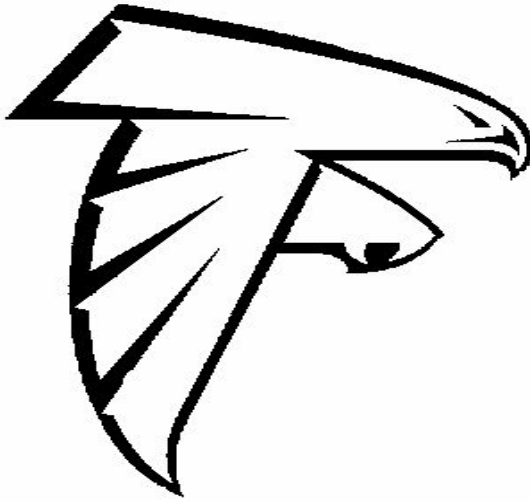


Wayne Community Schools



FALCON PRIDE

2018-19 Wayne Community Junior-Senior High School Handbook

Wayne Community Schools is an equal opportunity affirmative action employer. Wayne Community Schools does not discriminate on the basis of race, color, creed, gender, sexual orientation, gender identity, socioeconomic status, marital status, ethnicity, national origin, religion, age, or disabilities in its educational programs, services, or employment practices. Inquiries concerning application of this statement, including grievance procedures should be addressed to 102 North DeKalb Corydon, Iowa 50060. In person, any Equity Coordinator, the Secondary Principal (641) 872-2184 or the Elementary School Principal (641) 872-1034.

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OPENING STATEMENT

Welcome!! A great opportunity awaits everyone as we start the 2018-19 school year. The faculty and administration wish to take this opportunity to extend to each of you a most cordial welcome. Each student at Wayne is a valuable part of our student body, and we want the best for each one.

We will continue to work to improve our school climate and continue our commitment to the Capturing Kids Hearts program. We want all students to enjoy coming to school and feel safe and secure here.

We want to emphasize **PRIDE**! It is important that each student **take PRIDE in everything** they do. We hope all students **take PRIDE in the school** they attend. Also, we want students to take **PRIDE in their accomplishments** at school, both academic and extracurricular.

The Student Handbook contains important information concerning questions and situations that may arise during the school year. The administration and Board of Education believe that an understanding of school rules and regulations by each student and his/her parent or guardian is necessary in order to create an environment that is safe and provides the best possible environment for students to learn.

All students have received a copy of this handbook on the first day of school. We suggest that each student discuss the rules and regulations in this handbook with his/her parent or guardian. **It is to be used as a guide and is not expected to cover every incident that occurs.** The information provided in this handbook is the most efficient way for our school district to provide students and parents notice about school district policies and practices.

We hope you will have an enjoyable and successful school year. We look forward to and appreciate the opportunity to work with students, parents, and faculty as we start the 2016-2017 school year. The office will be open at all times during the regular school day. The telephone number is 872-2184. All secondary activities will be scheduled through the office. Smooth, effective operation of our school depends greatly on open communications. If for any reason, parents want to confer with faculty, counselor, or administrators, they may call for an appointment.

Sincerely,

Stacy Snyder
Secondary School Principal

School District Mission Statement

It is the vision of Wayne Community schools to provide students with the opportunity to gain the skills and knowledge needed to succeed beyond the structure of our school system, including but not limited to being:

1. Productive citizens
2. Effective parents
3. Proficient, dedicated, and knowledgeable wage earners
4. Students prepared for all facets of post-secondary education
5. Moral and ethical leaders

Falcon Fight Song

The Falcons fight with pride and loyalty.
And let good sportsmanship our motto be.
In victory or defeat you'll find us there,
To shout and cheer them on,
With Go! Fight! Win!

With pep and loyal spirit on our side,
The Falcons conquer all and turn the tide.
And with the Falcon spirit
We can beat
All we meet.
Falcon's Fight!

Falcon Colors

Black, White, and Silver

Wayne Secondary School Administration, Faculty, and Staff

Mr. Dave Daughton	Superintendent
Mrs. Stacy Snyder	Secondary School Principal
Mrs. Kim Arnold	Guidance Counselor
Mrs. Heidi Bellon	High School Language Arts and Spanish
Mrs. Holly Berndt	Curriculum Director, PD/TLS Coordinator, and Technology Coach
Ms. Amber Cassady	High School Mathematics
Mrs. Mary Kay Cusic	JH Language Arts and Social Studies
Ms. Natalie Cunningham	Elementary Music & Junior High Band
Mrs. Paula DalPonte	Secondary Language Arts
Mr. Brandon Doughan	Secondary Physical Education & Weight Training
Ms. Casey Edwards	Secondary Language Arts
Mrs. Heather Fortune	Secondary Special Education and Junior High Mathematics
Mrs. Melanie Halferty	Secondary Special Education
Mrs. Laurie Hemphill	High School Science
Mrs. Sarah Hoover	Secondary Special Education & Language Arts
Mr. Adam Hysell	Talented and Gifted
Mrs. Anne Jaeckel	Secondary Band & Choir
Mr. Mike Jones	Athletic Director/High School Social Studies
Mr. Dan May	Secondary Vocational Agriculture
Mrs. Andrea McConahay	Secondary Art, Alternative Program & Home School Director
Mrs. Kelsey Moran	Secondary Family and Consumer Science
Mr. Joe Nekvinda	High School Social Studies
Mrs. Tieko Nickell	Secondary Special Education
Mr. Joel Petty	Junior High Science
Mrs. Beth Rykhoek	Secondary Mathematics
Mr. Scott Valentine	Secondary Business
Mr. Jeff Whitehall	At-Risk Director and Athletic Director
Mrs. June Davis	Librarian
Mrs. Rhonda Mason	Library Assistant and On-line Course Supervisor
Mr. Mike McCaulley	Technology Coordinator
Mrs. Jill Metzger	K-12 Nurse

Mrs. Cindy Comer	Secretary - District Office
Mrs. Nancy Everman	Secretary – Athletic Director, ICN, Nurse, Transportation
Mrs. Denise Larson	Business Manager
Mrs. Cheryl Porter	Secretary - Secondary Principal

Ms. Desire' Grismore	Paraprofessional
Ms. Christina Hackett	Paraprofessional
Mrs. Barb Haug	Paraprofessional
Ms. Shonda Johnson	Paraprofessional
Mrs. Lisa Pennington	Paraprofessional
Mrs. Valerie Richardson	Paraprofessional

Mr. Kenny Anderson	Maintenance Director
Mr. Rick Hopkins	Custodial Director
Mr. Jimmy Dodge	Custodian
Mrs. Diane Henricks	Custodian
Mr. Andrew Salazar	Custodian

Mrs. Kelley Lavelly	Food Service Director
Mrs. Susan Hitt	Cook
Ms. Jenny Jennings	Cook
Mrs. Laurie Lumberry	Cook
Mrs. Brenda Remsing	Cook
Mrs. Kendra Utzke	Cook

Mr. Bill Homann	Board President
Mrs. Mandy Goretska	Board Member
Mr. Dan Carpenter	Board Member
Mr. Bill Byrns	Board Member
Mr. Kevin Comer	Board Member



School's History

Wayne Community School District is located in Corydon, Iowa in Wayne County. The district centers are located in two separate buildings. Students from the towns of Corydon, Allerton, Cambria, and Millerton attend Wayne Community plus students in the rural areas of Promise City, Russell, Lineville, Clio, Humeston, Plano, and Derby. Grades Pre-K through 6th are located at the Elementary Building at 607 South West Street in Corydon. Grades 7-12 attend the Secondary Building at 102 North DeKalb in the town of Corydon.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of age, sex, race, religion, color, creed, ethnicity, national origin, marital status, gender, sexual orientation, gender identity, socioeconomic 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 Stacy Snyder and can be reached at (641)872-2184.

