

Student – Parent Handbook
Middle School
6th – 8th Grade
2018-2019

**West Fork
Warhawks**



West Fork
Community School
Rockwell Campus

MISSION STATEMENT

The West Fork Community School District is dedicated to creating successful learners, citizens and leaders.

VISION STATEMENT

West Fork students will be proud of their educational experience and confident in their ability to succeed in a complex global environment.

ESSENTIAL LEARNINGS FOR WEST FORK STUDENTS

To work toward our Mission and Vision, West Fork Community School District believes we must provide sound curriculum and instruction with the following essential learnings embedded.

Critical Thinking

- The ability to access and analyze key information to develop solutions to complex problems.

Complex Communication

- Successful sharing of information through multiple means including visual, digital, verbal, and nonverbal interactions.

Creativity

- Incorporates curiosity and innovation to generate new or original thoughts, interpretations, products, works, or techniques.

Collaboration

- Working among and across personal and global networks to achieve common goals. It requires cultural competence and personal and civic responsibilities in all environments which requires open approaches to leadership.

Flexibility and Adaptability

- Includes responding and adjusting to situational needs and changing to meet the challenges of new roles, paradigms, and environments. The thoughtful balance between an individual's core beliefs and appropriate reaction to change.

Productivity and Accountability

- Prioritizing, planning, and applying knowledge and skills to make decisions that create quality results. Skills to make decisions that create quality results through efficient time management, personal integrity and self-monitoring.

Welcome to West Fork Middle School

Dear Parents and Students,

Welcome to WFCSD – Rockwell Campus Middle School for the 2018-2019 school year. We look to exemplify excellence in education through a commitment to our students. This handbook is provided to you, our families and students, as a reminder of school procedures and provide general information about our school.

We ask that you read carefully and discuss the information in this handbook, as well as any information provided to you by your child's teacher. Communication is key for all of us to work together to create the best learning opportunities for all our students.

This past year the board approved the 5th grade class moving back to an elementary setting and that will begin this fall with the 5th grade being in two classrooms on the first floor, northwest corner of the Rockwell Campus. This will allow the 5th grades their own space while still in an elementary setting.

We appreciate your continued support in your child's education. We promote respect, responsibility, honesty and kindness in all areas to foster a great learning environment at West Fork Community School District.

We want to keep the lines of communication open and should you have any questions regarding the information contained in this booklet, please contact elementary principal – Tracy Peterson @ 641-822-3234 ext. 1204 or via email: tracy.peterson@westforkschool.org.

For more information about our elementary or West Fork school district in general, look for us on the web at www.westforkschool.org.

Thanks for your support and we look forward to having a great school year with our students!

Tracy Peterson – PK, 2-8 Principal
West Fork Rockwell Middle School Staff

NAMES OF STAFF AND ASSIGNMENTS
WEST FORK SCHOOLS – ROCKWELL CAMPUS

Darrin Strike	Superintendent
Tracy Peterson	2-8 Principal
Lacey Pueggel	Business Manager
Paula Meints	Administrative Assistant
Heidi Stufflebeam	Administrative Assistant

TEACHERS

Terri Anderson	6/7/8 Social Studies
Jason Grunklee	PK/2-8 Vocal Music
	7/8 Band
Brooke Stiles	6/7/8 Math
Kaye Krueger	Special Ed.
Jennifer Otten	Technology
Katie Wilson	5 th & 6 th Band
Marie Djuren	6 th and 7 th Literature
Deb Peshak	6 th and 8 th Literature
Jennifer Schmidt	K-8 Guidance
Kelly Scholl	K-8 Art
Mark Twedt	6 th Science
Wendy Lamos	7/8 Science
	6 th Math
Shelly Zeitler	2-8 PE
Doug Bachledor	Special Ed.
Kim Johnson	TLC Leader
Susan VanLaere	Nurse

SUPPORT STAFF

Lance Thompson	Athletic Director
Kevin Moore	Custodian
Tammy Barr	Evening Custodian
Ryan Kruger	Maintenance Director
Coleen Hanig	Director of Nutrition
Myrna Hallman	Cook
Kim McLaughlin	Cook
Vickie Tuttle	Cook
Kim Kephart	Bus Driver/Para Prof
Vicki Meints	Para Prof
Terry Brood	Para Prof
Martha Taylor	Para Prof
Michelle Thompson	Para Prof
Pat Christopherson	Para Prof
Samantha Allen	Para Prof
Jace Winfrey	Transportation Director

SHARED STAFF

Eric Burt	Technology
Lucy McLennan	TAG
Mark Twedt	Science
Katy Wilson	Music
Elisha Payton	FCS
Kaitlyn Bonzer	Ag
Jeff Kudej	IND. ARTS
Abbee Dickman	Finance

TABLE OF CONTENTS

SECTION/TOPIC

Educational Philosophy	1
Education Equity Policy Statement.....	2
Equal Educational Opportunity	2
Parents’/Guardians’ Rights Notification	2
Jurisdictional Statement & Definitions	3
Emergency Forms	3
Student Attendance	
School Day	4
Attendance Policy.....	4
Scheduled Appointments	4
Attendance Grading Policy/Procedures	4
Truancy Policy.....	5
School Cancellation	5
Student Health, Well-Being and Safety	
Administration of Medication.....	5
Communicable & Infectious Diseases, Head Lice.....	5
Physical Examinations	6
Student Illness or Injury at School.....	6
Student Insurance & HAWK-I	6
Sexual Abuse and Harassment of Students by Employees	6
Emergency Drills	7
Reunification Procedures.....	7
Standard Response Protocol – in case of emergency.....	8
Student Records	
Educational Records	9
Procedures for Transferring & Open Enrollment	9
Student Activities	
Assemblies and Field Trips	9
Student Scholastic Achievement	
Grading Scale & Honor Roll & Report Cards	10
ZAP (5 th & 6 th).....	11
Late Assignments (7 th & 8 th).....	11
Students Rights and Responsibilities	
Care of School Property	12
Dress Code & Backpacks	12
Bus Rules.....	13
Lunch.....	14
No Open Campus & MS Drivers	15
Initiations, Hazing or Harassment	16
Illegal Items at School & Student Lockers	17
Student Computer/Internet Acceptable User Policy	17
Search and Seizure.....	18
Student Eligibility	19-21
Student Discipline	
Discipline & Special Instances	22
Detentions & Suspensions	23
Due Process and Students’ Rights	23
West Fork Drug and Alcohol Policy	24
Electronic Devices	25-26
Supplemental Materials	
Threats	Addendum A
Anti-Bullying/Harassment Policy and forms	Addendum B
Request for Medication.....	Addendum C
School Calendar.....	Addendum D
West Fork Nutrition Account Procedures.....	Addendum E

EDUCATIONAL PHILOSOPHY

The Board of Education believes that the West Fork Schools should provide the finest administrative, instructional, operating staffs, and physical facilities it can obtain within the limitations of the district's ability to furnish financial support.

The focus of the West Fork School District is on the learner, the student. His or her educational, physical, emotional, mental and social development presents a challenge to school personnel and community. The Board of Education realizes that an effective public-school program must be directed toward common needs of all children but must also consider the unique differences of individual children. The school shares with the home and community the responsibility for the development of each child into an adult; one who has prepared to be competent, to participate fully, to learn continually, and to contribute meaningfully to the world in relationship to his or her abilities.

