, prior to the start of the school day, students and parents are notified over KIWA radio station or KTIV. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by tuning to KIWA or KTIV. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled and may or may not be rescheduled.

**Code No. 502.6**

### ***Weapons***

The Board believes that weapons, dangerous objects, and look-a-likes cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors to school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons, dangerous objects, and look-a-likes.

As used in this Policy, the term "weapon" means any instrument or device which is designed to inflict death or injury to a human being or animal. The term "weapon" includes, but is not limited to, any pistol, revolver, or other firearm (as defined in this Policy), dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding three inches in length.

As used in this Policy, the term "dangerous object" means any instrument or device which may be used to inflict death or injury to a human being or animal regardless of whether or not it is designed to inflict death or injury.

As used in this Policy, the term "look-a-like" means any object which is not a weapon or dangerous object but which resembles, looks like, or could reasonably be mistaken for a weapon or dangerous object.

Any student who brings a weapon, dangerous object, or look-a-like to school or to a school activity shall be subject to disciplinary action, including suspension or expulsion. School officials shall confiscate any weapon, dangerous object, or look-a-like which a student brings to school or to a school activity, shall notify the parents of the student, and shall refer the student to law enforcement or juvenile authorities.

Students who bring a firearm to school or who knowingly possess a firearm at school shall be expelled from school for a period of not less than one year. For purposes of this Policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of such a weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. The Superintendent shall have the authority to recommend that this expulsion requirement be modified for a student on a case-by-case basis.

To the extent appropriate, this policy shall also apply to individuals other than students who are in possession of a prohibited item on school property or at a school activity.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons (never students) to display weapons, dangerous objects, or look-a-likes for educational purposes. Authorized persons for purposes of this policy shall be limited to include only trained and authorized military personnel and law enforcement officers. Such a display shall also be exempt from this policy.

It shall be the responsibility of the Superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: No Child Left Behind, Title IV, Sec.4141, P.L. 107-110 (2002)

Improving America's Schools Act of 1994, P.L. 103-382

18 U.S.C. § 921 (1994)

McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).

Iowa Code §§ 279.8; 280.21B; 724 (1997)

281 I.A.C. 12.3(6)

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12/13/06

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## Code No. 503.1

### STUDENT CONDUCT

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students will be subject to disciplinary action for any misconduct that occurs while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses or pep buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Misconduct directed at school staff, even if it occurs away from school, may result in disciplinary action at school. Consequences for misconduct will be fair and developmentally appropriate in the light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it 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 participation; conduct that is violent or destructive; 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.

A student, who commits an assault against a school employee, a school representative, or a school volunteer, when the assault occurs because of the individual's relationship with the school, shall be suspended 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 that may include expulsion. Assault for purposes of this section of this policy is defined as:

- 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
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during nonschool hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day, *or on a non-school day*. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

It shall be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference:

No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002)

Goss v. Lopez, 419 U.S. 565 (1975).

Brands v. Sheldon Community School District, 671 F.Supp. 627 (N.D. Iowa 1987).

Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa 1970).  
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).  
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).  
Iowa Code §§ 279.8; 282.4, .5; 708.1 (2001).

**Code No. 503.1R1**

### **STUDENT DISCIPLINE POLICY**

An important part of the educational process is helping young people become aware of their rights and the responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline, as an aspect of responsibility, is approached both positively and productively. Parents must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students will be subject to disciplinary action for any misconduct that occurs while on school district property or on property within the jurisdiction of the school district: while on school owned and/or operated school buses, chartered buses, or pep buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Misconduct directed at school staff, even if it occurs away from school, may result in disciplinary action at school.

Students who fail to abide by this policy and the administrative regulations supporting it 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 that results in the violation of the rules or regulations established by the Board of Directors of the School District, including breach of discipline as defined by this policy, or who have documented cases of conduct detrimental to the best interests of the school district; conduct which disrupts the rights of other students to obtain their education or participation; 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.

Disciplinary action should follow as closely as possible the infraction and be related directly to the student(s) involved. The teacher is the key to providing disciplinary direction. The principal or a designee should be involved only in those cases in which the student's behavior interferes substantially with the educational program.

For those students who seem unable or unwilling to adjust self-discipline to the common good and who, consequently, continually disrupt the orderly operation of the school, procedures must be established to prevent and correct abuses. When situations allow, an attempt should be made by teachers, counselors, and administrators, in cooperation with parents, to help troubled students modify their behavior. Iowa Department of Education guidelines indicate that it is appropriate for the principal to suspend a student from classes when necessary.

Section 282.4 of the Code of Iowa provides: "The Board may, by a majority vote, expel any student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interests of the school. The Board may confer upon any teacher, principal, or the superintendent the power temporarily to suspend a student, notice of the suspension being at once given in writing to the President of the Board."

Iowa Code Section 279.8 empowers the Board to adopt rules governing the conduct of pupils.

Iowa Code Section 282.5 provides: "When a student is suspended by a teacher, a principal, or superintendent, pursuant to Section 282.4, the student may be re-admitted by the teacher, principal, or superintendent when the conditions of the suspension have been met, but when expelled by the Board the student may be re-admitted only by the Board or by the manner prescribed by the Board."

The goal of school discipline policies should be to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.

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06/21/06, 5/11/11, 5/16/16

12/09/09

### **STUDENT DISCIPLINE POLICY**

I. SCHOOL DISCIPLINE is the guidance of the conduct of pupils in a way that permits the orderly and efficient operation of the school, i.e. the maintenance of a scholarly, disciplined atmosphere to achieve maximum education benefits for all pupils.

II. BREACH OF DISCIPLINE is any conduct of pupils which interferes with the maintenance of school discipline. Acts of behavior which conflict with the educational program or which are antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline includes, without limitation:

- A. Temper tantrums which disrupt a class.
- B. Bully type of behavior.
- C. Refusal to conform to rules and regulations, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
- D. Insubordination or disobedience. Refusal to comply with the request or direction of teachers, administrators, or other school personnel.
- E. Physical attack or any act that constitutes an assault as defined in Paragraph J below or threats of physical attack or assault, or physical violence or threats of physical violence to teachers, to pupils, school visitors or any other school personnel.
- F. Extortion.
- G. Possession of dangerous materials.
- H. Display of racial bigotry or intolerance.
- I. Criminal or illegal behavior of students or non-students.
- J. Assault. A student who commits an assault against an employee or other person on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; or while attending or engaged in school district activities shall be suspended 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 that may include expulsion. Assault for purposes of this policy is defined as:

- Any 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
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

- K. Willful injury. Any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- L. Theft. A person commits theft when the person does any of the following:
1. Takes possession or control of the property of another, or property in the possession of another, with the intent to permanently deprive the other thereof.
  2. Commits any act that is declared to be a theft by any provision of the Code of Iowa.
- M. Robbery. A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property:
1. Commits an assault on another.
  2. Threatens another with or purposely puts another in fear of immediate serious injury.
  3. Threatens to commit immediately any forcible felony as defined under Iowa Law.
- It is immaterial to the question of guilt or innocence of robbery that property was or was not actually stolen.
- N. Criminal Mischief. Criminal Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture or tangible property, real or personal, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture and fixtures.
- O. Unlawful Assembly. An unlawful assembly is three or more persons assembled together, with them or any of them acting in a violent manner, and with intent that they or any of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- P. Disorderly Conduct. A person violates this policy when the person does any of the following:
1. Engages in fighting or violent behavior in the school, on school grounds or at school functions.
  2. Makes loud and raucous noise in the vicinity of the school, on school grounds or at school functions which causes unreasonable distress to the occupants or participants thereof.
  3. Directs abusive epithets or makes any threatening gesture which the person knows or reasonably should know is likely to provoke a violent reaction from another.
  4. Without lawful authority, or position of authority, the person disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
  5. By words or action, initiates or circulates a report or warning of fire, epidemic, the placement of an incendiary or explosive device or material or other destructive substance or device, or other catastrophe, knowing such report to be false or such warning to be baseless.
  6. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States with the intent or reasonable expectation that such use will provoke or encourage another to commit a public offense.
  7. Without authority or justification, the person obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
- Q. False Reports. A person who, knowing the information to be false conveys or causes to be conveyed to any person any false information concerning any matter under investigation by school district authorities violates this policy.
- R. Threats. Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- S. Trespass.
1. The term "property" shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure whether publicly or privately owned, used by the school corporation.
  2. The term "trespass" shall mean one or more of the following acts:
    - a. Entering upon or in school property without justification or without the implied or actual permission of the principal or other designated supervisor in authority with the intent to commit a public offense or to use, remove there from, alter, damage, harass, or place thereon or therein anything animate or inanimate.
    - b. Entering or remaining on school property without justification after being notified or requested to abstain from entering or to remove or vacate there from by the principal or other designated supervisor in authority, or by any peace officer, magistrate, or public employee whose duty it is to supervise the use or maintenance of the property.
    - c. Entering upon or in property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
    - d. Being upon or in property and wrongfully using, removing there from, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
  3. The term "trespass" shall not mean entering upon school property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, quits the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
- T. Arson. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.

- U. Alcohol and Controlled Substances. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15, and/or as prohibited under Iowa law, before, during or after school hours at school or in any other school district location as defined below. "School district location" means in a school building or on school premises; on a school owned vehicle or in other school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- V. Smoking and Tobacco. To smoke or possess tobacco or any controlled substance before, during, or after school hours at school or in any other school district location as defined above in paragraph U of this Article.
- W. Truancy. Truancy is an unauthorized absence from school, assigned classes, or related activities. Truancy is a violation of the compulsory attendance law.
- X. Class Attendance. Class attendance is mandatory. Unauthorized absence from classes, resource centers, laboratories or other designated areas will not be permitted without disciplinary action.
- Y. Gambling. Engaging in any gambling activities including but not limited to making any wager or bet, participating in any game for any sum of money or other property of any value, engaging in bookmaking or making a wager as part of any game of chance, lottery or gambling scheme shall be prohibited.
- Z. Vulgar or Profane Speech. Use of vulgar or profane speech or engaging in vulgar or profane conduct is prohibited.
- AA. Sex Acts. Participating in a sex act as defined in Iowa Code Section 702.17 on property of the Sheldon Community School District or committing a sexual related criminal offense as more particularly defined under Iowa Code Chapter 709.
- BB. Cheating. Willful use or attempted use of another person's work with the intent to present that other person's work as your own; or attempting to defraud, copy, mislead or obtain benefit, value, or to obtain property by unlawful means is prohibited.
- CC. Student-To-Student Harassment and Sexual Harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
  - submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
  - such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
 Sexual harassment as set out above, may include, but is not limited to the following:
  - verbal or written harassment or abuse;
  - pressure for sexual activity;
  - repeated remarks to a person with sexual or demeaning implications;
  - unwelcome touching; and/or
  - suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
 Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:
  - such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.
  - submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participating in school programs or activities;
  - submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
  - such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
 Harassment as set forth more specifically in Board Policy 504.11 may include, but is not limited to, the following:
  - verbal, physical or written harassment or abuse;
  - repeated remarks of a demeaning nature;
  - implied or explicit threats concerning one's grades, achievements, etc.; and/or
  - demeaning jokes, stories, or activities directed at the student.
- DD. Weapons. Possession of weapons or dangerous objects or look-a-likes on school property are prohibited as defined in Board Policy 502.6.
- EE. Terrorism. Means a student who threatens to commit terrorism or threatens to cause terrorism to be committed and who causes a reasonable expectation or fear of the imminent commission of such an act of terrorism as defined in Section 708A(3) of the Iowa Code.
- FF. Forgery. A person is guilty of forgery if, with intent to defraud or injure anyone, or with knowledge that the person is facilitating a fraud or injury to be perpetrated by anyone, the person does any of the following: 1) Alters a writing of another without the other's permission; 2) Makes, completes, executes, authenticates, issues, or transfers a writing so that it purports to be the act of another who did not authorize that act; 3) Uses a writing the person knows to be forged; and 4) Possesses a writing which the person knows to be forged; or 5) Commits any other act deemed to be a forgery under Iowa law.
- GG. Engaging in any other conduct detrimental to the best interest of the School District, or engaging in conduct which would make the student unworthy to represent the ideals, principles, and standards of the School District.