District Procedures:

First Step-It is recommended that an attempt shall be made to resolve any grievance in an informal verbal discussion between the complainant and the other party.

Second Step- The complainant shall then bring the matter to the attention of the Compliance Officer, who will in turn discuss the matter with the parties involved and attempt to resolve the problem.

Third Step- If the grievance cannot be resolved informally; the aggrieved person shall file the grievance in writing with the Compliance Officer and have a hearing before the Advisory Committee.

Fourth Step- If the above steps do not resolve the problem, the aggrieved person shall file a complaint with the Office of Civil Rights.

Further 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., St. 800, Milwaukee, WI, 53203-2292, (414)291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA. 50319-0146, (515)281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building level principal is responsible for this process.

Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Stacy Snyder at (641) 872-2184.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to 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 guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language. Conspicuous displays of affection are prohibited, and individuals involved are to be referred to the principal. Parents will be notified at that time.

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

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include assigned attendance at a counseling and academic center away from the regular attendance center. Prohibition from participating in extracurricular activities, including athletics may also occur. 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 Superintendent's Office for

information about the current enforcement of the policies, rules or regulations of the school district.

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 and vehicles. 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.

The definition of the term “homeless children and youth” is as follows:

A. Means individuals who lack a fixed, regular, and adequate nighttime residence; and

B. Includes the following:

i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to a lack of alternative accommodations; are living in emergency or transitional shelters; or awaiting foster care placement;

li. Children and youths who have a primary nighttime residence that is public or private not designed for or ordinarily used as a regular sleeping accommodation for human beings;

lii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

lv. Migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in clause (i) through (iii).

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families

are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Administrative Assistant, Cindy Enright during registration for a waiver form. **The waiver does not carry over from year to year and must be completed annually.**

***Note** – Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Book fees – Students pay an annual book fee in the amount of \$25.00. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to books, in excess of normal wear and tear, is also charged to student.

❖ Broken spines	\$ 9.00
❖ Lost or severely damaged books	(cost of new book – pro-rated)
❖ Un-removable marks on pages	\$.50 cents per page
❖ Torn pages	\$.50 cents per page

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the Principal's office if the information on the emergency form changes during the school year.

Daily Academic Schedule

The school day begins @ 8:10 a.m. and ends at 3:31 p.m. Students should not be present on school grounds before 7:30 a.m. or after 3:30 p.m. unless they are under the supervision of an employee or an extracurricular activity sponsor. If students are in the building due to extracurricular activities, they are expected to follow normal hallway expectations and will be subject to disciplinary action during non-school (before and/or after school) hours. Students who arrive before 7:30 a.m., should remain in the cafeteria. **ALL Junior High students are expected to report to cafeteria or JH gym hallway area.** If school is dismissed early, students not participating in school activities are expected to leave the school grounds within 15 minutes of dismissal.

Secondary School Regular Class Bell Schedule

First Bell	8:00
Warning Bell	8:05
Tardy Bell	8:10
1 st hour	8:10 – 8:56
2 nd hour	8:59 – 9:45
3 rd hour	9:48 – 10:34
4 th hour	10:37 – 11:23
5A class/5B lunch	11:26 – 12:12/12:12 – 12:43
5A lunch/5B class	11:23 – 11:54/11:57 – 12:43
6 th hour	12:46 – 1:28
7 th hour	1:31 – 2:17
8 th hour	2:20 – 3:06
Student Success period	3:09 – 3:31
Bus departure	3:35

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at (641) 872-2184 on the day of the absence prior to 9:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is re-admitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. The school determines whether an absence is excused or unexcused.

Excused Absence:

- ❖ Any absence in which the school has been informed either verbally or by written note. This notification must be made by the parent or guardian within one school day of the absence. (Will not be changed AFTER 3 school days.)

Unexcused Absence:

- ❖ Any absence by a student in which the office was not properly notified by parent.
- ❖ Any ***skipping** of a class without prior permission from the office.
- ❖ Absences due to “oversleeping” or “sleeping in”.
- ❖ Student is more than 10 minutes tardy to a class.
- ❖ Skipping of a class will also be subject to the disciplinary code.

Tardy

- ❖ Students are considered **tardy** to a class if they enter the classroom after the bell, **without a pass** from the office or another staff member.
- ❖ Tardiness of more than 10 minutes to a class will result in an unexcused absence.
- ❖ Teachers will inform the office of the tardy by computer.
- ❖ 1 transportation tardy will be excused (per semester).
- ❖ **6 tardies** per semester will result in loss of credit for that high school class.
- ❖ HS parents will be informed by mail after a student is tardy to a class 4 times.

O JH EXCEPTION

- **Tardies** – Students will be allowed 1 total (all classes combined) tardy per week. Students will receive a detention for each additional tardy per week.
- If tardy is not served, it will double. If both tardies not served, it becomes an in-building suspension.

Attendance Policy

- ❖ Any student with **6 unexcused** absences from a class per semester shall receive **no credit** for that class.

- ❖ After **4 unexcused** absences, parents and student will be informed by mail.
- ❖ Absences for field trips, approved college visits, or school activities will not be counted toward total absences.
 - When a student reaches **8 Total** absences (excused and unexcused) in a period per semester, a letter will be sent home to parents/guardians informing them.
 - After **10 total** absences (excused and unexcused) in a period per semester, parents/guardians will be contacted by the principal or the Juvenile Court Liaison Officer. A letter will also be sent to the County Attorney regarding potential truancy (when applicable).
 - When a student reaches **12 Total** absences (excused and unexcused) in a period per semester students will receive no credit for that class for that semester, and will be referred to the County Attorney for truancy(if applicable).
 - Students wishing to appeal the loss of credit must present written information showing severe illness, or emergency circumstances which caused the student to miss an excessive number of school days. This appeal must be in writing to the Secondary School Principal, within five school days of receipt of notice of the loss of credit. The appeal letter will be acted on by an appointed teacher committee. Habitual offenders of this policy may be denied credit.
 - Further appeals can be addressed to the Wayne Community Board of Education.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has been notified to do so. There is a sheet in the office for students to sign-in and sign-out on for our records.

Students participating in school activities must be in school at least one-half day (4 periods) on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. **Students will receive a make-up slip from the office when they bring in their note.** Students who know they are going to be absent prior to an absence must get a make-up slip and take around to make arrangements with their

teachers. Students have the number of days missed, plus one to complete the work for credit if absence is excused. Students are not allowed to make up schoolwork or to submit late schoolwork due to an unexcused absence. **Any work assigned before the absence is due upon return.**

Students who **lose credit** for courses due to attendance or tardiness issues will be considered to have failed the course only as it pertains to the athletic eligibility policy. Students will become ineligible at the end of the semester.