We believe the highest priority of the West Fork Schools is to provide academic instruction. We should seek to provide students with an understanding of the global nature of society and the interdependence of the world's people. We believe our district must help our students understand themselves and their abilities. We must insure equal opportunities regardless of student abilities and/or social or economic background. We believe learning happens best in a structured environment, which makes allowances for individual differences. We believe attention should be given to higher order thinking and experiences in ways that will develop students' abilities in many areas. West Fork instructional experiences should be based on thorough curriculum guides and textbooks where appropriate. At West Fork, we believe a balanced pupil activity program is an important component of a well-rounded educational program.

West Fork Board of Education

EDUCATION EQUITY POLICY STATEMENT

West Fork Community School District does not illegally discriminate on the basis of race, color, national origin, sexual orientation, gender, disability, religion, creed, age or marital status in its educational programs or employment practices. Please direct all inquiries about policies and practices to Equity Coordinator, Jacquelyn Parker West Fork Community School District, 504 Park Street, Sheffield, IA 50475 or call 641-892-4160. (*Board Policies, 401.1, 603.4*)

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation of the cultural diversity found in our country and awareness of the rights duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the school principal, PO Box 60, Rockwell, Iowa 50469, 515-822-3234, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Missouri 64153-1367. Phone: 816-880-4200; Fax: 816-891-0644; E-Mail: OCR KansasCity@ed.gov; Website: <http://www.ed.gov/offices/OCR>

EQUAL EDUCATIONAL OPPORTUNITY

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the high school principal and can be reached at 822-3234. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 900, Milwaukee, WI 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

PARENTS'/GUARDIANS' RIGHTS NOTIFICATION:

Parents/Guardians in the West Fork Schools have the right to learn about the following qualifications of their child's teacher; state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 822-3266 or sending a letter of request to the Office of the Superintendent, 210 South 2nd Street, PO Box 60, Rockwell, IA 50469-0060.

JURISDICTIONAL STATEMENT

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

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

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

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

DISTRICT-DEVELOPED INSTRUCTIONAL SERVICE DELIVERY SYSTEM

The District Developed Instructional Service Delivery System is a special education plan utilized by the West Fork Schools. It is a process of working with students who need help in the areas of academics and/or behaviors. The AEA 267 staff, teachers, parents and student work through the problem-solving process to better meet students' needs in the least restrictive environment. If there are any questions, please call 822-3233.

DEFINITIONS

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

EMERGENCY FORMS

At the beginning of each school year, parents must file or update an emergency form with the office giving 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.

STUDENT ATTENDANCE

School Day- The school day is from 8:15 am to 3:15 pm. Doors open @ 7:30 and buses begin to arrive about 7:50. Those who arrive before that time shall remain outside unless they are with a teacher. The cafeteria opens at 7:50 and students in the building are encouraged to eat at that time if they eat school breakfast. The first bell rings at 8:10. Once students arrive at school, they are not to leave the school grounds without written parental permission. Students are dismissed beginning @ 3:15 p.m. to catch the 3:20 bus routes.

Attendance Policy- A good attendance record is a valuable part of a student's permanent record. A poor record is a liability and may influence potential employers and those to whom you have your school records sent in future years.

Regular attendance is required by state and federal laws and is a key factor in a student's education. If it is necessary for your child to be absent, please call the school before 9:00 AM (822-3234). The school secretary will call the home of every student, who is not present, during the first period of the school day, unless a telephone call or note has been received.

Parents shall be responsible for their student's attendance, and it shall be the parent's decision as to what is a sufficient reason for missing school.

When there is advanced knowledge of an extended absence (1 or more full days) – Parents should call the office, or send a signed note. This should be done as early as possible. It is then the student's responsibility to request their homework and make arrangements for its completion. The student will need to complete a pre-excused absence form available from the office and return it prior to their absence. Failure to take responsibility for completing homework may result in an unexcused absence.

When there is not advanced knowledge – Parents are requested to call the school on the day of an absence or send a note listing the reason for the absence. If parent(s) fail to send a note or call the school office by the time the student returns to school, the absence will be recorded as unexcused.

We also require a doctor's note to explain absences longer than one week or frequent absences.
Doctor's note is also required to be excused from PE.

When a student needs to leave during the day – The student must receive permission from the office and have one of the following:

- 1) a note signed by the student's parent
- 2) their parent telephone the office (822-3234)
- 3) their parent pick them up

When a student returns during the day – The students who return to class after an absence or arrive after the school day has begun must sign in at the office and have one of the following:

- 1) a note signed by the student's parent
- 2) their parents telephone the office
- 3) their parents personally present themselves to the office for re-admission.

Failure to comply with checking in/out procedures will result in an unexcused absence.

Scheduled Appointments - Upon returning to school following a scheduled appointment a student must submit a signed note from the provider of services stating what time the student left that appointment. This will be kept on file with the student sign-out sheets in the middle school office.

Returning following an illness – If your child has had a fever (100° or higher), diarrhea or has been vomiting must remain out of school for a period of 24 hours after the LAST episode of diarrhea or vomiting and fever without the use of any fever-reducing medications (ex. Tylenol, Motrin, Ibuprofen)

Attendance – Make-up Work Policy

It is the student's responsibility to obtain all make-up work, including tests when they return to school. School work missed because of any absence must be made up within five school days of the date of return. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Attendance Grading Policy Procedures- Staff members are encouraged to assign a portion of the student's grade for class participation.

Assignments not completed will be reflected in the course grade and will not be eligible for any end of quarter activities. Teachers may give an "I" (incomplete) when any assignment has not been handed in by the end of a grading period. An "I" carries no credit if not made up satisfactorily. Students have two school days after a grading period to make up work unless the teacher or principal extends the time. Failure to finish an incomplete may result in a failing grade.

Tardy Policy- Students who are marked tardy three or more times (unexcused) to a class may result in a detention slip.

Truancy – Board Policy 501.10R1 Truancy

Excessive absenteeism is any unexcused absence beyond eight days or class meetings per semester.

When a student has six **unexcused or excused** absences from school or a class time during a given semester, the student's parent will be contacted to discuss student's attendance, make-up time necessary and how to prevent any further absences and a reminder of the Compulsory Education Law.

When a student has eight **unexcused or excused** absences from school or a class time during a given semester, the student's parent will be contacted to discuss the student's attendance, the make-up time necessary and a letter may be sent based on the Compulsory Education Law to the Cerro Gordo County Attorney's office. Students may receive suspension and expulsion.

School Cancellation- School may be canceled or dismissed early from time-to-time because of weather or emergencies. Announcements will be on KGLO/KIA, KRIB/KLSS, KLMJ, and KIMT-TV. When school is canceled because of deteriorating weather conditions, there will be no required activity practices.

STUDENT HEALTH, WELL-BEING AND SAFETY

The West Fork Schools emphasizes the importance of everyone in the school conducting themselves carefully and with concern for their own and other's safety. Students are encouraged to notify teachers or administrators of risks of injury or harm to themselves or others.

Administration of Medication (See Addendum C)

From time to time students must take prescribed medication during the school day. West Fork Schools will abide by the following guidelines in dispensing medication at school:

1. The medication is prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent sends a signed note requesting the prescribed medication dispensed to their child according to the written directions of the prescribing physician or dentist.
3. The medication must be brought to school and kept in the prescription container filled by the pharmacist.
4. All medications are appropriately identified for each child. When required, refrigeration will be provided.
5. During extended vacations, the end of the school year, or the end of the dispensing time; any remaining medication will be returned to the pupil's parent or destroyed.

Physical Education and Recess - Physical education is required for all students and is regularly scheduled part of the week, all children will be required to participate in these classes unless they have a doctor's written excuse. All students will be expected to participate in recess activities unless they bring a doctor's written excuse that requests they stay indoors. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school.

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 or 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 students shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases as defined by the State Department of Health.