### III. SANCTIONS FOR BREACH OF DISCIPLINE

Students who violate the regulations or rules established by the Board of Directors of the school district, including breach of discipline as defined by Section II of this student Discipline Policy (Code 503.1R1), or who have documented cases of conduct detrimental to the best interests of the school district, may be suspended or expelled from school, or otherwise sanctioned as provided by this policy. The principal or designee in each attendance center shall have the authority to suspend students temporarily. Expulsion shall be by majority vote of the Board of Directors upon the recommendation of the Superintendent.

- A. Suspension. Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes

and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

- B. **Expulsion.** Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interest of the school. The Board of Directors may, by majority vote, expel any student from school for violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Directors may exclude any incorrigible child or any child whose presence in school may be injurious to the health or morale of other pupils or to the welfare of the schools.
- C. **Corporal Punishment.** Corporal punishment shall mean punishment inflicted directly on the body either with a person's foot, hand, or hand. Corporal punishment, as a means of correcting student behavior shall not be an acceptable form of discipline in the Sheldon Community School District. The Board of Directors supports the maintenance of good conduct and acceptable, if not exemplary behavior on the part of students who attend the school. However, it is felt that good discipline can result from proper communication and the many other desirable alternatives to physical punishment.
- D. **Other sanctions:** In addition to suspension or expulsion, a student may be disciplined by detention, probation, in-school suspension, removal from a specific class for the balance of the semester, denial of privileges, or by being declared ineligible for participation in extracurricular activities. In addition, a student who violates the terms of the district's drug-free schools policy, under section II, Item U, may be required to satisfactorily complete a drug abuse assistance or rehabilitation program approved by the School Board. If the student fails to satisfactorily complete such a program, the student may be expelled from school at the discretion of the Board.
- E. **Sanctions regarding students' behavior while involved in activities/athletics** shall be governed by Board Policy 503.4 (Student Conduct). Accordingly, in an addition to the sanctions listed above, a student may also be subject to the sanctions arising from his or her violation of the school district's Eligibility Policy.
- F. The Superintendent shall promulgate rules and procedures to implement this discipline policy and shall report such procedures to the Board of Directors of the school district.

#### IV. RESTRAINT

- A. **Restraint** is the act of controlling the action of a pupil when as a result of such action the pupil may inflict harm to himself, herself, or others. Teachers and administrators must feel free to use reasonable and appropriate means at the moment as may be necessary to prevent a pupil from harming himself or herself or others, or to prevent a breach of discipline. Factors determining reasonable and appropriate means are:
  - 1. Age.
  - 2. Physical stature and strength of the pupil.
  - 3. Previous history.
  - 4. Maturity of the pupil.
  - 5. The seriousness of the action requiring control.
  - 6. The teacher's motive and state of mind.
  - 7. The nature of the danger to the pupil or the nature of the danger to others.
  - 8. The privilege of the teacher to use only moderate physical force which will not cause serious or permanent harm. No instrument shall be used which will produce injury to the student.
- B. Whenever restraint is used, it shall be reported immediately to the building principal or designee.

#### V. SCOPE OF DISCIPLINE POLICY

This discipline policy shall apply to students in the following circumstances:

- A. While on school premises.
- B. While observed in the proximity of school premises.
- C. While on school-owned or other school-approved vehicles used to transport students to and from school or school activities, including, but not limited to school buses, chartered buses and pep buses.
- D. While engaged in school-sponsored activities or school-approved activities.
- E. While away from school if the student's conduct will directly affect the good order, efficient management, and welfare of the School District.
- F. While otherwise involved with school employees, school representatives, and school staff.

#### VI. NON-AUTHORIZED PERSONS should not be in the school building or on school premises at any time without authorization of the school building administrator.

Teachers are obligated to inform the administrator of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, he/she may be subject to prosecution.

- A. **Non-authorized persons are:**
  - 1. Students not assigned to that specific building.
  - 2. Any person not an employee of the Sheldon Community School District.
  - 3. An employee not assigned duties at that particular building.
- B. School administrators may enlist the aid of the Police Department to have any non-authorized person removed.
- C. Procedures dealing with non-authorized persons should be reasonable, and non-discriminatory and non-arbitrary in their operation.

#### VII. ACTIONS FOR ASSAULT AND THREATS TO SCHOOL PERSONNEL.

Any student who assaults or threatens a school employee, school representative, school volunteer, whether the assault or threat occurs in a school building, on school grounds, at a school sponsored event, or whether the assault or threat occurs elsewhere, shall be suspended by the principal.

Assault for the purposes of this policy is defined as:

- Any 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

- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
  - Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.
- The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.
- A. Whenever any officer, employee or agent of the school district has been struck or attacked by any individual or group, or has suffered bodily harm, he or she shall notify the principal immediately. The principal shall call the police and the student or students shall be suspended at once with a recommendation for expulsion.
  - B. Whenever any officer, employee, or agent of the school district is threatened with bodily harm by an individual or group, he or she shall notify the principal immediately, who shall suspend the student or students. A report of the incident shall be sent to the Superintendent for possible further action.
  - C. It shall be the responsibility of the person who suffers the assault or injury to file any charges for prosecution.

VIII. THE DISCIPLINE POLICY AND ADMINISTRATIVE RULES AND PROCEDURES shall be printed and distributed to attendance centers: shall be made available to staff, students and parents.

IX. PROCEDURE FOR EXPULSION CASES

- A. Notify the Superintendent, who shall immediately meet with the principal to investigate and review the alleged misconduct and all relevant matters. The building principal shall hold a conference with the parent(s) or guardian(s) and the student to discuss the reasons for the suspension and proposed recommendation for expulsion.
- B. If, after investigation and review, it is determined that expulsion should be recommended to the Board of Directors, the Superintendent with assistance from the school legal counsel shall prepare appropriate notice. The Superintendent shall consult with the President of the Board to arrange a time for the hearing. The notice of hearing on the recommended expulsion shall state the reason for the recommendation for expulsion and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation for expulsion. There shall be included a direct citation of the section of the Discipline Policy, Board Policy and/or State statute that has been violated. The notice shall state the time and place of the hearing.
- C. Notice shall be served upon the parent(s) or guardian(s) or notice shall be sent by certified mail to the last known local address of the parent(s) or guardian(s). The parent(s) or guardian(s) (and student, if notice is served upon the student) shall sign an acknowledgement that they have personally received the documents. If the student has attained age 18, the notice shall be given to the student as well as to the student's parent(s) or guardian(s) unless the student has shown he or she is not a dependent as defined in the family Educational Rights & Privacy Act of 1974 and the regulations thereunder.
- D. At the same time the notice and supporting documents are delivered to the student and his or her parent(s) or guardian(s), copies shall be forwarded to the president of the School Board who shall immediately call a meeting of the Board to hear the matter. Copies shall also be delivered to the Superintendent, principal, the school's legal counsel, and the Secretary of the Board of Education.
- E. The Hearing
  1. The hearing shall be held on a date no later than ten (10) school days subsequent to the date of suspension.
  2. The student may be accompanied by:
    - a. Parent(s) or guardian(s).
    - b. Legal counsel or any other advisor of his or her choice.
  3. The School District may also be advised by its legal counsel.
  4. The Board, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.
  5. The student and his/her parent(s) or guardian(s) may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
  6. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he or she believes relevant or appropriate.
  7. Each party to the hearing, directly or through his/her legal counsel or other advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify on his or her own behalf. To the extent that either party may rely on written statements as evidence, he or she shall clearly indicate how and from what source the evidence has been obtained.  
Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the Board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.
  8. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the Board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student, or the parents(s) or guardian(s) of the student if the student is a minor.
  9. If a party to the hearing should deliberately conduct himself or herself in a manner disruptive of the hearing, the Board shall be authorized to exclude him or her and to proceed with the hearing as if he or she had not personally appeared. A hearing shall be attended only by the Board, the Superintendent or the designee, administrative personnel familiar with the case, the student, the student's parent(s) or guardian(s), the student's legal counsel or other advisor, and the school legal counsel. Witnesses other than the foregoing should be excluded except when presenting information to the Board, unless the student and his/her parent(s) or guardian(s) waive this exclusion. The Board may order all witnesses to be excluded on its own motion.
  10. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript or record, and all other paper in the proceeding except the final disposition of the case, shall be for the use only of the proceedings and in the internal processes of the school district related thereto; and no such transcript, record or papers shall be voluntarily disclosed to any person outside the school district, except with the student's consent.
- F. The Decision
  1. The Board in executive session shall consider all relevant evidence introduced at the hearing, make findings of fact and conclusions as to the disciplinary action as it deems to be appropriate. The Board may consider the student's prior record as submitted by the school administration at the hearing. The determination shall be by majority vote. The entire record, as submitted, shall be open to the student or his or her parent(s) or guardian(s) if the student is a minor. The School Board shall promptly notify the parent(s) or guardian(s) and the student, as well as the Superintendent or the person designated by him/her, concerning the Board's findings of fact and determination.

2. A student may appeal the decision of the Board as provided in Chapter 290, Code of Iowa.
- G. Readmission. Readmission shall be in the manner prescribed by the Board of Education.