Language Arts Lab

Language Arts Lab utilizes the Second Chance Reading program.

Goal is to develop reading skills and proficiency on the Iowa Assessments.

At the high school level, Language Arts Lab is considered an elective credit.

Students who are “non-proficient” on the Iowa Assessments will qualify for placement in Reading Lab and/or Reading Interventions for JH students.

Students that transfer into the district who do not have current Iowa Assessment data will be assessed with an alternative assessment to determine appropriate placement.

Students may test out of Language Arts Lab at semester. Students who test at grade level on the Stanford Assessment will be given the option to discontinue and may be assigned a new class.

Math Lab

Goal is to develop delayed math skills preparing the student to enroll in higher level math courses and leading to higher proficiency levels on the Iowa Assessments.

At the high school level, students will be enrolled in a regular Math course while taking Math Lab and receive an elective credit for lab. At the junior high level, students will be enrolled in a regular Math course while participating in Math Interventions.

Students will be placed in Math Lab being “non-proficient” on the Iowa Assessments or at the recommendation of the SAT team as an intervention based on classroom performance and delayed skills.

Students may test out of Math Lab at semester. Students who test at course level on teacher made assessment will be given the option to discontinue and may be assigned a new class.

All seniors not proficient must enroll in 1st semester Math Lab or a Math class.

Students who transfer into the district will be given an alternative assessment to determine appropriate placement. Students testing below grade level will be placed in Math Lab.

College Visits

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors or seniors may be excused up to 2 day(s) to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents. These days will not count as absences.

Open Campus

Wayne Community 7-11 grade students are **not** allowed open-campus, except in special circumstances. These circumstances will be set by the administration. Students will be informed of the rules and regulations regarding any open campus in advance.

Seniors are allowed to arrive to school one period late or leave up to two periods early. Seniors must be enrolled in 7 periods. Seniors also have open campus privileges for lunch. They need a written note with parental permission to take advantage of open campus privileges during lunch period. **Seniors may NOT bring food back to other students!** Seniors are allowed to use their cars to leave school grounds during open campus. If senior students choose to use open campus privileges, they need to leave school grounds, unless working with a teacher or in study hall.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KCOG, KMGO, and WHO radio, KTVO, WHO and KCCI television stations and Farmer's Bank text message notification. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent, or a designated representative, determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes, or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early due to weather are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the

extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING AND SAFETY

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 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunization/Screening Requirements

Iowa State Law requires proof of immunization to be recorded before a student is allowed entry to school. To be valid proof, you must have recorded dates of immunization, source (medical office) of immunization, and validation or signatures by immunizing source.

The following immunizations are required for all children prior to school admission:

- DTP (Diphtheria, Tetanus, and Pertussis)
- Tdap Booster
- Polio
- MMR (Mumps, Measles, and Rubella)
- Hepatitis B
- Varicella (for chicken pox)
- Meningococcal

In addition to immunizations, the following screening is required by state law for all kindergarteners, 3rd graders, and freshmen (9th grade):

- Dental Screen – state requirement for all kindergarten and freshmen.
- Vision Screen - state requirement for all kindergarten and 3rd graders.

These requirements help control and minimize the number and extent of childhood illnesses. The immunizations/screenings are important for your child, once your child enters the school setting, his/her health status affects all the other children in school.

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. Students who cannot afford the cost of the physical examination should contact the coach of their sport. Sample of the physical form available in the appendix.

Emergency Drills

Periodically the school holds emergency 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, may be reported to law enforcement officials.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. The parent must provide a signed, dated authorization form to administer the medication. Medications **must** be brought to the school by the parent. The school must know the medication a student is taking in the event the student has a reaction or illness. In order for non-prescription medication to be given, the student must have a signed permission slip from the parent on a file in the office.

Medication is held in a locked cabinet and distributed by the trained office personnel or school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents. Sample of form available in the appendix.

Student Illness or Injury at School

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

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

Student Insurance

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 Superintendent's office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

School Nurse

Wayne Community School provides a school nurse. The nurse, Mrs. Jill Metzger, is on call from 8:00 a.m. and 3:00 p.m. and will respond to any calls for her assistance at any of the school sites upon request. Her time is split between the Elementary and Secondary School buildings as needed. When in the Secondary School building, she is located in the North office with an equipped room for any minor emergency.

Communicable and Infectious Diseases

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

Health Screening

Throughout the year, the school district conducts health screening for hearing and vision (by referral only). Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mrs. Stacy Snyder, Secondary School Principal at (641) 872-2184 and Mr. Boyd Sinclair, Elementary Principal, at (641) 872-1034, as its Level I investigators.

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, 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.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in

the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

If you have any questions about this state law, please contact the Superintendent’s office.

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 study hall during assemblies.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district.

If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Students who have not obtained a make-up slip and assignments prior to the trip will not be allowed to participate.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher. Students may be declared ineligible by the building principal to attend field trips due to recent or excessive absences, inappropriate behavior issues, etc. This will be determined in conjunction with the teacher/sponsor.

JH Falcon Pride Qualifications

The Falcon Pride Trip will be taken at the end of the 1st and 2nd semester. First semester's trip will be based on 1st quarter and the first 6 weeks of 2nd quarter. Second semester's trip will be based on 3rd quarter and the first 6 weeks of 4th quarter. The students must have the following in each semester in order to attend/participate:

- 5 absences or less per period, 1-9. Medical/dental excuses will count as an absence. Absence=Absence. Only very extreme cases will be considered.
- 5 tardies total in all 9 periods.
- All grades at a 74% or higher.
- No office referrals, which includes cell phone offenses!

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include:

Athletics

Girls

Cross Country
Volleyball
Basketball
Cheerleading
Track
Golf
Softball –summer
Soccer – spring

Music

Choir
Marching Band

Clubs and Organizations

Art Club
FBLA
Kids Helping Kids
Spanish Club
Student Council

Boys

Cross Country
Football
Basketball
Wrestling
Track
Golf
Baseball-summer
Soccer - spring

Jazz Band
Pep Band

FFA
FCCLA
National Honor Society
History Club

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating individual coaches or sponsor's rules as well as for violations of school district policies, rules, or regulations.

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the administration at least 2 weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Use of School District Facilities by Student Organizations

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

Dances

The principal must approve school-sponsored dances. Anyone attending school sponsored high school dances, including Homecoming and Prom, must be enrolled in or have started their freshman year at Wayne High School.

Guests to High School sponsored dances will be subject to the following guidelines:

- ❖ High school guest date form must be completed and submitted **one week** prior to dance for all out of school dates. Forms are available in office.
- ❖ The Secondary Principal shall have the option to refuse any guest.
- ❖ Any student who has been expelled or under a long-term suspension from any school will be prohibited from attending

Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to non-students as well as students at school dances. When

necessary, law enforcement will be working in cooperation with school officials. Law enforcement may be on hand to monitor suspected violations. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

- **JH Exception:** Only junior high age students from Wayne can attend our JH dances.