Head Lice Information- When a case of lice is found the parent is notified and the child can return after treatment is given and no lice are present. Lice killing shampoos, available at your local pharmacy, will kill the lice but not all of the eggs. A second treatment is necessary in 7 to 10 days to kill any newly hatched nits. It is important that all nits are removed to prevent re-infestation. Because lice killing shampoos do nothing to remove the nits, manual removal is necessary. Personal items, such as clothes, sheets, towels, etc., should be machine washed in hot water and dried in a hot dryer for at least 20 minutes. Combs and brushes should be soaked in hot water (130 degrees for 15 minutes). Hats, stuffed animals, etc. that can't be washed should be sealed in a plastic bag for 2 weeks or dry cleaned. All rooms, furniture, and car seats should be vacuumed. Vacuuming will be as effective as and safer than using pesticide sprays. Remember to check your child's head regularly to be sure there are no nits present. Please notify the school if lice are found so that we can take the necessary precautions. A note will be sent home to all families notifying them that a case of head lice has been reported.

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. Failure to provide proof of a physical examination makes the student ineligible. The student and their parent/guardian must also receive and sign the concussion and brain injury information sheet entitled HEADS UP: Concussion in High School Sports before their practice and participation. The signed information form is valid for one calendar year. Unlike the physical examination, there is no grace period and the signed concussion and brain injury information form is only valid for one calendar year.

Student Illness/Injury at School- A student who becomes ill or is injured at school should notify his or her teacher or the school nurse as soon as possible. We understand it is easy to keep in touch with your child via phones/text, when your child says they are ill/hurt, please respond by asking them to visit the school nurse to be assessed.

In 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 (fever over 100°, vomiting or diarrhea), 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 will contact emergency medical personnel if necessary and will attempt to notify parents where the student has been transported for treatment.

Student Insurance- The West Fork School recommends that all students have health and accident insurance if participating in intramural or extracurricular athletics. Students and parents must sign a participation form indicating their insurance coverage or lack of insurance coverage, which releases the school from all liability in the event of injury. Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office.

HAWK-I Insurance for Children- Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 800 257-8563 (toll free) or go the web site at www.hawk-i.org for more information.

Sexual Abuse and Harassment of Students by Employees- The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a 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 the school principal, at 822-3234, as its Level 1 investigator. The principal 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.

Inquiries regarding compliance with Chapter 280.17 of the Iowa Code regarding incidents of abuse of students by school employees may be directed to the high school principal at 822-3234. AEA 267 designated personnel will conduct investigations of reported child abuse. (1-800-392-6640)

Emergency Drills - Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, will be reported to law enforcement officials.

Parent/Guardian/Student Reunification Procedures

Student / Family Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called reunification and may be necessary due to weather, a power outage, hazmat, school bus accident, violence or threats in the surrounding community, or if a crisis occurs at school. The reunification process is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends or another off campus site. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast text message system and/ or a form of social media to contact parents. In some cases, older students may be asked to send a text message to their parents. A typical reunification message may read something like this: "Due to unique circumstances, we have closed the "X" building and those students are now located at "X". Parents are to come to the "X" door with identification to pick up their child(ren).

Parent / Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification to streamline things during reunification. Second, be patient because reunification is a process designed to protect the safety of a student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian. Third, plan to pick up only your children. Neighbor children or relatives will not be released to anyone other than their parent or guardian.

What if Parents Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick them up.

What if a Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from a parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly while travelling to the reunification site and while waiting for pick up. Older students may be asked to text a message to their parents or guardians but are also asked not to send other messages to help keep the cellular network usage at the reunification site at a minimum during the reunification.

Process When Parents Arrive

When parents are driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park only in the designated parking area and not park in other areas so roadways can remain open and the flow of traffic in areas is maintained. Parents should then report to the reunification "Check in" site where lines may be formed based on the first letter of the child's last name or by their grade. While in line, parents may be asked to share identification and to fill out / sign a form. Parents should be advised that in some cases, they may be invited to meet for further information or find that a law enforcement investigation is occurring and may be advised that they will need to join their child for interviews or emergency and medical information.

STANDARD RESPONSE PROTOCOL



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at

<http://iloveugays.org>



LOCKOUT

SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE

TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER

FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



© Copyright 2009-2014. All rights reserved. The "I Love U Guys" Foundation, Bailey, CO 80421. SRP: The Standard Response Protocol and I Love U Guys are trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution by recognized schools, districts, departments and agencies.
SRP Handout for K12 | Version 2.0 | 9/10/13 | 9/10/13 | <http://iloveugays.org>



STUDENT RECORDS

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

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 must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Directory Information- Student information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes the following information: name, address, telephone number, e-mail address, photograph, grade level, date and place of birth, major fields of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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

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

STUDENT ACTIVITIES

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 room assigned by the classroom teacher.

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, students are expected to attend the field trip unless inappropriate behavior prohibits them from doing so.

While on field trips, students are considered ambassadors and representatives of the school district who will uphold school policies. Students must treat employees, chaperones and guides with respect and courtesy.

Parents sign permission forms at the beginning of the school year covering all field trips throughout the school year. In the event a parent/guardian signature is required, the note will be sent home and required to be signed and returned so that the student may attend the field trip.

STUDENT SCHOLASTIC ACHIEVEMENT

Before School Conferences - are held prior to the start of school. The conference should be attended by the student, parents, and teacher to get acquainted and put school supplies away.

Grading Scale: The following grading scale will be used in the West Fork Middle School:

		GPA			GPA
100%	A+	4.00	79-77%	C+	2.33
99-95%	A	4.00	76-73%	C	2.00
94-90%	A-	3.67	70-72%	C-	1.67
89-87%	B+	3.33	69-67%	D+	1.33
86-83%	B	3.00	66-63%	D	1.00
82-80%	B-	2.67	62-60%	D-	0.67

**I=Incomplete. An "I" will be placed on the report card for any class, which is not completed by the end of the regular grading period. Students who receive an incomplete must complete the work within two weeks after the start of the next quarter. All incompletes will be changed to a letter grade following the close of the quarter. Students who receive an incomplete at the end of second semester must turn in any completed work within two days of the last day of school. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade.

If a student fails any class at the conclusion of the First, Second, Third Quarter, the student will be required to attend the Tuesday/Thursday study hall after school until they are receiving a passing grade in all classes. This study hall is from 3:20 – 4:00 and West Fork does not provide transportation after study hall.

Summer School Students who receive failing second semester grades or have incomplete assignments to turn in for grading purposes will be required to complete incomplete or assigned work during the summer. Communication with parents will take place and students will make arrangements with the building principal and the teacher to complete this work.

Satisfactory completion of the Summer Academic Recovery Program will be required for promotion to the next grade level.

Honor Roll/Principal's List - Students with a B or 3.0 average and with no grade below a C will be named to the honor roll each grading period. Students with a 3.5 or above will be named to the Principal's List.

At the Middle School a student's GPA, is calculated using the grades from Literacy, Math, Social Studies, and Science. Literacy is a two-period class, so it counts as 2 credits, while the remaining three classes each count as one credit. Letter grades appear on report cards for all classes to indicate level of achievement.

Parent-Teacher Conferences/Report Cards- Educators and parents should work together to better understand and help students work to the best of his/her ability. Only by working closely can we achieve the best education for your child. To carry out this two-way communication, two parent-teacher conferences are scheduled each year. Additional conferences may be scheduled as needed by the parent or teacher. Please make every effort to cooperate with the teacher in setting up and attending these conferences. In addition to the conferences, a mid-quarter progress report may be sent home. Quarterly report cards will be emailed to parents via JMC.

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. Failure to complete homework may result in a failing grade in the class.