Code No. 503.1R2

### STUDENT DISCIPLINE - ADMINISTRATIVE RULES AND PROCEDURES

- I. AUTHORIZED ACTIONS: The following actions are authorized under the Discipline Policy of the School District and by these Administrative Rules & Procedures, and may be taken at any stage in the discipline proceedings:
- A. By the teacher designee:
    - 1. Detention, before or after school with proper notice to the parent(s) or guardian(s).
    - 2. Removal from class, not to exceed one (1) school days.
  - B. By the principal or designee:
    - 1. Denial of privileges and/or participation in extracurricular activities.
    - 2. Probation.
    - 3. In-school suspension, not to exceed 10 days.
    - 4. Out-of-school suspension, not to exceed 10 days.
  - C. By the principal:
    - 1. Removal from a specific class for the balance of the semester.
  - D. By the Board of Directors of the School District:
    - 1. Expulsion.
- Criminal acts may be subject to discipline procedures under the Discipline Policy. In addition, criminal acts shall be reported by the building principal or his/her designee to the Police.
- II. DEFINITIONS
- A. Detention. Detention shall be the requirement that a student remain after school, or come to school early, for purpose of discipline.
  - B. Removal from Class. Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or a designee for a period of time not to exceed one (1) day when the principal or designee reviews with the student and the classroom teacher the misconduct and determines the conditions for readmission to class, or further disciplinary proceedings.
  - C. Denial of Extracurricular Activities or Privileges. Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his/her designee.
  - D. Probation. Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the Board of Directors, including breach of discipline as defined in the Discipline Policy, or in cases of conduct detrimental to the best interest of the school. Breach of the conditions of probation may result in more severe sanctions.
  - E. In-school Suspension. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.
  - F. Suspension. Suspension is that period of time a student is sent home from school by the principal. A student may be suspended from school for a period of time not to exceed ten (10) school days except in instances when the student is awaiting a hearing on a recommendation to the Board of Directors for expulsion. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as absences.
  - G. Removal from a specific class for the balance of the semester. Where the student's conduct does not warrant expulsion from school, the student may be removed from a specific class without credit for the balance of the semester. This in-school suspension may isolate the student from a specific class while under proper supervision.
  - H. Expulsion. Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, the Discipline Policy, when the presence of the pupil is detrimental to the best interest of the school.
- III. ADMINISTRATIVE ACTION
- A. Removal from Class. Classroom teachers may temporarily remove from class any student who has become a discipline problem. Such removal from class shall be to the office of the principal or a designee and shall not exceed ten (10) days. When a student is removed from class to the office of the principal or a designee by a classroom teacher, the principal or designee shall ascertain the reasons for the temporary removal from class. The classroom teacher shall submit a written report to the principal specifying the misconduct or reason for suspension from class. If necessary, suitable arrangements for readmission to class shall be established during a teacher-student conference, which may include the principal or his or her designee, and may also include the parent(s) or guardian(s).
  - B. Probation Period. The principal or his or her designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specific period. Probation may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student and his or her parent(s) or guardian(s) and shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the Discipline Policy and these Administrative Rules and Procedures.
  - C. In-school Suspension. The principal or designee may specify the imposition of an in-school suspension which shall be imposed for a period not to exceed ten (10) school days. In-school suspension may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of an in-school suspension shall be given to the student and his or her parent(s) or guardian(s), and shall be placed in the student's file and shall also be given to the President of the Board of Directors of the school district. Administrative Procedures in Section IV herein shall be followed.
  - D. Removal from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). If the principal or designee determines that other sanctions for discipline have not and will not resolve a specific discipline problem in a class situation, and if the principal or designee in consultation with the Superintendent determines that expulsion is not recommended, then the principal may recommend removal of the student from the specific

class for the balance of the school semester (grades 7-8)/term (grades 9-12). Such removal shall be specified only after the principal has explored all available disciplinary alternatives and all other educational alternatives, including placement of the student in another class under the direction of another teacher, and only after a conference has been held with the student and his or her parent(s) or guardian(s). Notice of such removal from class for the balance of the semester shall be given in writing to the student, parent(s) or guardian(s), the Superintendent of Schools, and the President of the Board of Directors of the school district.

When a student is removed from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12), such action shall be taken only after thorough investigation by the principal as above specified, and only after a conference with the student and the student's parent(s) or guardian(s). Prior to such conference, the principal shall give written notice to the parent(s) or guardian(s) that the principal is considering removal of the student from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). The notice shall describe, or have attached, documents which describe the alleged incidents which gave rise to such consideration, including a direct citation of the Discipline Policy, board policy, and/or state statute that has been violated, and the time, place, and date of the conference. At the conference, the principal shall explain the evidence and the rules or policy allegedly violated. If the student denies the charges, the student shall be given the opportunity to examine witnesses, to call witnesses on his or her own behalf, and to offer an explanation on his or her own behalf. After such conference, the principal shall review the evidence and determine what sanction should be imposed, if any.

No more than one such removal from a specific class may be imposed upon a single student during a single semester, and if further removal is indicated, then the student should be recommended for expulsion.

- E. Suspension. A student may be suspended for up to ten (10) school days by the principal or his/her designee for violation of the regulations or rules established by the Board of Directors of the School District, including breach of discipline as defined by the Discipline Policy, or for conduct detrimental to the best interests of the School District, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or in the normal operation of the school. Notice of suspension shall be mailed to the student's parent(s) or guardian(s), the Superintendent, and the President of the Board of Directors of the school district. Under no circumstances may more than one (1) in-school suspension or out-of-school suspension be imposed upon a student based upon the same set of facts.
- F. Exclusion of Student for Health Reasons. Any student who has a communicable disease or poses a substantial threat to the health or safety of the school community may be removed from school by the principal or a designee, in consultation with the student, the student's parent(s) or guardian(s), and a medical consultant of the school district. The student who is excluded from school may be readmitted by a statement from a doctor that is reviewed by a school medical consultant, satisfactory to the school medical consultant that the student no longer poses a threat to the health or safety of the school community.

A medical consultant may exclude any child who is so abnormal that regular instruction would be of no substantial benefit to the student or whose presence in school may be injurious to the health of self or others. However, such student shall be provided special instruction. Such exclusion shall be only after evaluation of the student and consultation with the parent(s) or guardian(s).

A person shall not be enrolled without proper documentation of immunization.

#### IV. ADMINISTRATIVE PROCEDURES

To be followed when a student is placed on probation or suspended or denied privileges or declared ineligible for extracurricular activities, or when a student is removed from a specified class for the balance of the semester.

- A. The student should be told what he or she is accused of doing, orally or in writing, and be given an explanation of the evidence and the rules or policy allegedly violated. The principal or designee shall make an informal investigation, hearing all available accounts of the incident, and have discussion with the student. If written notice and explanation is not given, a written memorandum shall be prepared after the discussion, one copy to be placed in the student's file and the other to be mailed to the student's parent(s) or guardian(s).
- B. If the student denies the charges, he or she should be given an opportunity to explain his or her side of the story. There need be no delay between the time of the discussion and explanation to the student and the student's opportunity for response.  
The principal or designee may, in his or her discretion, find it advisable to have the person(s) who observed and reported the misconduct present when the accusation and explanation is given; to allow the student to confront each person(s); or to hear the person(s) on behalf of the student. Such proceedings shall be recorded. If the student makes a reasonable request that other persons be questioned, the principal or designee should attempt to talk to them if possible.
- C. If the student does not deny the charges, the principal shall explain the sanction to be imposed.
- D. Students whose presence pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the notice and hearing should follow as soon as practicable, not later than three (3) school days after immediate suspension. If the student is immediately removed from school, the principal or designee shall investigate the incident and decide, by the end of the school day, whether further disciplinary action is necessary. If an additional suspension is necessary beyond the end of the school day, the principal or designee shall give notice to the student and his or her parent(s) or guardian(s), describing what the student is accused of doing, an explanation of the evidence, the rule or policy allegedly violated, and the time when the student and his or her parent(s) or guardian(s) may have a hearing as heretofore provided.
- E. Nothing in this procedure shall be construed to prohibit informal settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
- F. To the extent the above-listed procedures are inconsistent with the due process procedures set forth in Policies 503.2R1 and 503.4R1, the latter policies shall take precedence over this policy and the procedures listed herein.

#### V. PROCEDURES FOR SENDING A SUSPENDED PUPIL HOME DURING THE SCHOOL DAY

When a student is suspended, the principal shall attempt to reach the student's parent(s) or guardian(s) to inform them of the school's action and to request that they come to the school for the child. If the student is entitled to transportation, and if the parent(s) or guardian(s) are unable to come for the child, the school shall provide transportation to the home, provided there is a parent or guardian there to receive the child. If the principal cannot reach the parent(s) or guardian(s), or where no one will be at home to receive the student, the student shall remain on school property until the close of the school day.

Notwithstanding this requirement, the principal may order the student to leave the school premises immediately when faced with mass violations of school rules or where it is not possible to keep the student on school premises and restore order or protect people on the school grounds. However, even in this instance, distance to the home and the age of the individual child may require keeping the student until the parent(s) or guardian(s) can be contacted.

#### VI. PROCEDURES FOR HANDLING STUDENT TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCE CASES.

Smoking, drinking alcoholic beverages, use of controlled substances or possession of any of these substances on school property is prohibited.

- A. A student's violation of Board Policy 502.7 regarding tobacco shall result in the following discipline:
  - 1. First Offense: Three (3) day suspension and other disciplinary action at the discretion of the principal.
  - 2. Second Offense: A second offense in any one school year will result in a ten (10) day suspension and other disciplinary action at the discretion of the principal.
  - 3. A third offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
  - 4. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.
- B. A student's violation of Board Policy 502.7 regarding alcohol shall result in the following discipline:
  - 1. First Offense: Ten (10) day suspension and other disciplinary action at the discretion of the principal.
  - 2. Second Offense: A second offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
  - 3. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.
- C. A student's violation of Board Policy 502.7 regarding controlled substance shall result in the following discipline:
  - 1. An offense in any one year will result in a recommendation to the Board of Directors for expulsion.
  - 2. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

#### VII. ALCOHOL OR CONTROLLED SUBSTANCE REFERRAL

- A. All school personnel shall report information relative to students with alleged drug problems to the principal.
- B. The principal may refer the matter to the counselor or other school personnel.
- C. The principal may refer the case to the school physician.
- D. In cases of self referral by a student, parent(s) or guardian(s) may be called at the discretion of the principal.

#### VIII. STAFF COOPERATION

It shall be the responsibility of all teachers, administrators and staff members (PK-12) to cooperate with any investigations into purported student violations of the Student Discipline, Good Conduct or Eligibility Policy. Teachers, administrators and staff members shall have the affirmative duty to report all known violations to the appropriate authorities for investigation. If information comes to the attention of school authorities by way of a substantiated rumor that a particular student has violated the Student Discipline, Good Conduct or Eligibility Policy, the appropriate administrator will investigate the facts and circumstances surrounding the alleged violation.

**Code No. 503.4**

### **GOOD CONDUCT RULE**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in co-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

It shall be the responsibility of the Superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Legal Reference: Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972). In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).  
Iowa Code §§ 280.13, .13A (1999).281 I.A.C. 12.3(8 d); 36.15(1).

Cross Reference: 502 Student Rights and Responsibilities, 503 Student Discipline, 504 Student Activities

Approved: 07/13/98 Reviewed: 01/11/01, 06/11/01, 06/09/03, 02/09/04, 06/14/04, 01/10/07, 05/09/07, 01/11/10, 05/11/11 Revised: 02/09/04

### **ELIGIBILITY POLICY**

#### **STATEMENT OF PHILOSOPHY**

The staff, administration, School Board, and parents of the Sheldon Community Schools believe that participation in co-curricular activities by the students of Sheldon Community Schools can have a positive effect on the development of constructive attitude for future citizenship. It is in this phase of the total educational program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one's own health and physical well being, group pride, team work, self-discipline and values of self-sacrifice. It is further deemed important that participants, before starting in the program should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will be participating. The Sheldon Community School District recognizes that the rules and regulations concerning the decorum and conduct of the students will vary with the times and mores of the community. It is our belief that the individual family should be the guiding influence and determinate of student behavior. It is also the belief of the Sheldon Community School District that participation in any co-curricular activity is a privilege. Therefore, certain types of conduct shall be deemed inappropriate for the generally accepted standards subscribed to by the Sheldon Community School District.