Student Council

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

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. **Students involved in athletics or cheerleading are required to purchase an activity ticket in order to participate.** Students who cannot afford a student activity ticket should contact the Superintendent's office.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for

access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 25th to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL
ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED

ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless, parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

Procedures for Students who are Transferring to Another School or School District

The school district automatically transfers a student’s records to a new school district upon receipt of a written request from the new school district for the student’s records. Parents, notified that the student’s records have been sent, are given an opportunity to view the student’s records that were sent. Parents’ 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- ❖ Eyewitness observations by employees;
- ❖ Information received from reliable sources;
- ❖ Suspicious behavior by the student; or,
- ❖ The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonable related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- ❖ The age of the student;
- ❖ The sex of the student;
- ❖ The nature of the infraction; and
- ❖ The emergency requiring the search without delay.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers and Desks

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

JH Locks - Students will be issued or provided the opportunity to acquire locks for their book and P.E. lockers. The school is not responsible for stolen items. Students are strongly encouraged to use locks. If you decide to not use your lock, you may return it at any time. Locks found unlocked will be confiscated by the Principal or P.E. instructor. Students may pay a \$2.00 fee to get their lock back. The replacement cost for lost or stolen locks is \$5.00.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any

history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Internet/Media Center

Internet access is available in the Secondary School Media Center. It is a goal to allow students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. Students should not use the internet or devices to video, take pictures, post on social media, snapchat, tweet, etc... any material of **another student or teacher**. An Internet Acceptable Use Policy will be available so parents and students can read the terms and conditions. Parental permission is a requirement. The signed agreement should be turned in to Mrs. June Davis or Mrs. Rhonda Mason and is valid from 7th to 12th grade. Failure to follow the Internet Policy will result in:

- ❖ 1st offense - a letter sent home and the loss of Internet usage for one month.
- ❖ 2nd offense –loss of the privilege of Internet access for two months.
- ❖ 3rd offense - loss of all Internet privileges for the remainder of the school year.

If anyone has questions about the Internet policy, please call or contact our Media Specialist.

The media center is available to students from 7:45am to 3:45pm for research, Internet usage, and checkout. IBM computers are available for word processing. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while they are in the Media Center.

Laptops may be checked out overnight with written consent/waiver signed by parents and school approval. Students may also bring devices (laptops and tablets) to school for educational purposes – they may access the network with approval also. Use of devices is per the teacher discretion in classrooms.

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 items of clothing are prohibited:

- ❖ Tube-tops or any strapless shirts/tops
- ❖ Tops/shirts that tie or Velcro, either around the neck or in back
- ❖ Tops/shirts that expose the midriff.
- ❖ Extremely short shorts or skirts.
- ❖ Items that allow undergarments to show.
- ❖ “See-through” items.
- ❖ Sagging or extremely baggy pants.
- ❖ Items with excessive chains, straps, or pointed studs, which could result in a safety issue.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. **The administration makes the final determination of the appropriateness of the student’s appearance.** Students inappropriately dressed are required to change their clothing or leave the school. Choosing to leave school may result in disciplinary action.

Hats and headwear are to be removed upon entering the school building in the morning and may be worn again at the end of the school day. This applies to both boys and girls.

JH EXCEPTION JH students are not allowed to carry backpacks, duffle bags, purses, etc...

to class. They need to leave all bags in locker and keep padlock on it.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, and 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.

Driving to School

Driving is a privilege that students may enjoy, or may be suspended for failure to observe the following guidelines:

- ❖ Slow speed in parking lots or on school property. Reckless driving will be reported to the authorities.
- ❖ Vehicles are not to be entered during school day without permission from office or supervisor.
- ❖ Vehicles parked in Wrestling Room parking lot may leave immediately after school.
- ❖ Reckless driving as determined by the administration may result in loss of parking privileges for remainder of school year. Examples of reckless driving are speeding, squealing tires, or driving on sidewalk or over curbs.

Student parking is available in the wrestling (**NOT in the ALLEY**) and south parking lots. Please park in an orderly fashion and one that will not impede other vehicles. Students should not park on the east side of the school building due to emergency vehicle use. Also, students should not park on the grass or on the sidewalk areas on the west or north side of the school building.

Parking Regulations

The South parking lot shall have the following parking regulations:

- ❖ Double Parking will be allowed on the south side of the lot, **only** where the lot is double width (excluding the 1st stall on the west end).
- ❖ Vehicles must face North and South.
- ❖ Vehicles must pull as close to RR ties as possible on the south side.
- ❖ All other vehicles must park in other lots or on the streets.

- ❖ Other inappropriate parking (as determined by the administration) will be dealt with accordingly, which may result in contacting local law enforcement.

The student council will regulate and report parking infractions. The Secondary School principal (or other administrators) will administer consequences.

- ❖ Up to 2 verbal/written warnings.
- ❖ After 2 warnings, that student will not be allowed to park in any of the school lots.
- ❖ Violation of this will result in the vehicle being towed, with the owner of the vehicle paying all expenses.
- ❖ Students will have the option of earning back parking privileges if they are removed.

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 principal. All passes may be suspended if abuse of passes is occurring.

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, e-cigarettes, vaping device, vape juice, or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the administration. Students bringing firearms to school or possessing firearms at school may be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Plagiarism/Cheating

This is written to communicate to students and parents that cheating and plagiarism are not acceptable at Wayne Community School.

All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be **original**.

Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests or homework.

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

Violations of academic honesty will be divided into two levels. These levels are determined by the importance of the assignment and premeditation of the student.

Level One: Classroom teachers will deal with Level One Violations. Students who are caught cheating or copying will receive a zero on the suspect assignment/test.

Level One Violations include:

- ❖ Copying homework
- ❖ Looking on another's test or quiz
- ❖ Letting another student look on a test or quiz
- ❖ Using other secretive methods of giving answers on a test or quiz
- ❖ Taking information from another source that is not properly attributed
- ❖ Working with others on an assignment that was meant to be done by individuals*

*Students should consider all work individual unless the teacher specifies it differently.

A second level one violation will be considered a level two violation and will be dealt with accordingly.

Level Two: Level Two Violations are considered severe and will be dealt with by the teacher and/or the building principal. Administrative documentation will follow these violations.

Level Two Violations include:

- ❖ Taking papers from the Internet, other publications, or other students
- ❖ Translating a foreign language piece by a translator

- ❖ Taking any part of a test to use or to give to others
- ❖ Any electronic means for transmitting restricted information

These violations can be considered theft; therefore, any student who is guilty of any of the above will receive a zero on the suspect assignment and will be ineligible for National Honor Society for their next eligible year.

If plagiarism occurs, the student must still meet the minimum requirement of the course by rewriting the assignment according to teacher specifications. The points on this assignment will be added to the student's score after being divided in half. (A student who receives a seventy on the paper will then have a thirty-five for the assignment.) Failure to rewrite will result in an "F" for the course.

A second offense of plagiarism will automatically result in an "F" for the course and the student is ineligible for National Honor Society.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Principal.

A parent who wishes to home-school their child must follow school board policy pertaining to competent private instruction. Information is available in the superintendent's office.

Students entering the Secondary School who have previously been educated at home must provide adequate documentation of grade level competency. This will be left to the discretion of the administration.

Cell Phone Usage/Telephone Use During the School Day

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. No class time should be lost on the telephone. Teachers have been instructed that students are not to be on the phone during class time. Students should use the phone during the day for emergencies only and not for social calls. The use of the phone may be denied for abuse of the privilege.