ZAP Program - Zeroes Aren't Permitted (ZAP) [6th grade]

West Fork Middle School, we want all our students to be successful learners and achieve to the best of their abilities. We feel that if parents, school, and teachers all work together, we will all see student achievement.

To maximize academic achievement, West Fork Middle School is using the ZAP Program for 6th grades. This is not meant as a form of discipline, but rather a message that failure is not acceptable, and students need to be responsible for their own learning. This is an excellent program for reducing the number of missing assignment and will help minimize the number of students falling behind in class. Here is how the ZAP Program will work:

1. If a 6th grade student goes to class and does not have the required assignment finished, the teacher will issue the student a ZAP form.
2. The parent signs the ZAP form that the student brings home. The student will report to the ZAP study hall (after school) the following day UNLESS the student completes his/her assignment at home and gives it to the teacher before 8:15 AM. In this case the student would not stay for the ZAP Program.
**The ZAP form would still need to be signed by the parent.
3. If the assignment is not completed, the student will continue to attend the ZAP Program until the assignment is done.

This program is made available to help students manage time and to provide an extra opportunity for students to receive help they may need with a teacher at their side or just some uninterrupted time to complete homework - if that is what is needed.

West Fork Middle School will not provide transportation after the ZAP time. If a student needs to serve a ZAP, the parent will need to pick the student up at 4:00 or make other arrangements for transportation home.

7th & 8th Grade Failing and Late Assignments Policy

Failing a class

As a 7th and 8th grade student your grades will be reviewed weekly beginning the third week of each quarter and if you are failing a class you are assigned to attend the after-school study hall on Tuesday and Thursday until you are passing all classes.

Late Assignments Policy

1. If a student does not turn in an assignment on the date it is due, they will receive a zero in the gradebook on that assignment in that class.
2. If the student arranges an after-school meeting, by the end of that same day with the teacher to make up the assignment, they may receive up to 60% of the total points possible.
3. If the student turns in the assignment at the beginning of the very next class period, they will receive 50% of the total points possible

STUDENT RIGHTS AND RESPONSIBILITIES

Care of School Property- Students are expected to take care of school property including desks, chairs, books, instruments, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Dress Code- There is a strong connection between academic performance, students' appearance and students' conduct. 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 on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

The following are specific items of dress that will not be allowed at school:

1. Clothing which advertises/promotes items/actions illegal for minors including, but not limited to alcohol and tobacco.
2. Clothing which displays obscenity, profanity, vulgarity, racial or sexual remarks, or double-meaning sexual, alcohol, or tobacco references or pictures.
3. Exposed midriff. The student's hem of the upper garment must touch the waistband of their pants/shorts/skirt while the student is standing.
4. Short Shorts: When standing tall, arms straight at sides and fingers straight and pointing to the ground, the shorts should be at thumb joint or longer.
5. Short Skirts: While standing tall, arms straight at sides and fingers straight and pointing to the ground, should be at fingertips or longer.
6. Head wear (hats, bandanas, sweatbands, or hoods) may not be worn in the building during the school day.
7. Undergarments should not be showing.
8. Spaghetti straps, tube tops, halter tops, backless tops, and one shoulder tops are acceptable only if they are underneath another upper garment.
9. Upper garments that expose cleavage.
10. Bare feet - shoes must be worn at all times.
11. Regular shoes on Gym floor - Gym shoes are required on the gym floor.

The administration makes the final determination of the appropriateness of the student's appearance. If in the judgment of the administration your conduct or personal appearance constitutes a health or safety problem, disrupts the educational process, or flagrantly violates community standards and values, you will be asked to change your conduct or appearance appropriately, or leave the school.

Under certain circumstances or during certain class or activities a stricter dress code may be appropriate, and students will be expected to comply with stricter requirements.

Back Packs - Backpack guidelines for safety and health reasons, no backpacks or duffel bags are permitted in any classroom. Students bringing backpacks to school must store them in their lockers. As with student attire, backpacks depicting any tobacco, drug or alcohol advertisement or other inappropriate language will not be permitted.

Planners – Student planners are provided to all 5th /6th grade students. Students are expected to record their assignments every day in their planners. 7th/8th grade students are expected to use school provided technology to record and track their assignments

Hall Passes- Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the main office.

Activity Free Night- Wednesday is activity-free night. No event or practice will be scheduled after 6 P.M. State sponsored tournaments are exceptions.

Activity Transportation - Student participants are required to ride school transportation to and from away activities. After direct parent communication with a coach, sponsor or principal, a student may ride with a parent or another student's parents.

Bus Rules- Follow your bus driver's directions the first time.

- Sit in your seat facing forward, feet on the floor.
- Keep the aisles clear.
- Keep your hands, feet and objects to yourself.
- Use appropriate language and treat each other with respect.
- Keep all parts of your body inside the bus and do not throw or point any objects out of the bus windows.
- No food or drinks on the bus.
- Appropriate disciplinary action will be taken for any offenses.

Consequences for breaking bus safety rules shall include, but are not limited to, the following. First, the driver shall verbally warn the student(s) that the behavior must stop. Second, the driver shall assign seating for the student(s). Finally, the driver shall file a bus conduct report with the building principal. The building principal shall apply the student code of conduct and take appropriate action, which could include suspension from riding the bus.

If it is necessary for a student to ride a bus other than the one assigned, he/she must bring a dated, signed note from a parent requesting this. This is regardless of whether the student is a regular bus rider or one who usually walks to school. This note should be shown to the teacher and will then be given to the bus driver.

Counseling- The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well- rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Student to student relations- All student relations in and around school are expected to be kept at the highest social level.

Dances and Parties- Secure approval of your faculty sponsor first. Then secure tentative approval and a date from the principal. This should be at least two weeks prior to the proposed event. Four chaperones are needed; two should be teachers. Final approval will be given after chaperones are secured. Admission will be a set amount per person. **Once a student leaves the school dance/party he/she will not be allowed to re-enter, all code of conduct rules apply.**

School 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.

Phone Calls- Students may use the phone in the school offices (upon request). Messages for students may be given to school personnel. Students will not be called to the phone *except for an emergency message*.

Use of building- Student use of the building, including the gym and weight room areas, require the presence of a teacher, parent or approved adult. If a teacher is not present an administrator must approve the adult supervising the use of the facility. Use of facilities without proper supervision may result in loss of privilege.

Visitors- All visitors need to stop in the office to sign in and receive a visitor's pass.

Money/Personal Possessions- If a child brings money to school to buy lunch tickets, pictures, etc., they should take care of it the first thing upon arriving at school. We ask that parents not allow children to carry money to school except to pay bills. School is not responsible for any possessions brought to school.

Water - To meet the Healthy Kids' Act, no carbonated beverages or energy drinks will be sold during the school day, nor brought to school for lunch and should not be left opened in lockers. It is important that empty bottles/cans are disposed of properly. Students may have plain water in clear containers during the day.

Gum or Candy- Only the teacher may give permission for gum or candy to be consumed for a specific occasion and only within his/her classroom.

Lunch- Students have a closed lunch period. No student will leave the school grounds during the lunch period, unless with a parent or staff member. Students may be in the lunchroom, the lobby outside the office, or outside (north of the lunchroom). Students are not to be in other parts of the building.

No pop, carbonated beverage, or energy drinks are to be brought in school lunches

Lunch/Cafeteria Behavior

Each student is expected to practice the general rules of good manners one usually finds in the home. To make the lunch period pleasant and relaxing for all, students are expected to:

1. Leave the table and area clean and orderly.
2. Take all trash and the tray to the soiled-dish window.
3. Do not leave the cafeteria while eating or carrying food.
4. Observe good standards of table manners while eating.
5. Enter in a single line and walk in the cafeteria.
6. Do not cut into the lunch line.
7. Refrain from talking too loudly.