In the view of the above statement, the Sheldon Community School District will enforce the following policies and procedures relative to standards for participation in co-curricular activities throughout the calendar year of school. The activities include, but are not limited to, the following: Football, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track, Boys Golf, Girls Golf, Cross Country (Girls & Boys), Baseball, Softball, Volleyball, Cheerleading, Jazz Band, Intramurals (Girls & Boys), Show Choir, Musical, Speech, Dance Team, Summer Theater, Art Club, FFA, FCCLA, Orab Outlook, Science Club, Spanish Club, Speech Club, Weightlifters, Yearbook, FBLA, Student Leadership Team, Marching Band, Flag Corp, Choir, National Honor Society, Concert Band, Mock Trial, and Future Problem Solving

## ACADEMIC AND ATTENDANCE REGULATIONS

- A. A student in grades 7-12 shall be in school the entire day of performance, practice, scheduled contest, program, or trip if he/she expects to participate. Any exception must be cleared through the administration. Seniors are required to be in school for all classes.
- B. If a student will miss a class or classes because of a performance, scheduled contest, program, or trip, he/she must notify their instructors in advance of the date(s) they will be gone. It will be up to the teacher if the student will make up the schoolwork in advance or require it made up after the event.
- C. A student must pass all classes in each grading period to be eligible to participate in co-curricular activities. See Board Policy 503.4R2.

## INTERSCHOLASTIC COMPETITION

### STUDENT CONDUCT REGULATION

A student shall be declared ineligible for a participation in co-curricular competition or any activity where the student appears before the public in the event any of the following occur:

- A student admits he or she has used and/or possessed alcohol, tobacco, or controlled substances;
- A student attends the Juvenile Court Diversion Program;
- A student is found guilty of use and/or possession of alcoholic, tobacco, or controlled substances;
- A student is sanctioned for a breach of discipline (as defined by Section II of the Student Discipline Policy (Code 503.1R1)) under the provision of III of the Student Discipline Policy (503.1R1) and administrative rules of the district. A student is "sanctioned" for purposes of activating the ineligibility provisions of this student Eligibility Policy when a student receives three (3) or more days cumulatively of any combination of in-school or out-of-school suspension(s) during any one academic school year; or
- School district authorities determine a student has engaged in any conduct which makes him or her unworthy to represent the ideals, principles and standards of the Sheldon Community School District.

Approved: 07/09/84

Reviewed: 07/01/89, 01/11/01, 06/09/03, 02/09/04,  
01/10/07, 01/11/10

Revised: 07/15/94, 07/13/98, 06/11/01,  
06/14/04, 06/21/06, 05/09/07, 05/11/11

### ELIGIBILITY POLICY

A student may also be declared ineligible under the same terms listed above if the student admits guilt, or if found guilty of other conduct which violates the Iowa Criminal Code either in or out of school, during the school year, or during the summer months that in the opinion of the school administrator makes the student unworthy to represent the ideals, principles and standards of the Sheldon Community School District. A student's period of ineligibility shall be determined according to the following schedule:

1. **FIRST OFFENSE** – The student will be declared ineligible for the equivalent of one third (1/3) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 6 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 6 weeks in which student is a participant he/she will be ineligible for the next activity/public appearance.
2. **SECOND OFFENSE** – The student will be declared ineligible for the equivalent of one-half (1/2) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 18 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 18 weeks in which student is a participant he/she will be ineligible for the next three activities/public appearances. In addition, an outpatient evaluation at an ADTU (Alcohol Drug Treatment Unit) for substance abuse offenses, along with a cessation program for a second offense tobacco violation will be required. The student will be solely responsible for the cost of the ADTU evaluation and any required treatment. The cost of the cessation program will be provided at the expense of the school provided funds are available.
3. **THIRD OFFENSE** – Violation of this policy shall be the loss of privilege of participation in co-curricular activities where the student appears before the public for a period of one year from the date of the third offense. A student may petition in writing to have his/her eligibility reviewed for reinstatement to the school Principal and Board of Education.

Category A		Category B	
Football	Volleyball	FFA	Art Club
Marching Band/Flags	Wrestling	Spanish Club	Science Club
Girls Golf	Boys Golf	Choir	Weight Lifters
Baseball	Softball	Concert Band	Speech
Girls Basketball	Boys Basketball	Jazz Band	FBLA
Girls Cross Country	Boys Cross Country	Show Choir	Pep Band
Girls Track	Boys Track	Dance Team	Speech Club
	Cheerleading	Musical	FCCLA

Whether an offense is a First, Second or Third Offense shall be determined as follows:

1. First Offense. An offense shall be considered a first offense if: (1) the student has had no prior violations of this policy; or (2) the student has had prior violations of this policy, however, the student has had no violations of this policy within the preceding one year period of time measured from the date of the commission of the most recent violation.
2. Second Offense. An offense shall be considered a second offense if the student has had one prior violation of this policy in the preceding one year period of time measured from the date of the commission of the most recent violation. If a student is already serving a probationary period of ineligibility for a prior violation of this policy and then he or she commits another violation that is a second offense, the student shall serve the remaining period of ineligibility for the first offense concurrently with the probationary period of ineligibility imposed for the second offense, which one year period shall begin as of the date of the



commission of the most recent violation. In other words, the probationary period of ineligibility imposed for the first and second offenses shall run concurrently to each other, not consecutively.

3. Third Offense. An offense shall be considered a third offense if the student has had two prior violations of this policy within the preceding one year period of time measured from the date of the commission of the most recent violation. If a student is already serving a probationary period of ineligibility for prior violations of this policy and then he or she commits another violation that is a third offense, the student shall serve the remaining probationary period of ineligibility for the prior offenses concurrently with the probationary period of ineligibility imposed for the third offense, which one year period shall begin as of the date of the commission of the most recent violation. In other words, the probationary period of ineligibility imposed for the first, second and any subsequent violations shall run concurrently to each other, not consecutively. For purposes of this policy, the term "one year period" shall mean 365 consecutive days. This one year period shall be a probationary period.

Students may not use the following activities to serve out their period of ineligibility nor may they participate in these activities during the period of ineligibility: Intramurals, Post-Season Award Banquet, Scrimmages, Jamborees, Future Problem- Solving, Orab Outlook, Student Leadership Team, National Honor Society, Yearbook, Homecoming Court and additional activities at the discretion of the Activities Director and Principal.

Consideration for reinstatement to eligibility shall be based on the student's good conduct in and out of school, school attendance, and scholastic performance during the period of ineligibility. Reinstated students will be placed on probation for 12 months with the conditions of probation stated in writing. Students who voluntarily enter and satisfactorily complete a 30 to 45 day treatment program for substance use/abuse will be eligible upon their return to school after first, second, or third offense.

NOTIFICATION: Any student who fails to notify school officials within three days of receiving a written charge, complaint, or citation regarding conduct which violates the discipline policies is in violation of this eligibility policy. This shall apply both in and out of school and during summer months. Students who fail to notify school officials within three days shall be ineligible to participate in all school activities for 12 calendar months. If this period of ineligibility to participate cannot be completed during the activity in which the ineligibility occurred, it shall be carried over to the next activity in which the student regularly competes. If two or more activities are needed to complete the period of ineligibility, the student will be expected to complete, in full, both activities. The period of ineligibility shall begin on the date that the ineligibility is finalized.

## **INTERSCHOLASTIC COMPETITION RELATED ADMINISTRATIVE RULES AND REGULATIONS**

### **APPEAL PROCESS:**

1. A hearing will be held with the student and/or parent(s) or guardian(s), at which the student is given oral or written notice of the accusation.
2. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence.
3. The student shall be given an opportunity, during the hearing, to present the student's side of the story if the student denies the charge.
4. The hearing may be held immediately following the notification of the alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing (as provided in Nos. 1, 2, and 3 above) shall be provided as soon as practicable.
6. Immediately following the suspension of a student, parents shall be notified in writing that the suspension has occurred and the reason(s) therefore.
7. The student and parent shall be apprised that they may appeal to the Superintendent of Schools if the suspension is made by the principal or his/her designee and to the Board of Education if the suspension is made or upheld by the Superintendent.
8. Written notice of student suspension shall be given at once to the Superintendent, who will notify the President of the School Board.

### **SPECIAL PROVISIONS:**

1. Each day of actual competition will count as one event when completing the period of ineligibility. Performance is defined as representing the school in any appearance before the public. (Performances would not include scrimmages.) One performance per day counts for eligibility. A person is eligible the day after completion of ineligibility.
2. The student must participate in all practices while ineligible, unless the period of ineligibility is one year.
3. Mid to late season suspensions. If the number of events a student is ineligible to participate in exceeds the number remaining in the current season, the ineligibility will carry over into the next season or activity in which the student regularly competes.
4. After each violation of the good conduct rule a student is on probation for a period of 12 calendar months. If no violations occur during this probationary period, the student's previous violations are eliminated from his/her record.
5. A violation of the School District's Discipline Policy resulting in three or more cumulative days of in-school or out-of-school suspension will also be a violation of the Eligibility Policy and consequences will be enforced appropriately in both policies.

**Code No. 503.4R2**

## **ACADEMIC ELIGIBILITY POLICY**

Any student wishing to participate in school sponsored athletics or co-curricular activities (See Category A and Category B for a description of these activities) must be in compliance with the provisions of this Academic Eligibility Policy. Compliance with this Academic Eligibility Policy shall be in addition to a student's compliance with the provisions of the District's Good Conduct, Student Discipline and Eligibility Policy.

For purposes of this Academic Eligibility Policy Category A and Category B activities are defined as follows:

<b>Category A</b>		<b>Category B</b>	
Football	Volleyball	FFA	Art Club
Marching Band/Flags	Wrestling	Spanish Club	Science Club
Girls Golf	Boys Golf	Choir	Weight Lifters
Baseball	Softball	Concert Band	Speech
Girls Basketball	Boys Basketball	Jazz Band	FBLA
Girls Cross Country	Boys Cross Country	Show Choir	Pep Band
Girls Track	Boys Track	Dance Team	Speech Club
Summer Theatre	Cheerleading	Musical	FCCLA
		FPS/Mock Trial	Yearbook

## I. GENERAL RULE

In order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following minimum academic eligibility requirements:

- A. Each participating student must be enrolled and in good standing in the Sheldon Community School District;
- B. Each participating student must be under twenty (20) years of age;
- C. Each participating student shall not have been a member of a college squad, trained with a college squad or participated in a college contest;
- D. Each participating student must be in compliance with the Credit Requirements set forth in Section II of this Academic Eligibility Policy;
- E. Each participating student must be in compliance with the Academic Progress Requirements set forth in Section III of this Academic Eligibility Policy; and
- F. Each participant must have completed any period of ineligibility imposed pursuant to Section IV of this Academic Eligibility Policy.