At the high school, **students may use cell phones at the teacher's discretion.** Students must use their cell phone appropriately, courteously, responsibly, and not create a distraction to the learning environment. Teachers will share their cell phone policy, provide instruction regarding online safety for personal use, school and business usage/responsibility, legal issues, using social media appropriately and the consequences of bad cell phone behavior. There should be no need for cell phones during study hall and they are to be treated the same as regular classes. If a teacher is doing an activity and students are willing to use their phones per teacher request, they may do so. The hope of Wayne Community Jr./Sr. High School is that students will learn how to properly and respectfully use their cell phones and other electronic devices at appropriate times. **Students should not use the internet or devices to video, take pictures, post on social media, snapchat, tweet, etc... any material of another student or teacher.** Phones may be used during passing times and in the cafeteria. Students serving IBS or "time-outs" will be required to turn cell phones into the office.

All high school students and their parents will be required to sign the Wayne Community High School "Bring Your Own Device" (B.Y.O.D) policy which will be kept on file in the high school office. (See Appendix)

High school student cell phone consequences:

- ❖ 1st offense- Cell phone taken to office and parent must be called and notified that the phone has been taken.
- ❖ 2nd offense - Cell phone taken to office and parent must pick the phone up from the office and student will have to turn phone into the office for 20 school days (4 weeks). Student will also receive a step on discipline policy.
- ❖ 3rd offense - Cell phone taken to office and parent will have to pick the phone up from the office and student will have to turn phone into the office for 45 days (9 weeks). Student will also receive a step on discipline policy.
- ❖ 4th offense - Cell phone taken to office and parent will have to pick the phone up from the office and student will have to turn phone into the office for remainder of school year. Student will also receive a step on discipline policy.

- **JH EXCEPTION**

- **NO cell phones for JH students.** Students with cell phones will be asked to leave them in their lockers during the school day. They will follow the same consequences as high school students.

Personal listening devices are discouraged, **but are at the discretion of the classroom teacher/supervisor.**

Student Success period

This period will be used for intervention, enrichment, advisory, silent reading, CKH, and/or make-up time. Teachers can request a student to report for intervention or make-up work. No passes will be given unless for a specific educational need. Students in grades 7-11 will participate. Any Senior needing credit recovery can take for ¼ credit for a semester. All Seniors need to leave the building during this time unless directly supervised by a teacher/staff member.

Posting of Information

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

Initiations, Hazing or Harassment

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 other students, by school employees, and by 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 the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the 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 which may include suspension or 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 which may include 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 which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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 a 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 messaging or similar technologies.

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

- ❖ Repeated remarks of a demeaning nature;
- ❖ Implied or explicit threats concerning one's grades, achievements, property, etc.;
- ❖ Demeaning jokes, stories, or activities directed at the student and/or
- ❖ Unreasonable interference with a student's performance;
- ❖ Sexual acts are in violation of Federal Criminal Law.

Sexual harassment of a student by an employee 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 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. A complaint form is available in the appendix.

Student Complaints

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

- ❖ If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- ❖ If unsatisfied with the employee's response or if there is no employee's response or if there is no employee involved, talk to the principal within 5 school days of the employee's response or the incident;

- ❖ If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response;
- ❖ If unsatisfied with the superintendent's response, students may request to speak to the board at the next scheduled board meeting within 5 days of the superintendent's response. The board determined whether it would address the complaint.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from Superintendents' office.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- ❖ Obscene;
- ❖ Libelous;
- ❖ Slanderous; or
- ❖ Encourages students to:
- ❖ Commit unlawful acts;
- ❖ Violate school district policies, rules or regulations;
- ❖ Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- ❖ Disrupt or interfere with the education program;
- ❖ Interrupt the maintenance of a disciplined atmosphere; or

- ❖ Infringe on the rights of others.

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

DISCIPLINARY POLICY

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

WAYNE COMMUNITY BOARD POLICY No. 503.1 MAINTENANCE OF ORDERLY CONDUCT

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

Students may be assigned to an outside behavioral improvement program as a result of misconduct resulting in step placement on the disciplinary plan. Failure, of a student, to attend this facility if assigned would result in additional violations of both the disciplinary and attendance policies.

Violations

VIOLATIONS OF THE WAYNE COMMUNITY SECONDARY SCHOOL DISCIPLINE

Plan may include, but are not limited to:

- * Removal from a classroom (by the instructor)
- * Fighting
- * Disrespect to staff
- * Insubordination – failure to comply with any staff member in a timely manner
- * Repetitive truancy (Skipping)
- * Drug, tobacco, or alcohol violations on school property, or at school functions
- * Harassment/Hazing
- * Possession of dangerous weapons

- * Misconduct on school grounds, or at school functions
- * Any act or behavior that results in an In-Building or Out-of-Building Suspension
- * Improper bus behavior
- * Repetitive Detentions
- * Vandalism/Destruction of property

SEVEN STEP BEHAVIOR POLICY

(All listed consequences are minimum consequences and at the discretion of the administrator.)

- | | |
|---------------|---|
| STEP 1 | Principal's discipline or other automatic consequences. |
| STEP 2 | Principal's discipline or other automatic consequences. (Letter will be sent home notifying of step 2 placement). |
| STEP 3 | 1 Day In-Building Suspension and Initiation of Behavior Plan if appropriate. (Parents notified by letter). |
| STEP 4 | 2 Day In-Building Suspension and Review/Revision of Behavior Plan if appropriate. (Parents must meet with administration in order for student to return.) |
| STEP 5 | 3 DAY OUT-OF-BUILDING SUSPENSION (may result in an in-building suspension) and Review/Revision of Behavior Plan if appropriate (Parents must meet with administration in order for student to return). |
| STEP 6 | 5 DAY OUT-OF-BUILDING SUSPENSION (or in-building suspension) and Review/Revision of Behavior Plan, if appropriate. (Parents must meet with the Superintendent and Principal in order for student to return). |
| STEP 7 | Recommendation for expulsion to Board of Education. |

Notes:

- An alternative to suspension program may be used at the discretion of the administration.
- A student may earn more than 1 step in extreme cases.
- Determination of whether a student should be placed on a step will be at the discretion of the building principal(s).

- Each student will be allowed proper due process for each instance resulting in a step.
- Parents/students will be allowed proper due process for step 7 as determined by the Board of Directors.
- Students with disabilities (special education) will be subject to special ed. regulations as it pertains to discipline.

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. There will be a report sent to parents of students not working up to capability or doing failing work at 3rd and 6th week during each grading period. Student's marks may be determined and affected by attendance, preparation of assigned work, participation in class, conduct in class, attitude, and grades earned on tests and project.

Students receiving a "D" or "F" at the end of a 3 week grading period will be placed on the restricted study hall list. Students will not be removed from the restricted lists until the end of the current 3 week grading period. Students **will not be allowed** to bring a note from teacher removing them from the restricted list. Students with multiple low grades for extended time may be placed in an at-risk study hall with more structure and guidance.

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

JH Retention

Junior High students must pass a minimum of 8 semesters per year in the 5 core classes in order to be promoted to the 8th & 9th grade. The administration makes the **final** determination for promotion.

Parent/Teacher Conferences

Conferences will be held at the end of the 1st and 3rd quarter.