Lunch Accounts: A computerized system is used for our breakfast and lunch program. Each student is assigned an ID number. Money should be deposited into the student's account on a regular basis to cover any breakfasts, lunches and extra entrée or milk he/she may eat and drink. Our district has a policy that does not allow children to eat the regular school lunch once their account reaches a -\$20.00 balance. (See Addendum E or Board Policy 710.4) Forms are available in the office for those families who qualify for either free or reduced priced breakfast or lunch.

Basketball Game Behaviors

1. Students are to remain seated and display appropriate sportsmanlike behaviors during the ball games.
2. Students may leave the gym for snacks or bathroom breaks **only** at half time and between games.
3. Students who do not follow the expected behaviors will have to sit with a parent. If a parent is not in attendance, a call will be made to the student's home for the student to be picked up. With everyone working together, games will be enjoyed by all the spectators.

Equipment and Supplies- In most cases equipment and limited supplies are furnished by the school system, but most items are paid for directly by the parent. Since class requirements vary from grade to grade, your child's teacher will send notes home when supplies are needed.

Physical Education and Recess - Physical education is required for all students and is regularly scheduled part of the week, all children will be required to participate in these classes unless they have a doctor's written excuse. All students will be expected to participate in recess activities unless they bring a doctor's written excuse that requests they stay indoors. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school.

Communication to and from School- When sending a note or money to school, make sure your child's name is on the envelope. The student should receive instructions from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to ask their child to give them their notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home. Checking the website is also an effective way to know what is going on at West Fork. The Website announcements are updated daily.

Animals- Pets must be brought to school by an adult and then taken home immediately after the sharing time. All arrangements need to be made in advance with the classroom teacher.

Be Safe - Students should go directly to and from school. **Never accept rides or gifts from strangers. Students should always report to an adult any stranger (whether in a car or on foot) loitering near the school or other places where children gather.**

Picking Up/Dropping Off Children Before/After School - In an attempt to make it safer for our children, the school has worked with local city officials to design a process that will insure safety for our children.

The first thing we have done is to designate a specific area where children can be loaded and unloaded. We have selected the west side of Second Street between the blocks of Adams and Jefferson. This is the street on the east side of our playground. Signs are posted that designate the block as a **No Parking Pick-Up** and **Drop-Off** area.

To make the process safe we are asking parents to not travel on Second Street between Adams and Jefferson during morning and afternoon bus loading times.

An additional pick-up and drop-off area has been added for your convenience. We have blocked off the north parking area between the signs as a designated pick-up and drop-off site.

Students are to walk on the sidewalks around the school and are to cross **only** at intersections. For student's safety, they are not to cross the street between buses.

When the weather is inclement & it is necessary for a parent to come into the school to pick up a child, you **must** wait in the **entrance** by the main office. The hallways & areas by the lockers **must** be kept clear of adults waiting for children.

No Open Campus: No student will be allowed to leave school grounds once they have arrived on school premises for any reasons. Failure to adhere to this policy may lead to disciplinary action.

Students Driving to WFCSD Middle School Guidelines:

Students driving to WFCSD – Middle School

- Will have received proper school permit from WFCSD – High School Office
- Will park in the parking lot directly south of the gym
- Once parked, shall enter the school building and remain in the school building
- Will be dismissed at 3:20pm
- Will follow all guidelines associated with driving permit
- (IE: number of legal riders, must use most direct/accessible route, school speed limits)
- Violations of state/local laws for operation of vehicles will be reported to the police & charges will be pressed

Students not adhering to these guidelines may lose the privilege of driving to Middle School

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

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

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

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

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's academic performance
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications and suggesting or demanding sexual involvement, accompanied by implied or explicit threats

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

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, race, religion and demeaning jokes, stories or activities

Illegal Items Found in School or in Student's Possession- Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances.

The board believes weapons and other dangerous objects in school district facilities and/or vehicles cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students who bring a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

Student Lockers- Lockers are the property of the school district. Students shall use only the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

The school is not responsible for items in your locker. Lockers (regular and/or athletic) are not a secure place to leave valuables. Students are urged to carry little money and leave valued possessions at home. When you must have money and/or valuable items at school, it is the student's responsibility to secure the locker with a lock or leave money/valuables with the office secretary or give them to a teacher or coach for protection. Please do not tempt others and risk loss by having money and valued possessions at school unprotected.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Lockers can and will be periodically inspected by the school and the inspections will be unannounced.

Student Computer/Internet Acceptable User Policy- A Student Computer/Internet Acceptable User Policy will have to be signed by the student and the parent before the student will be allowed to use computers in the school. After the school has received the completed form, the student will be issued a technology license. This license may be revoked due to violation of policy rules. This policy may be subject to change.

Search and Seizure- The following is Board Policy – **502.5 Search and Seizure:**

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in search.

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

West Fork Policy for K-9 Searches

1. Notification – The K-9 Unit will be brought in unannounced periodically throughout the year.
2. The K-9 Unit will be used in all areas that have lockers and in the school's parking lot to test for the presence of illegal drugs. This visit will be done in the presence of school administration. This process and any subsequent search of locker or automobile will be videotaped.
3. When possible, the student will be present during the search. Illegal items will be given to law enforcement.
4. Students found to have illegal items will be turned over to the authorities. As per policy **505.9 – Interviews with Students** an attempt will be made to contact the student's parents or guardian and to have one of them present during questioning by a police officer or other official. If no parent is available an administrator shall remain present.
5. Any student found to have illegal items would be subject to all West Fork policies governing student behavior.

Student Eligibility for Extra-Curricular Activities – Good Conduct Rule

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

I. Eligibility for Extracurricular Activities

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Be earning passing grades in all classes

Special education students shall not be denied eligibility based on scholarship if the student is making adequate progress, as determined by the IEP team, towards the goals and objectives on the student's IEP.

II. Good Conduct Rule

To retain eligibility for participation in West Fork extra-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors. These violations may be reported by law enforcement, school personnel or the student and/or his or her parents:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use or purchase of alcoholic beverages, including beer and wine
 1. having the odor of alcohol on one's breath is evidence of "use";
 2. possession has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs];
 3. being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing, unwelcome touching or harassment of others.

NOTE: This could include group conduct.

If a student transfers in from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall serve the ineligibility requirements from the previous school district.

- A. Alcohol and Drug Penalties – Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:
1. **First offense within the student's middle school career** – six (6) weeks of ineligibility.
 2. **Second offense within the student's middle school career** – twelve (12) weeks of ineligibility.
 3. **Reduction in Penalty for the second offense:** Evaluation and treatment – a student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility (example: Prairie Ridge Treatment Center) at the student's or student's family's expense. If the student sees the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the principal regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by three (3) weeks. This reduction is not available for first or third offenses.
 4. **Third or more offenses within the student's middle school career** – Twelve (12) calendar months of ineligibility per offense
- B. Tobacco – Penalties
1. **First offense within the student's middle school career** – three (3) weeks of ineligibility.
 2. **Second offense within the student's middle school career** – six (6) weeks of ineligibility.
 3. **Third or more offenses within the student's middle school career** – Twelve (12) calendar months of ineligibility per offense.
- C. Administrative Rules for Penalty
1. The ineligibility penalty begins on the day of the next regular scheduled game/activity for which the student is eligible. Eligibility is defined previously in item I. A Good Conduct Penalty will not begin if the student is not academically eligible.
 2. Penalties not begun within a full calendar year from the date of the hearing may be suspended at the administration's discretion.
 3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
 4. If a student drops out of an activity prior to completion of the ineligibility period or does not finish the activity in good standing, the full penalty will attach when the student next seeks to go out for an activity.
 5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- D. Violations Occurring During Ineligibility
- If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible is found to have been in possession of tobacco. The Good Conduct Rule penalty begins when student is again academically eligible.
- E. Academic Consequences
- There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or a grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