## II. ACADEMIC PROGRESS REQUIREMENTS

In addition to the other requirement of this policy, in order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following academic progress requirements:

- A. Each participating student must have earned a "passing grade" in all coursework for which credit was given during the previous quarter. As stated above, for purposes of this policy, the school year shall consist of four quarters. A student may not use summer school or other means to make up failing grades to regain eligibility. If a student receives a "failing" "final grade" in any course for which credit is given, such student shall be academically ineligible to participate in any Category A or Category B activity for the period of ineligibility set forth in Section IV of this Academic Eligibility Policy; and
- B. Each participating student must be making adequate progress towards graduation credit requirements (as determined by the District) at the end of each quarter.

For purposes of this policy, the term "passing grade" shall mean that a student has received a letter grade of D- (D minus) or better. For purposes of this policy, the term "failing" grade shall mean that a student has received a "F". If a student receives an "incomplete" as a "final grade" in any coursework, for which credit is given, a student shall remain academically eligible to participate in Category A and Category B activities during the period that the student completes the required coursework to receive a letter grade, however, such period shall not exceed five (5) consecutive school days after grades are issued at the end of a quarter. The letter grade of "W" which signified that a student has withdrawn from participation in coursework with the school district's approval, shall not be considered a failing grade unless, as a result of such "W", the student falls below the minimum credit requirements to maintain academic eligibility pursuant to the requirements of Section II of this Academic Eligibility Policy. For purposes of this policy, the term "final grade" shall mean that grade which appears on the student's transcript for a school quarter, it shall not include any period less than a school quarter such as any progress report or other like intermediate grading system.

It is the policy of the District that any student with a disability who has an individualized education program (IEP) shall not be denied eligibility based on the credit requirements of Section II or the academic progress requirements of Section III of this Academic Eligibility Policy, if school officials determine, in their sole discretion, that the affected student is making adequate progress towards the goals and objectives set forth on the student's IEP. These academic grading requirements of Section III of the Academic Eligibility Policy shall likewise not apply to any post secondary, trade or college coursework that the student is enrolled in, for which the student will not be receiving any credit at the Sheldon Community School District. For example, if a student enrolls in and attends a college night course at NCC on his or her own time, that student shall not lose eligibility for purposes of Article III should the student receive a failing grade in such coursework.

## III. PERIOD OF INELIGIBILITY

As more particularly set forth in Section II of this Academic Eligibility Policy, if any student participant (or any student who wishes to participate in any school sponsored athletics or co-curricular activities) receives a failing grade in any course for which credit is awarded, the student shall be ineligible to dress for and compete in any interscholastic athletic contest or competition; to participate and compete in any co-curricular public performance; and to represent the school in any appearance before the public (scrimmages are not public appearances for purposes of this policy) for the following periods of ineligibility:

- A. Category A Activities. A student who is academically ineligible under this policy shall be ineligible to dress for and compete in the next occurring interscholastic athletic contest or competition for a period of thirty (30) consecutive calendar days for all Category A activities. As baseball and softball take place during the summer, the time period of ineligibility shall be four (4) consecutive weeks following the end of the final grading period.
- B. Category B Activities. Subject to the special provisions regarding contestants in graded public performances or competitions, a student who is academically ineligible under this policy shall be ineligible to participate and compete in any co-curricular public performance and to represent the school in any appearance before the public for a period of thirty (30) consecutive calendar days for all Category B activities. In the event a participating student is declared academically ineligible under this policy, and is thereby prevented from participating and/or performing in any public performance or other event that is graded, or in any other like circumstance where failure of the student to perform or participate in any Category B Activities will otherwise negatively impact the student's course grade, school officials shall designate a non-public performance alternative for such affected students so that such students may be graded and otherwise have an opportunity to achieve academic credit.
- C. Special Rule for Middle School Students. Any middle school student (students in 7<sup>th</sup> or 8<sup>th</sup> grade) wishing to participate in school sponsored athletics or co-curricular activities (See Category A and Category B for a description of these activities) must also be in compliance with the provisions of this Academic Eligibility Policy and if declared academically ineligible under this policy, must serve a period of ineligibility for all Category A and Category B Activities as set forth in Section IV of this Academic Eligibility Policy. However, the following special rules and periods of ineligibility shall apply only to middle school students:
  - i. Category A Activities. A middle school student who is academically ineligible under this policy shall be ineligible to dress or compete for a period of fourteen (14) consecutive calendar days from the first contest date for all Category A activities.
  - ii. Category B Activities. Subject to the special provisions regarding contestants in graded public performances or competitions, a middle school student who is academically ineligible under this policy shall be ineligible to participate and compete in any co-curricular public performance and to represent the school in any appearance before the public for a period of fourteen (14) consecutive calendar days for all Category B activities. However, a participating student may participate and perform in any event that is graded or where failure of the student to perform or participate will negatively

impact the student's course grade. Students shall likewise remain eligible to participate in any non-competition public performances related to any Category B activities should the instructor, in his or her sole discretion, deem an individual student's participation appropriate under the circumstances.

For purposes of this policy, such periods of ineligibility for both Category A and Category B activities, shall begin on the date of the first interscholastic athletic contest or competition; co-curricular public performance; or any other public performance occurring on or after the first school day following the day quarter grades are issued by the school district. During the period of ineligibility, the affected student must attend and actively participate in all practices.

If a student is a participant in both Category A and Category B activities at the time he or she is declared academically ineligible under this policy, the periods of ineligibility shall run concurrently. That is, should a student be a participant in a Category A activity (such as basketball) and a participant in a Category B activity (such as speech) at the same time, the maximum period such student shall be academically ineligible is a period of 14 consecutive calendar days as otherwise calculated in this policy. However, upon expiration of the maximum period of ineligibility applicable to a Category A activity, such student may become eligible to participate in any Category A activities, while remaining academically ineligible to participate in any Category B activities, until such student has served the balance of the period of ineligibility applicable to any Category B activities. Additionally, any two or more periods of ineligibility imposed under this policy shall be served concurrently.

For purposes of this policy, grades are considered "issued and final" when report cards are made available, not when a student actually receives such grades. A student who is academically eligible under this policy at the close of a quarter is academically eligible until the beginning of the subsequent quarter.

Approved: 10/09/06

Reviewed:

Revised: 05/09/07; 5/14/08

### **BUSES AND OTHER SCHOOL DISTRICT VEHICLES**

The safety of every child on school vehicles is of great concern to all of us. Every precaution is taken to see that the children arrive at their destination safely, but this requires the cooperation of the parents. The driver must give his/her entire attention to driving the vehicle. Anything that happens on a vehicle to divert the driver's attention from his/her job immediately endangers the safety of the riders. It is therefore, absolutely necessary that the children riding in the vehicle conduct themselves in the best possible manner. The following rules governing the pupils riding the school vehicles will be enforced at all times:

1. Please sit in your seat with feet on the floor while the bus is moving.
2. Please keep hands, head, & personal belongings inside the bus.
3. Please dispose of trash in an appropriate manner.
4. Please talk in a normal tone and always use appropriate language.
5. Please keep your hands, feet, & belongings to yourself.
6. Please follow directions of the bus driver at all times.

For in-town routes, students should not arrive at a designated in-town bus stop more than five minutes before the bus is scheduled to arrive at the stop. In the afternoon, students should head home immediately after being dropped off. Students should not hang around the bus stop areas after being dropped off in the afternoon.

#### **Bus Conduct Consequences – Rural Routes**

**First Offense:** Student will visit with the building principal/designee. Parents will be informed of behavior that is unacceptable. Student will have 30 minutes detention.

**Second Offense:** Student will visit with the building principal/designee and lose bus privileges for three days. Parents will receive notification of the offense and be made aware that the student must find alternative transportation for the three days.

**Third Offense:** Student will visit with the building principal/designee and lose bus privileges for five days. Principal/designee will notify parents to come for a conference and inform them that the student must find alternative transportation for five days.

**Fourth Offense:** Student will visit with the building principal/designee and lose bus privileges for one month. The student, parents, transportation director, and principal will hold a conference and inform them that the student must find alternative transportation for one month. A written plan for changing inappropriate behavior will be made at this conference. Failure to agree on a plan of action may necessitate further restrictions of bus riding privileges.

**Fifth Offense:** The student, parents, transportation director, and principal will hold a conference. Bus riding privileges will be suspended for the remainder of the school year.

#### **Bus Conduct Consequences – Town Routes**

**First Offense:** Students who fail to follow the rules for riding the bus will be asked to get off the bus and will have to walk to school/home the day of the incident and will not be allowed to utilize the in-town bus service for five days.

**Second Offense:** Students will lose in-town transportation privileges for twenty days.

**Third Offense:** Students will lose in-town transportation privileges for the remainder of the school year.

**Code No. 605.6**

### **DISTRICT NETWORK (ORABNET) & TECHNOLOGY - ACCEPTABLE USE POLICY**

Technology is a vital part of the Sheldon Community School District's (District) curriculum. OrabNet and the Internet are available to students, employees, volunteers, and contractors (users). Appropriate and effective use of the OrabNet and the Internet allows access to resources critical in supporting our mission. The Internet can provide a vast collection of educational resources for students and employees. The purpose of this policy is to be transparent with users about the expectations on safe and acceptable use of our technology.

All users shall abide by the District's policies and regulations as well as applicable federal, state, and local laws when using the District's technologies including computers and devices and when using personally-owned technology on the District's campuses. Violations may result in disciplinary action including, but not

limited to, loss of privileges for a definite or indefinite period, termination of employment, or in the case of a student, notification to parents, probation, suspension, and/or expulsion. Violations of law may result in criminal or civil prosecution.

The District employs various security measures to protect the security of information technology resources and individual user information. The District educates students about appropriate online behavior including interacting with other individuals through e-mail, social networking sites, and chat rooms. Students are also educated on cyber bullying such as awareness and response and other unlawful activities online such as hacking. Employees provide age-appropriate training for students who use the Internet at school. Training also educates users on the District's compliance with the E-rate program requirements of the Children's Internet Protection Act (CIPA).

Employees and students will be instructed on the safe use of the Internet on an annual basis. Students' Internet activities will be monitored on a random basis by the District to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or other harmful content to minors. The District uses technology protection measures to restrict students' access to harmful materials.

Due to the global nature of the Internet, it is impossible for the District to control all available information. Information on the Internet appears, disappears, and changes constantly. The District cannot predict or control all the information students or employees may locate on the Internet. Although students will be under District employee supervision, it is not possible to constantly monitor all students individually while they are accessing the Internet or other outside networks. Some students may encounter information having no educational value. Also, the District does not guarantee the accuracy of information on the Internet.