Attendance Sites

In addition to the regular academic program offered at the main campus, Wayne Community Secondary School offers an Alternative High School Program based in Corydon. Other sites may be used in specific situations (PACT, Education Center, and Focus).



Grading Scale

95-100 = A

92-94 = A-

89-91 = B+

86-88 = B

83-85 = B-

80-82 = C+

77-79 = C

74-76 = C-

71-73 = D+

68-70 = D

65-67 = D-

Pass/Fail Option

10th -12th grade students may elect to take a class pass/fail. It cannot be a required class, and the student must be enrolled in 8 or 9 classes not counting Phys. Ed. Students must also have a 3.0 cumulative GPA. A form must be filled out by parent, teacher and guidance counselor within the 1st 3 weeks of the semester. A passing grade is C- or above, D+ or below is failing. This grade is not calculated in the cumulative GPA. Failing a pass/fail course is recorded on the transcript as an F and applies to the academic eligibility policy.

Semester Test Policy

It is required that each class gives a final semester exam prior to the end of each semester. This exam will be preceded by complete and comprehensive review of the material covered during the previous quarters. These tests are required for all students and **will be weighted between 10 and 25% of the semester grade, at the discretion of the individual teacher.** Teachers have the option of: giving an exam, presentation, culminating activity, lab or other that will be educational in nature.

The semester exams will be given on the final two days of each semester. Five class periods will be given on the first day and the other four class periods will be given on the second day.

Any senior who is absent 2 days or less in the spring semester, or has missed 4 days or less and has an “A” at the 4th quarter 6 week report will not be required to take spring semester tests for that class.

Students in grades 7-11 may also have the chance to earn the right to opt out of 2nd semester testing through an incentive program.

The program includes:

1. 3 or fewer office referrals for the school year.
2. Less than 8 absences for the semester.
3. Any student with D+ or lower will have to take semester test.

High school students will be per period. Junior High students will be for core classes - if they have to take one/they take all core tests.

Students will be reminded at 6 week mark of 4th quarter and final office referral check, attendance check and grade check will be ran 3 days prior to semester test to produce list of those required to take due to grades.

Final determination will be made by the High School principal.

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 loss of class credit and a failing grade in the class. In the case of excused absence(s) students will have the number of days missed, plus one to complete the work for credit. Work assigned before the absence is due upon return.

Standardized Tests

Students are given standardized tests annually. Wayne Junior/Senior High School administers the **Iowa Assessment** tests to all students in grades 7-11 in the spring. Students will also take MAP (Measures of Academic Progress) tests 2 or 3 times per year (1 fall, 1 mid-year, 1 spring). Additionally, all eighth and eleventh graders will be required to take a third standardized reading test (Johns Basic Reading Inventory). These tests are used to determine academic progress for individual students, for groups of students and for the school district. All tests must be completed by all students. These scores may be used to assess individual student needs. Test scores may factor into student class selection or assignment.

No student is required, as part of a program funded by the United States Department of Education (USDE), to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sexual behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;

- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program for receiving financial assistance under such program.

Iowa Assessment Incentive ALL this is pending the alignment and ability to measure growth/proficiency comparables with new assessment and the data. This may be up-dated/changed during the school year - when new assessment is released (any changes will be posted and placed on daily announcements).

All students grades 7-11 will be required to complete **all tests**.

If a proctor observes a student not trying on a test, that student will be removed from consideration for the incentives.

Seniors—You will not be taking Iowa Assessments again this year. See Mrs. Snyder with any complaints. Check the schedule for testing periods – you will not need to be here during those periods/days. A copy of schedule is available in office – there shouldn't be any excuse for missing classes.

JH high students: You will be competing against all the other POI Schools for a traveling trophy based on average scores in reading, math, and science.

11th grade students: If 80% of you are proficient in reading, math, social studies, and science, all juniors will receive incentive. Encourage your classmates to put forth their best effort!!

Students that are not proficient according to NSS in reading and/or math will be required to enroll in Math Lab and/or Language arts Lab/SCR for at least the 1st semester next year. Next year's seniors may opt to take a semester of Math.

Students in grades 8-11, who show a NSS **improvement of 5 points in 4 of the 5 areas tested (math total, reading, science, social studies, and written expression)** or score at the **75th %tile or better** will have the choice to receive one free day from being in attendance at school (work will need to be made up and completed). There will be one designated day put on calendar once we have the results. 7th grade students, who show a NSS **improvement of 5 points in 2 of the 3 areas tested (math total, reading, and science)** or score at the **75th %tile or better** will have the choice to receive one free day from being in attendance at school (work will need to be made up and completed). There will be one designated day put on calendar once we have the results.

<u>Grade</u>	<u>LA Lab Proficient</u>	<u>Math Lab Proficient</u>
7th	223	219
8th	236	231
9 th	247	249
10 th	257	257
11 th	262	261

Human Growth and Development

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

Open Enrollment

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

Class Loads

Students must be registered for at least 8 classes per semester unless prior permission is granted by the administration. Independent study classes are for Grades 10-12 with teacher permission and form completed.

Adding/Dropping Courses

Students who wish to add or drop a class must do so within 5 days after the start of the first semester. The teacher and guidance counselors permission are necessary to add or drop a class. Students are not allowed to make changes to 2nd semester schedules once it starts.

Study Hall

Study hall is not offered on a daily basis. Students will have study hall opposite of their PE class. While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass. Students are expected to attend study hall. **Students need to use this time wisely and are highly encouraged to limit device usage.** When a student exceeds 6 unexcused tardies and/or

12 absences, he or she will be required to attend a 30 minute detention before school for each subsequent tardy and/or absence. Some students may be placed in At-Risk study hall per administrative/teacher recommendation. Administration has final decision on placement.

Honor Roll and Academic Honors

The **Honor Roll** will be published quarterly. All students attaining a grade point average of 3.50 or better will be on the “A” honor roll. All students attaining a grade point average of 3.00 –3.49 will be on the “B” honor roll. All 7-12 grade students must be taking six (7) courses for credit and receive a letter grade to qualify.

The **Falcon Pride Assembly** recognizes students for academic and attendance achievement each semester.

We recognize :

- “A” Honor Roll Students - certificate
- GPA Improvement - certificate
- Perfect Attendance – certificate
- 4.0 semester GPA – certificate & \$10 Corydon Bucks
 - Students must be enrolled in seven regular classes to be eligible
- Black and Silver “Super Student Award” – certificate and \$15 Corydon Bucks

Academic “W”

Wayne Community School District awards academic letters to those students who qualify. To attain the letter the student must have a 3.5 grade point average, cumulative. Students must be enrolled in six regular classes to be eligible for academic letter. The first year a student qualifies they receive the academic letter, and thereafter they receive a bar to put on the academic letter. Students will be recognized at a school-sponsored activity in the spring.

National Honor Society

The National Honor Society is made up of four virtues: scholarship, leadership, service, character. Eligibility requirements are based on these virtues, plus a student must have a cumulative grade point average of 3.0 and 10 activities as a Junior or fourteen (14) as a Senior. These points are accumulated for participating in activities, clubs, and organizations. Students must also be “on track” to complete the core curriculum to be eligible for NHS. Students that are found in violation of the Good Conduct Policy or Plagiarism/Cheating Policy will be subject to a review committee.