III. Academics - Middle School

- A. Eligibility will be determined on grades posted Friday 4pm and will be in effect Monday through Sunday of the following week.
- B. The first week a student is on the ineligibility list for a particular class will result in a warning. Subsequent weeks on the list for the same class will result in a loss of eligibility for the following week. Students will be given one warning, per class, per quarter.
- C. Based on the Warhawk Way Program, if a student has work that needs to be completed, has received a detention, or is receiving a failing grade they will serve their detention or get their work done with assigned teacher until 4:00pm on the day assigned. They will be able to go to practice at 4:00pm. Coaches will be given notice by the teacher giving the detention. Students who are failing a class (ineligible) may not ride the bus to an event if the bus leaves before 3:15 pm.

If a student fails any class at the end of the First, Second, or Third quarter, that student will be required to serve a three-week ineligibility period that starts on the first day of the next quarter. During this ineligibility period, students will be required to attend an after-school study hall. Students will be allowed to practice in any extra-curricular event but will not be able to participate in any of the events during their ineligibility period.

If a 7th student should fail a class at the end of the second semester, that student will serve a three-week ineligibility period that starts on the first day of Summer Break and will attend the required summer school to complete assignments to pass. If an 8th grade student should fail a class at the end of the second semester, that student will attend required summer school to complete assignments to pass and will be ineligible for 30 calendar days per the Iowa HS athletic association.

IV. Attendance

- A. **Illness** – Students who miss part of the school day due to illness must be in attendance at school by 11:30 a.m. and stay in class for the remainder of the day in order to participate (in a contest, practice, or event) or be a spectator on that day. To be eligible for weekend events the student must be in attendance on Friday by 11:30 a.m.
- B. A student who becomes ill at school must notify his or her teacher or the school nurse as soon as possible. In the case of a serious illness, 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.

*PARENTS: You will be contacted by the school, and only the school, if your child is ill and needs to leave school. **If you are contacted by your child and they have not seen the school nurse or reported to the office, ask them to do so and the school will contact you regarding your student's illness if they need to leave school.***

- C. **Other reason** – Students who miss school for reasons other than illness must have their absences excused prior to the day they will miss, either in writing, by phone, or in person to be eligible for that day's events as either a participant or a spectator. The principal has the discretion to allow participation the day of the event, without an excused absence from the prior day, only after direct contact with the student's parents.
- D. **Truancy and unexcused absences** – will eliminate students as a participant and as a spectator immediately.
- E. **Activity Involvement** – Students MUST attend school by 11:30am to participate in ANY school related activity that day or evening. If a student leaves school due to illness at any time of the day, the student will NOT be allowed to participate in any evening activity.
- F. **Concussions:** (1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity. (2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation. (3) Key definitions: "Licensed health care provider" means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board. "Extracurricular interscholastic activity" means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

V. Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called.

The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the rule. The penalty will remain in effect pending the outcome of the meeting with the board.

Athletic Code of Conduct - Because athletics create a special set of circumstances which may result in unique discipline situations, each coach at West Fork has developed an Athletic Code of Conduct which reflects his/her expectations of participants during the individual sport seasons. Coaches must establish their rules at the beginning of each sport season and make them know to athletes at that time.

Academic Recovery: (Required Summer School) Students who receive failing fourth quarter or second semester grades or have incomplete assignments to turn in for grading purposes will be required to complete incomplete or assigned work during the summer. Communication with parents will take place and students will make arrangements with classroom teachers and the building principal to complete this work.

Satisfactory completion of the Summer Academic Recovery Program is required for promotion to the next grade level.

Exceptions to this policy may be granted by the building principal when circumstances warrant it.

STUDENT DISCIPLINE

The school is provided foremost as a place for students to learn and for teachers to teach those students. The school is legally responsible for all students the same as a parent during the school day. The school has a responsibility to provide for the safety and well-being of students and for the care and preservation of the school building itself. In order for these things to take place, and to create an environment in which each student can gain all that is possible while in school, an acceptable standard of student conduct must be maintained.

Classroom time is very valuable. Classroom instruction is the most important function of our school. No student behavior that disrupts the classroom so as to keep the teacher from teaching or other students from learning can be tolerated. No student behavior in the hallways, lunchroom, or other areas that interferes with classes or is otherwise noisy, disorderly, or destructive will be accepted. Fighting will not be tolerated; mature people settle their differences with discussion and compromise. Profane and vulgar language is not to be used. Educated persons, who our students are becoming, must learn to express themselves effectively in a socially acceptable manner.

Students who choose to behave in a manner that is contrary to our standard of conduct must understand that they also choose the disciplinary action that will result. Teachers and administration don't give students disciplinary action; students elect it by their choice of behavior.

Teachers are in charge of their classroom and have authority over the students enrolled. Students who disrupt classes keep teachers from doing their jobs effectively and cheat their classmates out of valuable learning time.

All employees are responsible for assisting with the control of student conduct. Our job is made easy when students show respect for themselves, for others and for school property. Self-control is always best.

Consequences: Depending on the behavior, students may earn one of the following:

1. Warhawk Behavior Slip
2. Detention Assigned
3. One to five days in-school suspension – Parents contacted
4. One to five days out-of-school suspension – Parents contacted

Special Instances:

- Truancy will result in After School Program.

- Extortion is defined as obtaining money, property or services of any sort by reason of threat. Any student who commits an act of extortion will be subject to 1 to 3 days of suspension.

- Theft A student determined to be a participant in a school related theft may be suspended for up to 3 days and will be required to make restitution. The theft will be reported to local authorities.

- Fighting A one to three-day suspension will be given to any student involved in fighting on school property, including school grounds, on school transportation vehicles, or at any school activity, home or away. Repeat offenders will be referred to the Board of Education for disciplinary action. In the case of physical assault, legal action may be taken.

- Insubordination is defined as refusal to obey a school rule, regulation, or order of any school employee and may result in 1 to 3 days of suspension.

- Physical Assault Students who physically assault another student or a school employee will be subject to suspension/expulsion.

- Profanity and Vulgarity The use of racial, religious, or ethnic slurs, abusive, profane, vulgar language, actions or deeds by a student will not be tolerated.

- Threatening Students who threaten another student or school employee will be subject to up to three days suspension/expulsion.

- Student Assistance Program The SA program was established in 1989 to identify and provide assistance to students who are experiencing problems which have an adverse effect on their behavior, conduct, or academic performance. Referrals to the SA Team can be made by staff members, parent(s)/guardian(s), students, and outside agencies.

Detentions: will be issued for the following types of behavior; disrespect, insubordination, disruptive behavior, unacceptable physical contact, unexcused tardies, improper classroom behavior, failure to follow standard procedures, etc.

Detentions or Make-Up Time: Students will be given one day to make necessary arrangements. Students shall read or study. Additional make up time may be assigned as determined by the principal. Students failing to attend assigned detentions may face additional discipline including suspensions.

Suspensions: either in-school or out-of-school will be earned by students for the following: physical violence to others, physical violence to objects, improper lunchroom behavior, unauthorized handling of school equipment, any malicious behavior, stealing, gross disrespect, use of possession of drugs, alcohol or tobacco, dismissal from class for disciplinary reasons, vehicle moving violations on school property, and extortion, or attempt to extort.