Parents, students, and employees must sign a permission form to access the Internet. Students and employees will sign a form on an annual basis acknowledging they (1) have read and understand the District Network (OrabNet) & Technology Acceptable Use Policy and Regulations, (2) will comply with the policy and regulations and (3) understand the consequences for violation of the policy or regulations. Individual OrabNet accounts will be issued to students for Internet access. While at school, students shall use only their own OrabNet account. Users are not allowed to access personal or home accounts such as, but not limited to, Yahoo, Hotmail, MSN, Facebook, and MySpace within OrabNet.

Student internet records and access records will be managed in accordance with applicable federal and state laws. In compliance with federal law, this policy will be maintained at least five (5) years beyond the termination of funding under the Children's Internet Protection Act (CIPA) and/or E-rate. The District is committed to compliance with all applicable state and federal law applicable to technology use.

Legal References: Iowa Code §§ 279.8; CIPA; FERPA; HIPAA

Cross References: 104 Anti-Bullying/Harassment  
502 Student Rights and Responsibilities  
506 Student Records

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**Code No. 605.6R1**

## **DISTRICT NETWORK (ORABNET) & TECHNOLOGY - ACCEPTABLE USE REGULATIONS**

The following regulations shall apply equally to students, employees, volunteers, and all other persons (collectively users) accessing and using the Sheldon Community School District's (District) technology. Specific users may have additional obligations to the District based upon the nature of their positions. All District technologies including, but not limited to, hardware, software, Internet, and mobile devices are to be used in a responsible, ethical, and legal manner.

The District's technology network system (OrabNet) links schools together and provides access to public networks to promote education. Use of OrabNet is solely to facilitate the exchange of information to further student's education and research consistent with our mission. OrabNet's software and hardware technology, the information transmitted on it, and documents created on it are the property of the District.

The District has the right to supervise the use of such property and may monitor, access, and review such property without prior permission of any OrabNet users. Each person requesting access to OrabNet must complete an Access Release and Authorization Form acknowledging user obligations. Use of OrabNet or the District's technology without signed authorization is prohibited.

The District shall not be liable for the actions of anyone connecting to OrabNet or the Internet through OrabNet. All users shall assume full liability (legal, financial, or otherwise) for their actions while using OrabNet and will be held accountable for any harm or damages that result. Parents or guardians agree to accept financial responsibility for any damages or expenses incurred because of activity by their student while using OrabNet.

### **NETWORK (OrabNet):**

1. Use of OrabNet promotes the exchange of information to further education and research and is consistent with the mission of Sheldon Community School District.
2. Access to online content via the network may be restricted in accordance with our policies and state and federal regulations including the Children's Internet Protection Act (CIPA).
3. OrabNet is not for game playing, private or commercial business use, political or religious purposes, or for accessing personal or home accounts.
4. Any use for illegal activity or attempted illegal activity is prohibited.
5. Use to access, create, upload, download, or distribute material that may reasonably be categorized as containing nudity, obscene or pornographic material, or individuals not meeting the Student Appearance policy and regulations is prohibited.
6. Cyberbullying in any form intended to scare, hurt, embarrass, or intimidate another person is prohibited.
7. Sending material reasonably likely to be offensive or objectionable to other individuals is prohibited.
8. Hacking; uploading, downloading, or creating computer viruses and other malicious computer programs; and using programs that harass persons within or outside the District's network or infiltrate a computing system and/or damage the software components is prohibited.
9. Users will make the most efficient use of network resources to minimize interference with network performance and other users.
10. Any use to access outside resources must conform to this policy and regulations.
11. Users shall not plagiarize any resources or content located within or outside of the District's network. Research conducted online should be

- appropriately cited to give credit to the original author.
12. Subscriptions to listserves, bulletin boards, social media feeds, and other services must be pre-approved.
  13. Web browsing, posts, chats, sharing of information and documents, and messaging on the District's network may be monitored.

Approved: 08/19/96	Reviewed: 06/11/01, 06/14/04, 05/09/07, 05/12/10, 05/13/13, 04/10/17, 06/XX/18	Revised: 08/24/98, 04/19/99, 06/17/02, 06/09/03, 06/21/06, 07/09/08, 6/13/18
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## DISTRICT NETWORK (ORABNET) & TECHNOLOGY - ACCEPTABLE USE REGULATIONS

### SECURITY:

1. Users will respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data, or information of others within or outside of the OrabNet network.
2. Users may not share their accounts with anyone or leave the account open or unattended.
3. Users will keep all accounts and passwords confidential and inaccessible to others.
4. Users are responsible for making back-up copies of their documents.
5. Users should be careful not to share personally-identifying information online.
6. Users will alert the District immediately of any concerns for safety or security.

### SOFTWARE & HARDWARE:

7. Users are responsible for taking precautions in preventing viruses on personal computer hardware and mobile devices as well as the District's computer hardware and mobile devices.
8. Use of personally-owned devices by users on the District's campuses must comply with District policies and regulations and violations may result in disciplinary action as described herein.
9. Illegal installation, upload, download, or distribution of copyrighted software or files is prohibited.
10. Contact the District's System Manager to install any software on the District's hardware.
11. Users shall immediately report any loss, damage, or malfunction of the District's software or hardware.
12. Use of District issued software and hardware, including laptops, tablets, and mobile devices, may be monitored without prior consent of the user.
13. Users shall abide by this policy and regulations when using the District's hardware or devices off the District's network.
14. No person shall have exclusive use of District equipment unless authorized by the Superintendent or his/her designee.

### ELECTRONIC MAIL (E-MAIL):

15. E-mail is provided to District staff to exchange information consistent with the District's mission.
16. Students may access the e-mail for approved classroom projects through their teacher's account.
17. E-mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
18. E-mail cannot be used for political or religious purposes.
19. E-mail messages are subject to District monitoring, access, and review at any time.
20. E-mail should not be used to broadcast messages outside of the building unless approved by the District.
21. Employees may use e-mail for limited personal use provided such messages (whether being sent or received by an OrabNet user) comply with this policy and regulations, do not interfere with their employment duties, and do not result in the misuse of the District's time or other resources.
22. No content should be included in an email message transmitted via the OrabNet that would not be appropriate to place on the District's letterhead correspondence subject to state and federal laws.
23. Nothing in this subsection or any other provision of this policy and regulations shall be construed to limit the right of the District to access and review any user's e-mail messages without obtaining the prior permission of that user.
24. E-mail should be deleted regularly from the user's e-mail directory to conserve electronic file space.

### GOOGLE SUITE FOR EDUCATION:

25. The District will provide staff and students with a Google Suite for Education account.
26. Google Suite for Education provides our students and teachers with a platform to communicate and collaborate in a safe, online environment using word processing, presentation, and spreadsheet tools.
27. Google Apps services may be accessed at any location with an Internet connection (school, home, smart phone, etc.).
28. The District's Google Suite accounts are only to be used for school related tasks.

### NETWORK ETIQUETTE:

1. Use of OrabNet is a privilege and may be taken away for violation of Board policy or regulations.
2. Each network outside of OrabNet may have its own set of policies and procedures. Users will abide by the policies and procedures of these other networks when connected to utilize those resources.
3. Users will respect all copyright and license agreements.
4. Users will properly cite authors or authorities for all quotes, references, and sources.
5. Users will only not waste District technology resources such as bandwidth.
6. Users will also apply the privacy, ethical, and educational rules governing other forms of communication.
7. Users should alert a teacher or other District employee if such user sees threatening, bullying, inappropriate, or otherwise harmful content online or conduct by another user.
8. Users accessing Internet services incurring a cost will be responsible for payment of those costs.
9. Users should adhere to the following guidelines on managing email:

- a. Others may read or access the e-mail and the District may monitor such emails; therefore, private messages should not be sent.
- b. Delete unwanted messages immediately.
- c. Use of objectionable or offensive language or content is prohibited.
- d. Always sign messages with an appropriate signature and title as applicable.
- e. Always acknowledge receipt of a document or file.

#### **EXAMPLES OF TECHNOLOGY UNACCEPTABLE USE:**

Examples of violations include but are not limited to:

1. Using or attempting to use someone else's authorization for access to OrabNet.
2. Accessing or attempting to access without permission someone else's computer files (including system files) on the District's network or property or outside OrabNet with the District's technology property.
3. Threatening, intimidating, bullying, or harassing another person by use of District property or network.
4. Impairing, interrupting, or inhibiting any other person's access to or use of resources (e.g., generating or spreading a virus, sending codes to lock another person's keyboard, making excessive noise, playing games on-line, inordinate consumption of resources, etc.), except as consequential to normal and acceptable use.
5. Permitting others (at Sheldon or elsewhere) to use your authorization.
6. Sending anonymous, deceptive, fraudulent, offensive, or unwelcome electronic communications.
7. Using local, regional, or national networks for conduct that violates Sheldon Community School District agreements with the Iowa Communication Network (ICN).
8. Violating license agreements, copyrights, or other intellectual property rights.
9. Forwarding cartoons, videos, chain emails, jokes, and other information or content that do not serve a legitimate educational purpose as determined solely in the discretion of the District.
10. Attempt or perform any other activity contradictory to or not consistent with the mission, policies, and best interests of the Sheldon Community School District.

#### **GENERAL INFORMATION:**

Interpretation: Interpretation, application, and modification of this District's Network (OrabNet) & Technology Acceptable Use Regulation are within the sole discretion of Sheldon Community School District. Any questions or issues regarding this policy should be directed to the Sheldon Community School District administration.

Acceptable Use: Users must comply with Sheldon Community School District education policies and regulations. Use of the OrabNet must comply with the goals and objectives of the District classes and educational programs. Users must be aware that inappropriate use of an account can be a violation of local, state, and federal laws, and that they could be prosecuted for violating those laws.

Personal Responsibility: Users must accept personal responsibility for authorized and appropriate use of any OrabNet account made available to them. Access to OrabNet resources is a privilege not a right. Users acknowledge that they will be held personally responsible for any use made of authorized access to OrabNet computing resources. Unauthorized or inappropriate use of the OrabNet computing resources may be grounds for sanctions, which could include suspension or loss of computing privileges, disciplinary action up to and including suspension, expulsion, termination of employment, or legal action.

Limitation on Liability: The District will not be responsible for damage or harm to persons, files, data, software, or hardware. The District maintains filtering devices and other safety and security measures, but the District cannot predict or control all the information students or employees may locate on the Internet. The District makes no guarantees as to the effectiveness of such safety and security measures. Any debt incurred by a user as a result of improper use of OrabNet, the Internet, or e-mail is the responsibility of the user or if a student, the student's parent/guardian/custodian.

Privacy and Safety: E-mail is not guaranteed to be private. The District reserves the right to monitor communications on all authorized accounts and the network. Protect your own privacy. Be cautious. On the Internet users may claim to be someone they are not. Don't publicly post your phone number, address, or other personal information or save the same information to the District network drive. User files are accessible to persons with system privileges. Do not arrange a face-to-face meeting with a person whom you do not know.<sup>1</sup> Do not respond to any messages or social media posts that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. If you receive any uncomfortable messages, promptly reported it to your teacher.

Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy and the illegal use or possession of copyrighted software is strictly prohibited.

Site Licensed Software: Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the license. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any site-licensed software shall be removed.