Academic Eligibility for Extracurricular Activities

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics.

High expectations are a very important part of successful schools. We feel that these expectations should involve our athletic programs. Participation in athletics is a privilege offered to all Wayne Community High School Students. It is our feeling that all *athletes and cheerleaders*, in order to participate, should meet the following criteria and guidelines.

- 1) Each student/contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester. "Grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
- 2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days and finish complete season in good standing with the coach.

If students have not met the above criteria, they will be allowed to continue practicing but will be ineligible to participate in any contest, game, or performance for 30 calendar days in the extracurricular activity. If games have not begun in the activity in which the ineligibility will apply, then the 30 calendar day period of ineligibility will begin on that day when the applicable athletic association or union authorizes for that activity to begin playing games. After the 30 day period, eligibility will be reinstated and the student will be allowed to participate fully in the activity.

****This policy is in accordance with the academic eligibility rules set by the State Department of Education. Further information is available from the school administrator or the IHSAA web site.**

In addition, Wayne's policy for track ineligibility will start the 2nd Monday of March and will run for 30 calendar days.

3) Any F's on the 3-6-9 week reports result in mandatory study table for eligible athletes. 7:30 –8:00 a.m. sharp. Students are required to attend 2times per week minimum. (Tuesday, Wednesday, Thursday or Friday.) **No exceptions.**

- This will be supervised by Volunteer Faculty members and staff, and will be available to any student.
- This time will be spent trying to improve the grade in the specific class. This is not punishment. It is structured work time with tutors available, to improve the student's grade.
 - ❖ Failure to attend mandatory study table will result in immediate ineligibility for one week. (7 Days).
- Students may be removed from the study table list when the grade is passing. Teacher must notify office in writing.
- The end of the **semester** grading period will be the exception to the study table.

JH EXCEPTION for Athletic Eligibility – A student with two F's will be allowed to practice, but will not be eligible to attend or play in games. A student may be reinstated for game play upon notice from the teacher to the principal that the student no longer has two failing grades. Students with three F's will be removed from the sport. The principal will support any coach or parent who wishes to implement higher standards.

Good Conduct Policy

Purpose - Students who participate in extracurricular activities and/or other school organizations serve as ambassadors of the school district and are held in high regard by their peers and the public. Participating in school extracurricular activities is a privilege. Students who wish to have this privilege must conduct themselves in a manner that is worthy of the high standards of the school district. The Good Conduct Policy is an instrument of discipline. It is designed to be a deterrent for inappropriate behavior.

Activities Council – The Secondary School Principal together with all activity sponsors, supervisors, and or coaches will make up the Activities Council. The Activities Council will be established to deal with suspected, reported or confirmed violations of the Good Conduct Policy. The Principals will handle any investigations necessary and determine the consequences for verified violations. Members of this council will handle initial appeals.

A violation review committee will be called to review any appeals, by students or their parents, of a prior determined violation of the Good Conduct Policy, and the subsequent consequence for that violation of the Good Conduct Policy. This committee will consist of the following

1. Secondary School Principal
2. One faculty member with no association to extracurricular activities.
3. Three members of the Activities Council.

The Principals will be responsible for notifying the parent and all activity sponsors involved, of any violation and the subsequent consequence for that violation.

Coverage of Policy

- A. All students, grades 7-12 who participate in one or more extracurricular activities or organizations are subject to the policy. These activities include but are not limited to:

1. All athletics
2. Cheerleading
3. Honor Band, Jazz Band, Honor Choir, and other music groups except Band and Choir classes and their required performances.
4. Plays, musicals, and speech contests
5. All school sponsored clubs, and organizations....FFA, FCCLA, FBLA, AFS, Spanish Club, Student Council, Class Officers, National Honor Society, Homecoming or Prom Queen/King Candidates

- B. The policy will be in effect 365 days a year beginning with the time that the

Student has started participation in any activity and concluding with the time they have completed their high school eligibility.

NOTE: All 9th graders start with NO VIOLATIONS, regardless of their junior high conduct record.

NOTE: All 8th grade softball and baseball players participating on the high school squad begin their eligibility at that time.

Prohibited Conduct

- A. Use or possession of any alcohol, controlled substances (drugs) or tobacco of any kind or violations of any laws involving such substances.
- B. Any violation of State or Federal law or any student put on informal probation by Juvenile court.
- C. Any inappropriate or offensive conduct such as insubordination (refusing to cooperate with authorities), hazing or harassment as determined by investigation.

Determination of Violation

- A. A student shall be found in violation of the Good Conduct Policy by one or more of the following:
 - 1. The student's own admission or the school's notification by the Court.
 - 2. By the student being observed by any staff member or administrator.
 - 3. After a thorough investigation of a reported violation.
- B. Any student eighteen years of age or older, who is found to be in violation of the Good Conduct Policy through the possession of or use of tobacco away from the school property or away from a school activity will receive no more than a Second Violation Consequence.

Nature of Discipline

The period of ineligibility begins immediately upon a finding of a violation, if the student is currently engaged in an extracurricular activity. If the student is not currently engaged in an extracurricular activity, or if the ineligibility period is not completed during the current activity, the period of ineligibility is carried over to the time the student next seeks to go out for any extracurricular activity or contest. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If the period of time between a violation and an extracurricular activity is nine (9) calendar months or more, the student shall not serve an ineligibility period for the violation.

ALL VIOLATIONS WILL ACCUMULATE OVER THE STUDENT'S HIGH SCHOOL CAREER.

A student who is found to have violated the Good Conduct Policy shall serve the following consequences. A student is subject to a loss of eligibility of the percentage shown for all regularly scheduled public performances in all activities that he or she is engaged in at the time of the infraction as follows:

- A. First Offense - 10% of eligibility
- B. Second Offense - 30% of eligibility
 - a. A student may have their ineligibility period reduced, by one event, contest or performance by completing two hours of counseling related to the violation and

ten hours of restitution. A student who comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration, the student's ineligibility may be reduced by **one event**

C. Third Offense - One semester (per our yearly school calendar)

- a. The student will be INELIGIBLE to participate in any extra-curricular event, contest, or performance for one full semester. A student may elect to seek an evaluation and if recommended treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or the superintendent's designee regarding recommendations for treatment or follow-up care. The student's ineligibility period may be reduced by **six weeks**. A student who comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration, the student's ineligibility may be reduced by **5 weeks**.

D. Fourth Offense - Full calendar year (365 days) of eligibility

- a. The student will be INELIGIBLE to participate in any extra-curricular event, contest or performance for a **twelve** calendar-month period. A student who comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration, the student's ineligibility may be reduced by **three months**.

NOTES for Good Conduct Rule

The minimum ineligibility will be one full event (no partial events). All percentages will be rounded to the nearest whole number using general rounding procedural rules. (.4 rounds down and .5 rounds up)

A student must continue to participate in the activity, in which they are involved during their period of ineligibility, i.e.: attending practices and taking part in all phases of activity other than the competition or performances, etc.

If a student chooses to drop or is dropped from an extra-curricular activity program after being declared ineligible, all criteria of the good conduct policy must be met before regaining eligibility.