In-school suspension (ISS) - Requires that a student be isolated from their peers and be banned from school activities, as both a spectator and a participant, for the day(s) of suspension.

Out-of-school suspension (OSS) - Requires that the student be banned from school and school activities for a period of one to three days. Students given an out-of-school suspension due to inappropriate behavior are required to complete make-up work for those days missed. Students must pick up assignments between 3:30 and 4:00 P.M. each day of suspension and return it between 3:30 and 4:00 P.M. the following day to receive credit for work missed during suspension. Make-up time equal to the length of the suspension will be assigned.

CHAIN OF COMMAND AND APPEALS PROCESS:

1. Person issuing detention slip.
2. Faculty, Student, Principal or designee meeting.
3. Superintendent of Schools.
4. Board of Education.

For any type of misconduct not covered in the above guidelines, consequences will be decided by the building principal and subject to review by the disciplinary review committee.

Due Process and Student's Rights- In all school decisions affecting students, due process shall be followed. All students have a right to know the infractions for which they are charged, evidence supporting the charge, and a chance to respond to said charge. Students may appeal actions by a teacher to the principal. Actions of the principal may be appealed to the superintendent. You may contact him personally or ask the principal or his/her secretary to make an appointment for you. The Board of Education is the final authority on school policy matters.

WEST FORK DRUG AND ALCOHOL POLICY

I. Philosophy - The school district of West Fork recognizes that chemical dependency is an illness often preceded by misuse and abuse that can be prevented or treated. While health problems are primarily the responsibility of the family and the community, schools share in that responsibility. Therefore, the West Fork School District will assess appropriate discipline, will make every effort to aid the student whenever necessary, and attempt to educate and help students through counseling or other appropriate means.

In keeping with this philosophy, the West Fork School District believes students shall not consume, be under the influence of, deliver or have the intent thereof, sell, or possess alcohol, controlled substances while in school or on school property or while attending a school activity (home or away). Violation of this policy will result in disciplinary action.

II. Procedures - This section will provide guidelines to be followed in drugs and alcohol situations.

A. Drug and Alcohol Use/Abuse

Students found under the influence of, having consumed and/or in possession of alcohol or drugs as defined by school board policy (see paragraph 2, section 1) shall be subject to the following consequences:

1. First Offense:

- a. Five (5) day out-of-school suspension
- b. Suspension will be lifted upon enrollment in Prairie Ridge Treatment Center in Mason City. Failure to complete recommended program as scheduled by Prairie Ridge is grounds for the 5-day suspension to be invoked. Any fees incurred are the responsibility of the student and/or parent.
- c. A parent conference will be secured before student is readmitted to school

2. Subsequent Offenses:

- a. A ten (10) day out-of-school suspension
- b. Referral to the school board for appropriate disciplinary action, which may include a recommendation for expulsion.
- c. A parent conference will be secured before student is readmitted to school

B. Transaction Involving Drugs and Alcohol

Students found involved in drug and alcohol transaction (i.e. sales, making available to students, intent to deliver, etc.) shall be subject to the following consequences:

1. Referral to law enforcement officials for appropriate legal action, and
2. a 5-day out-of-school suspension and recommendation to the school board for appropriate disciplinary action, which may include expulsion.

C. Tobacco Use

Tobacco use while in school or on school property is prohibited. Violation of this policy may result in a suspension.

All Electronic Devices –

Personal Electronic Devices

Personal electronic devices can be used before and after school or with the permission of a teacher. Devices will remain out of sight and should never interrupt a class and should remain silent during the school day (unless permission is granted by a classroom teacher.) This includes the use of devices to take photos at school. Devices are not allowed in restrooms.

Consequences for failing to adhere to this policy:

1st Offense: The student will have his/her personal device removed by the teacher. It can be picked up from the office at the end of the day.

2nd Offense: The student will have his/her personal device removed by the teacher. Parents will be notified and will be required to pick up the device from the office. The student will be required to turn his/her personal device in to the principal's office each school day for ten consecutive days.

3rd Offense: The personal device will be taken away and a parent will be required to come and pick the personal device up from the office and the student will also be required to turn his/her personal device in to the principal's office each school day for the next 20 consecutive school days.

School Electronic Devices

The use of the West Fork School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the West Fork School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the West Fork School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

1st offense – Downloading unapproved app, inappropriate searches or misuse of school email will result in a behavior slip. Downloading adult/racist materials will result in the loss of technology resources use for remainder of the semester.

2nd offense – Downloading unapproved app, inappropriate searches or misuse of school email will result in an after-school detention. Downloading adult/racist materials will result in the loss of technology resources use for remainder of the school year.

3rd Offense – Downloading unapproved app, inappropriate searches or misuse of school email will result in two after school detentions.

4th offense – Loss of use of school technology resources for one week.

Further violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Copy of iPad/Chromebook Policy Agreement
WEST FORK COMMUNITY SCHOOL DISTRICT

Student Pledge for Chromebook Use

- I will take good care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will not take my Chromebook into the restrooms or locker rooms.
- I will never loan out my Chromebook to other individuals.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in the case provided.
- I will use my Chromebook in ways that are educational, appropriate and meet West Fork CSD expectations.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the West Fork Community School District.
- I will follow the policies outlined in the Chromebook portion of this handbook and applicable West Fork CSD technology policies while at school, as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District Chromebook, case, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

Individual school Chromebook computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at West Fork CSD for any other reason must return their individual school Chromebook computer on the date of termination.

Costs for Damaged, Lost or Stolen Chromebooks

Students will be held responsible for ALL damage to their Chromebooks, but not limited to: broken screens, cracked pieces, inoperability, etc.

In the event of damage, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

Students will be charged the following for Chromebooks that are lost or missing:

- First incident – \$200
- Second incident – full cost of replacement for the Chromebook

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the Chromebook, setting heavy items on top of the Chromebook, stepping on the Chromebook, leaving the Chromebook in extreme heat or cold temperatures, abusing apps, etc. In the event the Chromebook, cover, sleeve or cables are lost or stolen, the Student and Parent may be billed the full cost of replacement as determined by the administration.

*Chromebook Case Cost = \$40.00

*Chromebook Charger = \$40.00

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

GRADE: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Definition of “Threats” - Any verbal, written, or body language communication that makes others feel unsafe.

Procedure for Handling Threats at School:

1. Teachers, staff and students immediately report threats to the administration.
2. Administration contacts outside resources for help (police, fire marshal, and other public safety experts as needed).
3. Administration/safety experts check facility for safety.
4. If unsafe, public is immediately notified and safety precautions are taken.
5. If facilities are safe, no public notification is given. (Remembers, we must make up any school days we miss; we don’t want to start overreacting to false rumors!)

What Happens to People Who Make Serious Threats? - They are immediately turned over to law enforcement. They may also be suspended or expelled from school.

What is My Responsibility for Keeping My School Safe?

1. Never make false threats, even in “fun”.
2. Immediately tell parents, teachers, staff, and/or administration if you see, hear, or witness threats against our safety.
ACTION WILL BE TAKEN.
3. Remember that public schools are among the safest places in America. The media often makes it seem otherwise, so be a wise consumer of the news.
4. Respect yourself, respect others and respect your school. We are all in this together and we need to continue to make West Fork School a place where all children feel safe.