Network Use Software: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied from the server to individual hard drives or storage devices.

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<sup>1</sup> For more information read the brochure "Child Safety on the Information Highway" which is published by the National Center for Missing & Exploited Children (<http://api.missingkids.org/Home>)

Concurrent Use Software: Concurrent use software is the same as network use software except it can be copied to work stations if regulated by metering program.

Single License Software: Single license software can be owned by a school, department, or sub-organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the district may be brought into the District under the following conditions:

- a. The user can provide ownership.
- b. The user adheres to the licensing agreement for the software.
- c. The user has registered software with the software company.
- d. The user has registered the software with the District's System Manager and received permission to use the software.

Property Rights: The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

Security: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations. Do not give your password to any other person. Do not use another person's account. You are responsible for any use of your authorized account and for keeping it secure.

False Entry/Alteration: No user shall make false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District, nor shall any user open or alter official school documents or private documents, either paper or electronic.

Banned Website Visits: A list of all sites a student accesses or attempts to access is recorded in accordance with the Children's Internet Protection Act (CIPA). Our proxy servers automatically pick up any illegal site requests from students. Students are accountable for accessing or attempting to access illegal sites unless approved by their teacher. Illegal sites include, but are not limited to: adult oriented sites, gambling sites, illegal drug sites, gaming or arcade sites, social networking sites.

Controversial Materials: OrabNet users may encounter material that is controversial and which users, parents, teachers, administrators, or others may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of available data. The user must apply the guidelines of this policy and regulations in making decisions about accessing material. Any effort on the part of the District to restrict access to material shall not be deemed to impose any duty on the part of the District to regulate the content of material on the Internet, the World Wide Web, or other accessible networks.

Restricted Material: OrabNet Users will not intentionally access, upload, download, or disseminate any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations

Enforcement: The District shall rigorously uphold laws and rules pertaining to the use of technological equipment and the information contained in them and/or generated by their use in the Sheldon Community School District. Anyone found to be violating such laws or rules shall be subject to suit for criminal charges and civil damages as well as prosecution by the District to the full extent of the law. Any violation of the rules may result in the revocation of access privileges and disciplinary action up to and including suspension, expulsion, legal action, or termination of employment.

Warranties: The District makes no warranties of any kind, whether expressed or implied, regarding use of computer information services. The District will not be responsible for any damages suffered because of using computer information services. The District will not be responsible for loss of data because of delays, non-deliveries, or interruptions of service caused by the system or user errors or omissions. Use of any information obtained through the system or network is at the user's risk. The District specifically disclaims any responsibility for the accuracy of information obtained through use of your network account.

Student Violations: Students who violate this policy and regulations shall be subject to the appropriate action described in Board policy or regulations or the following consequences. The District reserves the right, in its sole discretion, to determine the level of violation and discipline. The descriptions below are not intended to be exhaustive as other violations and disciplinary actions may apply. If the conduct involves a civil or criminal law violation, information on the student's conduct may be turned over to the proper authorities.

#### Level 1 Violation Descriptions and Disciplinary Actions

These violations include, but are not limited to:

- Using student technology (school or personal) during class for non-class related reasons (games, videos, music files, CDs, DVDs, handheld devices including phones, browsing off-topic websites)
- First attempted access to banned sites (attempt defined by all attempts within one day unless circumstances of the daily activity warrant higher discipline)
- Minor vandalism or damage of technology devices (intentional or unintentional) collectively valued under \$100.00.
- Sending an inappropriate email not including harassment, bullying, offensive content, or pornographic material.

Disciplinary actions for Level 1 violations include, but are not limited to:

- Warning, detention, suspension, and loss of computer privileges for a determined amount of time

#### Level 2 Violation Descriptions and Disciplinary Actions

Level 2 Violations are considered major offenses and typically show the higher disregard for other people, the school's equipment, and our policy.

These violations include, but are not limited to:

- Failure to report any vandalism or network security violations known or which a student becomes aware.
- Second attempted access to banned sites. Parents/guardians/custodians will receive a list of sites attempted.
- Using technology to cheat, plagiarize, or infringe copyright.
- Vandalizing or damaging hardware (intentional or unintentional) causing damage collectively valued at more than \$100.00 but less than \$500.00.
- Sharing your account with another person or using another student's account.
- Using or attempting to use proxy or anonymous surfing services to mask internet usage.

Disciplinary actions for Level 2 violations include, but are not limited to:

- Detention, suspension, and loss of computer privileges for a determined amount of time

#### Level 3 Violation Descriptions and Disciplinary Actions

Level 3 Violations are considered severe offenses and are typically malicious in nature with the intent to cause a major (1) disruption on our network or within the classroom or (2) harm others or property.

These violations include, but are not limited to:

- Creating or posting information, documents, or images aimed at insulting, defaming, harassing, bullying, threatening, belittling, or otherwise intending to harm (emotionally or physically) another person (violation severity level based upon facts of the situation)
- Using the District's technology or a staff member's computer without permission.
- Attempting to acquire unauthorized access to the network. This includes trying to steal teachers, staff or administrators' passwords.
- Creating documents or posting information advocating or threatening illegal acts towards one's self or another person
- Attempting to use or using tools or the District's technology for hacking, phishing, or similar activity illegal or intended to be disruptive to a network or person's hardware/software.
- Use of the District's technology for any illegal activity
- Purposely and willfully vandalizing or attempting to vandalize software, data, or hardware causing the need for complete device replacement or repair costs of \$500.000 or more.

Disciplinary actions for Level 3 violations include, but are not limited to:

- Suspension, recommendation for expulsion, and loss of computer privileges for a determined amount of time

**Code No. 605.6E1**

### **DISTRICT NETWORK (ORABNET) & TECHNOLOGY - ACCEPTABLE USE POLICY ACCESS PERMISSION LETTER TO PARENTS**

Dear Parents:

Your child is qualified to receive an OrabNet and Internet account. For your child to utilize these resources, the District needs your permission to provide him/her the account. Your child will use this account to communicate with other schools, colleges, organizations, and students around the world. Additionally, the account will give your child the opportunity to connect with other people to share educational information, learn concepts related to their studies, and research topics for projects.

With this educational resource access also comes responsibility. You and your child must read the enclosed Access Release and Authorization Form and the District Network (OrabNet) & Technology Acceptable Use Policy & Regulations. Please discuss the information with your child. We will gladly answer any questions you may have.

The Acceptable User Policy and Regulations outline the rules that students are expected to follow when using school technologies or when using personally-owned devices on the District's campuses. It is extremely important that your child follows the rules when using his/her OrabNet & Internet account. Failure to follow the policy and regulations will result in the loss of the privilege to use this key educational tool. Violations of the rules may also result in detention, suspension, or even expulsion.

Please note that you are legally responsible for your child's actions when using this account. Stress to your child the importance of using only his/her own account and password in a respectful and compliant manner. Explain the importance of keeping his/her account access information a secret from other students. Your child should NOT let anyone else use his/her account and password under any circumstances!

Although we have established acceptable use policies and regulations, please be aware that there may be unacceptable material or communications on the Internet that your child can access. We also provide age appropriate education to students on safe use of the internet. Yet, the District cannot control or guarantee all material available to students on other computer systems and networks.

After you have read and discussed the policy and regulations with your child, and if you agree to allow your child to have an OrabNet and Internet account, please sign the Access Release and Authorization Form. Then return it to your school by [DATE].

Sincerely,  
Mrs. Barwick

Approved:  
08/19/96

Reviewed: 06/11/01, 06/17/02, 06/09/03, 06/14/04, 05/09/07, 07/09/08,  
05/12/10, 05/13/13, 04/10/17, 06/XX/18

Revised: 08/24/98, 04/19/99,  
6/13/18



## DISTRICT NETWORK (ORABNET) &amp; TECHNOLOGY - ACCEPTABLE USE POLICY

Student: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_

The above-named student violated the OrabNet Acceptable Use Policy in the following manner and will receive the discipline action outlined below:

Level 1 Violation Descriptions and Disciplinary Actions

The violation:

- \_\_\_\_\_ Using student technology (school or personal) during class for non-class related reasons (games, videos, music files, CDs, DVDs, handheld devices including phones, browsing off-topic websites)
- \_\_\_\_\_ First attempted access to banned sites/illegal sites (attempt defined by all attempts within one day unless circumstances of the daily activity and content of sites warrant higher discipline)
- \_\_\_\_\_ Minor vandalism or damage of technology devices (intentional or unintentional) collectively valued under \$100.00.
- \_\_\_\_\_ Sending an inappropriate email not including harassment, bullying, offensive content, or pornographic material
- \_\_\_\_\_ other: \_\_\_\_\_

Disciplinary Actions for Level 1 Violations:

- \_\_\_\_\_ warning
- \_\_\_\_\_ detention
- \_\_\_\_\_ suspension, and loss of computer privileges for a determined amount of time
- \_\_\_\_\_ other: \_\_\_\_\_

Level 2 Violation Descriptions and Disciplinary Actions

The violation(s):

- \_\_\_\_\_ First attempted access to banned sites/illegal sites (attempt defined by all attempts within one day unless circumstances of the daily activity and content of sites warrant higher discipline).
- \_\_\_\_\_ Failure to report vandalism or network security violations
- \_\_\_\_\_ Vandalizing or damaging hardware causing damage (intentional or unintentional) collectively valued at more than \$100.00 but less than \$500.00
- \_\_\_\_\_ Sharing your account with another student or using another student's account
- \_\_\_\_\_ Using or attempting to use proxy or anonymous surfing services to mask internet usage
- \_\_\_\_\_ Other: \_\_\_\_\_

Disciplinary Actions for Level 2 Violations:

- \_\_\_\_\_ detention
- \_\_\_\_\_ suspension
- \_\_\_\_\_ loss of computer privileges for a determined amount of time
- \_\_\_\_\_ other: \_\_\_\_\_

Level 3 Violation Descriptions and Disciplinary Actions

Level 3 Violations are considered severe offenses and are typically malicious in nature with the intent to cause a major disruption on our network, or within the classroom.

The violation(s):

- \_\_\_\_\_ Creating or posting information, documents, or images aimed at insulting, defaming, harassing, bullying, threatening, belittling, or otherwise intending to harm (emotionally or physically) another person (violation severity level based upon facts of the situation)
- \_\_\_\_\_ Using the District's technology or a staff member's computer without permission
- \_\_\_\_\_ Attempting to acquire unauthorized access to the network. This includes trying to steal teachers, staff or administrators' passwords
- \_\_\_\_\_ Creating documents or posting information advocating or threatening illegal acts towards one's self or another person
- \_\_\_\_\_ Attempting to use or using tools or the District's technology for hacking, phishing, or similar activity illegal or intended to be disruptive to a network or person's hardware/software
- \_\_\_\_\_ Use of the District's technology for any illegal activity
- \_\_\_\_\_ Purposely and willfully vandalizing or attempting to vandalize software, data, or hardware
- \_\_\_\_\_ Other: \_\_\_\_\_

Disciplinary Actions for Level 3 Violations:

- \_\_\_\_\_ suspension
- \_\_\_\_\_ recommendation for expulsion
- \_\_\_\_\_ loss of computer privileges for a determined amount of time
- \_\_\_\_\_ Other: \_\_\_\_\_

Approved:  
08/19/96Reviewed: 06/11/01, 06/17/02, 06/09/03, 06/14/04, 05/09/07, 07/09/08, 05/12/10, 05/13/13,  
04/10/17, 06/XX/18Revised: 08/24/98, 04/19/99,  
6/13/18

### SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET) & TECHNOLOGY STUDENT ACCESS RELEASE AND AUTHORIZATION FORM

As a condition of using Sheldon Community School District's network (OrabNet), I understand the use of OrabNet and access to public networks is a privilege and agree to the following:

1. I will abide by such rules as adopted by Sheldon Community School District including the District Network (OrabNet) Acceptable Use Regulation.
2. Sheldon Community School District has the right to review any material transmitted or stored on any technology (hardware or software) provided by the District. The District has the right to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
3. All information and services available on the Internet and OrabNet are placed there for informational purposes. I understand that I use OrabNet at my own risk.
4. Sheldon Community School District does not warrant the function of OrabNet or any other technologies provided and networks accessible through OrabNet to meet any specific requirements I may have. The District does not warrant that OrabNet and Internet access will be error free or uninterrupted. The District is not liable for any damages incurred in connection with the use, operation, or inability to use OrabNet and the Internet through OrabNet.
5. In consideration for using OrabNet and having access to public networks, I hereby release Sheldon Community School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use OrabNet, the Internet, or other District technologies and property.
6. Further, I understand as a student I am subject to all school district policies, regulations, and procedures. I am charged with knowledge of the policies and regulations available to me to read by request or online at <http://sheldonschools.com>. I also understand that any violation may result in school discipline, a civil or criminal offense, and monetary damages. Should I commit any violation, my access privileges may be revoked, and disciplinary action taken up to and including suspension or expulsion. I may contact my building principal or the superintendent if I have questions about any policy.

Student Name: (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### PARENT OR GUARDIAN

(a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy and the Access Release and Authorization Form. I understand that this access is designed for educational purposes. Sheldon Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Sheldon Community School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I will accept financial responsibility for any damages or expenses incurred because of my child's or ward's inappropriate or illegal activity while using OrabNet. Further, I accept responsibility for supervision when my child's or ward's use is not in a school setting. I hereby give permission to issue an account for my child or ward and certify that the information on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved: 08/24/98	Reviewed: 06/11/01, 06/17/02, 06/09/03, 06/14/04, 05/09/07, 05/12/10, 05/13/13, 06/XX/18	Revised: 04/19/99, 06/21/06, 07/09/08, 04/10/17, 6/13/18
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#### Students Meet Success - Summer School Policy

In order to help ensure the success of our students, Sheldon Middle School has expectations in all academic areas. If a student fails to make progress in any of the areas below, students will be required to attend summer school during the assigned session immediately following the school year.

1. **Passing Grades/Report Cards**
  - Earn passing grades at each quarter in areas of reading, math, science, social studies, language arts, technology, and health
2. **Critical Skills – Standards/Benchmarks**
  - Acquire or master at least 75 - 80% of critical skills in areas of reading, math, and science by midterm of the 4<sup>th</sup> quarter. (Final decisions on critical skills will be made after students have finished semester exams, if need be.)
3. **Essential Skills**
  - Acquire or master 100% of the essential skills in reading, math, and science

Summer school requirements will not be scheduled around driver's education courses; if a student is required to attend summer school and this conflicts with driver's education, he/she may not be able to participate in driver's education.

Team Recommendations

In special circumstances, teachers and/or administrators may make recommendations for the affected students to attend summer school. Examples might include students with excessive absenteeism, illness, or missing schoolwork.

The District may provide transportation for students who currently reside more than 2 miles from the middle school, if it is requested. If the District provides transportation, students will be expected to attend summer school for a minimum of two hours for each session.

### **Retention**

If students who fall into the above parameters do not attend the summer school sessions or if they do not satisfactorily complete any assigned summer school coursework, students will be retained at their current grade level.

Exceptions to this policy may include students currently on individualized education plans. All exceptions will be cleared by the middle school principal

## **Boys and Girls Town Social Skills**

### **Following Instructions**

1. Look at the person.
2. Say 'Okay'.
3. Do what you have been asked right away.
4. Check back.

### **Accepting Criticism or a Consequence**

Look at the person.  
Say 'Okay'.  
Stay calm.

### **Accepting 'No' for an Answer**

Look at the person.  
Say 'Okay'.  
Stay calm.  
If you disagree, ask later.

### **Greeting Others**

Look at the person.  
Use a pleasant voice.  
Say 'Hi' or 'Hello'.

### **Getting the Teacher's Attention**

Look at the teacher.  
Raise your hand and stay calm.  
Wait until the teacher says your name.  
Ask your question.

### **Disagreeing Appropriately**

Look at the person.  
Use a pleasant voice.  
Tell why you feel differently.  
Give a reason.  
Listen to the other person.

### **Making an Apology**

Look at the person.  
Use a serious, sincere voice.  
Say 'I'm sorry for...' or 'I want to apologize for...'  
Explain how you plan to do better in the future.  
Say 'Thanks for listening.'

### **Accepting Compliments**

Look at the person.  
Use a pleasant voice.  
Say 'Thank you.'

### **Asking Permission**

Look at the person.  
Use a calm and pleasant voice.  
Say 'May I...'  
Accept the answer calmly.

### **Staying on Task**

Look at your task or assignment.  
Think about the steps needed to complete the task.  
Focus all of your attention on the task.  
Stop working only when instructed.  
Ignore distractions and interruptions from others.

### **Sharing Something**

Let the other person use the item first.  
Ask if you can use it later.  
When you get to use it, offer it back to the other person  
after you have used it.

### **Working with Others**

Identify the task to be completed.  
Assign tasks to each person.  
Discuss ideas in a calm, quiet voice, and let everyone share their ideas.  
Work on tasks until completed.

### **Listening**

Look at the person who is talking and remain quiet.  
Wait until the person is through talking before you speak.  
Show that you heard the person by nodding your head, saying 'Okay,'  
That's interesting,' etc.

### **Appropriate Voice Tone**

Listen to the level of the voices around you.  
Change your voice to match.  
Watch and listen for visual or verbal cues, and adjust your voice as needed.

### **Asking for Help**

Look at the person.  
Ask the person if they have time to help you.  
Clearly explain the kind of help you need.  
Thank the person for helping.

### **Having a Conversation**

Look at the person.  
Use a pleasant voice.  
Listen to what the other person says.  
When there is a break in conversation, ask a question or share your thoughts.

# School Supply Lists

## 5<sup>th</sup> Grade Supply List (Fitzgerald, Morris, Dykstra)

- \*12 pencils (#2)
- \*2 black Expo dry erase markers
- \*Colored Pencils
- \*7-9 pocket accordion-style expandable folder
- \*2 - 1 subject notebooks
- \*1- 3 subject notebooks
- \*1 - 1 inch binder
- \*dividers for binder
- \*2 highlighters – 2 different colors
- \*1 pack of loose-leaf paper
- \*2-3 large boxes facial tissue
- \*Zippered pencil pouch
- \*Glue stick
- \*Checking pens (at least two red)
- \*1 pack 3x5 notecards
- \*2 big pink erasers

## 6<sup>th</sup> Grade Supply List (Van Meeteren, Seivert, Dibbet)

- \*20-24 pencils (#2)
- \*2 – 1 subject notebooks (blue and green)
- \*2 – 1 inch binders
- \*dividers for binders above
- \*7-9 pocket accordion-style expandable pocket folder
- \*Colored pencils
- \*A zippered pencil pouch (no boxes)
- \*2 Highlighters
- \*2 jumbo stretchable book covers
- \*2-3 large boxes facial tissue
- \*2 Red checking pens
- \*2 packs loose-leaf paper – wide ruled
- \*2 jumbo pink erasers
- \*earbuds – optional but students may bring to use in class

## 7<sup>th</sup> Grade Supply List

- several pencils
- checking pens
- colored pencils
- 5 spiral notebooks or 1 – 5 subject notebook
- 5 folders with pockets (no brass fasteners inside)
- inexpensive calculator
- 1 plastic bottle rubber cement
- 1 pack 3x5 notecards
- 2 boxes Kleenex (give to advisor)
- 1 empty butter container with lid (for art)
- 2-inch binder for LA
- Large eraser
- Composition Book, 9-3/4 X 7-1/2 in, 120 pages
- highlighters
- earbuds – optional but students bring if they prefer

## **SPECIAL SUPPLY NOTES FOR ALL STUDENTS:**

Assignment notebooks will be provided to all students.

All students will need gym clothes on PE days: shorts, t-shirt, and tennis shoes.

## 7/8 Special Math Only Supplies

- 1.5" inch binder (for math only – no Trapper Keepers)
- 3 subject dividers (homework/daily work, notes, pre-quizzes/study guides)
- Loose leaf paper
- Eraser
- 1 pencil bag that goes directly in the math binder (has holes so student can put it in 3-ring math binder)
- Pens - blue, black, red – put into the pencil bag
- 2 dry erase markers – put into the pencil bag

## 8<sup>th</sup> Grade Supply List

- several pencils
- checking pens
- colored pencils
- 2 inch binder for language arts
- highlighter
- 1 empty butter container with lid (art)
- 2 boxes Kleenex (give to advisor)
- loose-leaf paper
- 2 packages 3 x 5 note cards
- 5 spiral notebooks OR 1 – 5 subject notebook
- inexpensive calculator
- 1 plastic bottle rubber cement
- 5 folders
- earbuds – optional but students may bring if they prefer

## **Sheldon Middle School Web Page Information**

### **District website: [www.sheldonschools.com](http://www.sheldonschools.com)**

- Weekly bulletin on Fridays
- Daily announcements every day
- Parent Portal to access students' grades, attendance, lunch accounts.
  - See more info on bottom of this page
- Teachers' email addresses
- Homework assignments

### **Accelerated Reader (AR)**

- AR Quiz Finder
  - Just click on this link and enter the title to see if there is an AR Quiz for any book. The Reading Level and Points of all AR Quiz titles are also given.
- AR Parent Access
  - Click Middle School Information
  - Click on Accelerated Reader
  - enter your child's AR user name and password (same AR user name/password child uses at school)
- AR email option – sends an email anytime your child takes an AR test
  - Log on thru AR parent access
    - Click "email set-up"

### **Accessing Parent Portal**

- 1) School homepage: [www.sheldonschools.com](http://www.sheldonschools.com)
- 2) Click on Parent Portal/Pay Schools.
- 2) Click on Parent Portal.
- 3) Enter username (set by you).
- 4) Enter password (recommend using child's birthdate).
- 5) Select your child.
- 6) Access the information you need:
  - Attendance information
  - Report cards
  - Progress reports
  - Update your contact information
  - Check lunch balance or add lunch money

*Please contact the office if you need assistance to set up your Parent Portal account.*