NOTICE: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

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

www.iowa.gov/educate.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

- Places the student in reasonable fear of harm to the student's person or property: Has a substantially detrimental effect
- on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injuring, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

ANTI-BULLYING/HARRASSMENT POLICY

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

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

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

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

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website
- And a copy shall be made to any person at the central administrative office at: 210 S. Second St., Rockwell, IA

Legal References:

20 U.S.C. §§ 1221-1234i (2004)
 29 U.S.C. § 794 (1994)
 42 U.S.C. §§ 2000d-2000d-7 (2004)
 42 U.S.C. §§ 12001 *et seq.* (2004)
 Senate File 61, 1st Regular Session,
 82nd General Assembly (2007).
 Iowa Code §§ 216.9; 280.3 (2007). 281 I.A.C. 12.3(6).

Cross References

403.6	Harassment
502	Student Rights and Responsibilities
503	Student Discipline
506	Student Records

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser
Or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e. letters, photos, etc.

(attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: / /

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal for help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the principal. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate a investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

Evidence uncovered in the investigation is confidential.

Complaints must be taken seriously and investigated.

No retaliation will be taken against individuals involved in the investigation process.

Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

REQUEST FOR MEDICATION

Dear Parent/Guardian,

You have indicated your child will require medication during school hours. The following information must be on the medication container:

1. Name of medication
2. Dosage
3. Time medication is to be given
4. Name of physician prescribing medication
5. Name of pupil
6. Specific instructions to administer correctly

Please remind your child that he/she is responsible for asking for the medication at the appropriate time.

The bottom part of this form must be completed and returned to school for your child to have medications administered during school. If you have any questions, please call.

As parent/guardian of a student in the West Fork Community Schools - Rockwell Campus, I hereby authorize and consent to school personnel giving medication and releasing the school district and its personnel from any adverse side effects or reactions resulting there from.

Name of Student _____ Grade _____

Medication _____

Dosage _____ Time to be given ____AM ____Noon ____PM

Any specific instructions or warnings: _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

2018-2019 School Calendar – Aug. 23 Start

Summary of Calendar:

Days/Hrs. in classroom:

First Semester89/XXX

Second Semester91/XXX

TOTAL DAYS/HRS 180

CALENDAR LEGEND

Start/End	
PT Conf.	
Quarter	
Prof. Lrng	
Holidays	
Vacation Days	

Does not include Professional Development days/hours.

HOLIDAYS:

Labor Day	(9/3)
Thanksgiving Day	(11/22)
New Year's Day	(1/1)
Martin Luther King Jr. Day	(1/21)
President's Day	(2/18)
Memorial Day	(5/27)

Instruction days	180
Teacher contract	184

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2018					Student Days/Hours
M	T	W	Th	F	
13	14	15	16	17	
20	21	22	23	24	2
27	28	29	30	31	7
September 2018					
3	4	5	6	7	11
10	11	12	13	14	16
17	18	19	20	21	21
24	25	26	27	28	26
October 2018					
1	2	3	4	5	31
8	9	10	11	12	35
15	16	17	18	19	40
22	23	24	25	26	45
29	30	31			48
November 2018					
			1	2	50
5	6	7	8	9	55
12	13	14	15	16	60
19	20	21	22	23	63
26	27	28	29	30	68
December 2018					
3	4	5	6	7	73
10	11	12	13	14	78
17	18	19	20	21	83
24	25	26	27	28	
31					
January 2019					
	1	2	3	4	85
7	8	9	10	11	89
14	15	16	17	18	94
21	22	23	24	25	99
28	29	30	31		103
February 2019					
				1	104
4	5	6	7	8	109
11	12	13	14	15	114
18	19	20	21	22	118
25	26	27	28		122
March 2019					
				1	123
4	5	6	7	8	128
11	12	13	14	15	131
18	19	20	21	22	136
25	26	27	28	29	141
April 2019					
1	2	3	4	5	146
8	9	10	11	12	151
15	16	17	18	19	155
22	23	24	25	26	160
29	30				162
May 2019					
		1	2	3	165
6	7	8	9	10	170
13	14	15	16	17	175
20	21	22	23	24	180
27	28	29	30		
June 2019					
3	4	5	6	7	
10	11	12	13	14	

180 Days/1080 Hours Calendar

Aug. 20 New Teacher Orientation
 Aug. 21/22 Staff Prof. Development
 Aug. 23 Begin 1st Semester 9-12
 Back to School Conferences PK-8
 Aug. 24 Begin first semester PK-8
 Aug. 27 4 yr. preschool begins
 Aug. 28 3 yr. preschool begins
 **Beginning September 5th and every Wednesday throughout the year, school will begin one hour late due to staff professional learning. Classes will begin at 9:15 on these days in all buildings.

Sept. 3 Labor Day (No School)

Oct. 8 All Staff Prof. Development
 Oct. 26 End 1st Qtr. (45 days.)

Nov 5&8 Dismiss 2:00 Conf 4:00-8:00pm
 Nov. 21 No School – Teacher comp day
 Nov. 22-23 Thanksgiving Holiday (No School)

Dec 18-21 Semester Test
 Dec. 22-Jan. 2 Winter Break (No School)

Jan. 3-11 J-Term (Project-based learning)
 Jan. 9 All Staff Professional Dev.
 Jan. 11 End 1st Semester (89days.)

Jan. 14 Begin 2nd Semester

Feb. 18 President's Day (Weather make-up)
 February 18 will be used as a weather make-up day if school is missed before December 21. All other make-up days will be at the end of the school year.

Mar. 8 End 3rd Qtr. (39 days)

Mar. 11& 12 Dismiss 2:00 Conf. 4:00-8:00
 Mar. 13 No School – Teacher comp day
 Mar. 14-15 No School-Spring Break

Mar. 18 Begin 4th Qtr.

April 19 No School

May 17 Senior's last day
 Graduation Practice
 May 19 Graduation
 May 24 End 4th Qtr (48 days)
 End of Sem 2 (180 days)
 May 27 Memorial Day

West Fork Nutrition Account Procedures

Reference: School Board Policy 710.4

Implementation August 1, 2017

In an effort to eliminate overdue negative balances in our not-for-profit school nutrition program, West Fork CSD will be following the written guidelines posted below beginning with the 2017-2018 school year. These procedures are designed to help families prioritize funding the school nutrition account for their child(ren).

Guidelines

1. All negative balances must be paid before the start of the school year.
2. Parents can access information to create an online account through JMC our student management system to monitor their account balances.
3. We encourage families to sign up for the JMC parent portal notification that can inform you when your account reaches a threshold you establish.
4. Automated emails will be sent to families on a regular basis making you aware of your balance when it reaches near zero.
5. A letter or email will be sent home when your balance reaches \$-10.00.
6. You will receive a call the next school day as a follow up to the letter.
7. Upon reaching the \$-20.00 balance limit per family, the following rules will apply.
 - Students will not be able to charge breakfast or lunch.(PK-12)
 - A letter will be sent home via US Mail stating that the parent will need to provide a sack lunch for their student(s).
 - The building principal is asked to make contact with parent.
 - If a student has “money in hand” for a meal that student can purchase a meal for that day only.
 - Parents can set up a payment plan but must be making consistent progress toward bringing their account current.

Preschool, Elementary and Middle School Students who have a \$-20.00 balance.

- School will ask the teacher on a daily basis to check with individual students to see if they brought their lunch for that day.
- If the student brings nothing, they will be discretely taken to the office to place a call to the parent.
- If the student has money in hand for a meal, they may eat.
- If a parent cannot be reached to bring a meal or money, we will feed the student for up to two days while making contact with parents.

High School Students who have a \$-20.00 balance

- No charging is allowed beyond \$-20.00
- Student Services become involved with trying to work with the family on filling out a free and reduced meal application if needed.
- If the student has money in hand for a meal that day, they will be served a reimbursable meal.

District Staff

- No negative balances are allowed.