A student who is declared ineligible due to a violation of the Good Conduct Policy will not be allowed to begin participation in an activity that is already in progress without approval of the activity sponsor.

THE GOAL OF ANY SCHOOL POLICY IS TO HELP EDUCATE STUDENTS. ANY STUDENT WHO HAS A SUBSTANCE ABUSE OR BEHAVIOR PROBLEM WILL BE AFFORDED THE OPPORTUNITY TO CORRECT THESE PROBLEMS THROUGH EDUCATION AND COUNSELING

Additional Counseling

- A. Counseling by other than school staff will be at the student's expense. The student must complete the assigned community service in addition to any assigned through the juvenile court system.
- B. Counseling and community service must meet the approval of both the student and the school. The provider or supervisor must verify completion of each in writing.
- C. A member of the activity council will monitor completion of community service and counseling.
- D. Students will be required to sign a contract that states the specific consequences of their being found in violation of the Good Conduct Policy.

Due Process

Following a hearing with the Secondary School Principal and a subsequent ineligibility declaration, the following shall apply.

- A. A letter shall notify the student and the student's parent(s) or guardian. This will be done to explain the violation and any consequences.
- B. Should any parties feel the consequence has been administered unfairly; they may appeal to the Activities Council and will be given the opportunity to meet with the Review Committee to express their concerns.
- C. If the student, their parent, or guardian is not satisfied with the findings of the Activities Council, they will have three school days to file an appeal with the superintendent and the Board of Education. This appeal shall be heard no later than seven (7) days after the notification of the appeal.
- D. The penalty for the violation of the Good Conduct Policy will be enforced during the appeal process.

***NOTE: Violations of the Good Conduct Policy prior to the approval and implementation of this policy will be carried over to the new policy, in relation to the number of violations.

NCAA Eligibility

STUDENTS WHO WANT TO PARTICIPATE IN DIVISION I OR DIVISION II SPORTS SHOULD START THE CERTIFICATION PROCESS EARLY, USUALLY BY THE END OF THEIR JUNIOR YEAR.

To Be Certified By The Clearinghouse, Students Must:

1. GRADUATE FROM HIGH SCHOOL

Preliminary certification will be issued for a student who appears to meet NCAA requirements for initial eligibility based on a current transcript (before graduation) and other required documents. Final certification will be issued only after the Clearinghouse receives and reviews the student's final transcript, including proof of graduation.

2. EARN A GRADE-POINT AVERAGE OF AT LEAST 2.00

(on a 4.00 scale) in a core curriculum of at least 13 academic courses, including at least

4 years of English

3 years of math

3 years of social science

3 years of natural or physical science (including at least one Laboratory class, if offered by the high school)

1 computer course

3 years of additional academic courses

NOTE: 1 additional core course must be in English, math or natural or physical science.

2 additional years may include English, math, science, social science, foreign language, computer science, philosophy, non-doctoral religion.

3. EARN A COMPOSITE SCORE OF AT LEAST 17 ON THE ACT OR A COMBINED SCORE OF 700 ON THE SAT

Postsecondary Enrollment Options/Dual Credit (College Courses)

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successful completed courses at community colleges, private colleges or state universities. To be eligible to participate, students must demonstrate

proficiency in reading, mathematics, and science based on the National Standard Scores of the Iowa Assessment. Administration may deny enrollment based on academic performance in previous high school courses.

The school district may pay up to \$250.00 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The district will also pay for college courses if a student has taken all of the courses offered in a curricular area at the high school. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit. **Students who fail the course or fail to receive credit in the course paid for by the school district may be asked to reimburse the school district for all costs directly related to the course.** Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost for the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

Students interested in participating in this program should contact the guidance counselor.

Advanced Placement Courses/ICN/ILO

Wayne Community High School may offer advanced placement courses in certain subject areas. Currently, students have access to a number of AP classes that are offered on-line. **AP courses will not count toward GPA, unless desired by the student.**

ICN courses are also available to Juniors and Seniors. The students will be subject to the grading scale of the originating school.

Iowa Learning Online (ILO) is an Iowa Department of Education initiative designed to help local Iowa school districts expand learning opportunities for their high school students through high quality, rigorous courses delivered online. Students are enrolled in ILO courses through their local school or district. All courses are taught by Iowa licensed and appropriately endorsed teachers. These courses are available to 10th- 12th graders in good academic standing. Students will be given a period to complete work and computer as needed. Guidance counselor and principal have final decision for student to complete work and participation.

Alternative School

Wayne Community Schools offers an Alternative School Program that is available to all high school students. An application process must be completed and approval received from the school administration for any student who wishes to take part in this program.

1. Academic credits earned in the Alternative School program will transfer to the regular school academic program.
2. Only **TWO** credits earned through employment in the Alternative School Program will transfer to the regular academic program.

Early Graduation

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

Policy Title – Graduation Requirements – Code No. 5505.5

It is the policy of the Board of Education that students are required to complete eight (8) semesters of high school course work. Students may graduate prior to the completion of grade twelve (12) if the course work required for graduation under Board policy “Graduation Requirements” has been fulfilled. The student must have the recommendation of the principal, the Superintendent and the approval of the Board. The student must apply for early graduation prior to the beginning of the student’s seventh (7th) semester of course work. It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy.

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Policy Title – Graduation Requirements – Code No. 5505.5

The Superintendent of Schools, assisted by the professional staff, shall establish graduation requirements of the school system.

In all instances these graduation requirements shall meet the standards established by the state statutes and/or State Department of Education.

Total Credits Required for Graduation:

Class of 2019 = 29

Class of 2020 and beyond = 28

Every class passed with anything above and including a D- is worth .5 credit per semester.

- **Required Classes**—If you fail one of the following classes, you will repeat it.

English—4 credits

English I

English II

English III

Oral Communications

One of the following: College Comm., Creative Writing, British Lit., Drama/Theater, Tech. Writing, Composition I, Public Speaking

- **Math**—3 credits—must be taken during 9th, 10th, & 11th grade.

Math Lab **does not** count as math requirement unless specified by the principal.

- **Social Studies**—3 credits

Physical Geography--.5 (freshman/sophomore)

American History—1 (sophomore)

Government--.5 (junior/senior)

Economics--.5 (junior/senior)

One more elective Social Studies class--.5

- **Science**—3 ½ credits

Physical Science - 9th grade

Biology - 10th grade

Earth Science - ½ credit

1 more year of science to be determined based on completion of the previous classes (**Chemistry, Anatomy and Physiology, Animal Science or Horticulture**)

- **Computers** --- . 5 credit

Computer Applications

- **Health** -- .5 credit (Class of 2017 and beyond)

- **P.E.**

Physical Education Requirement - Every student is required by law to participate in and pass physical education **each year**, or high school unless excused by a doctor for medical reasons, or for other Department of Education approved reasons. Any student that does not receive a passing grade in a Phys. Ed. Course for a semester (unless otherwise excused) will be required to take Phys. Ed twice the next semester. All students should wear appropriate physical education clothing. Street shoes and street clothing in PE is not allowed, unless approved by the Phys. Ed. Instructor.

- **Human Relations** -- .5 credit—required for every senior. During this class they will complete a portfolio compiled during their high school career and complete a state mandated CPR certification course.

- **Elective Credits** of your choice to total 28/29 credits

Students must be registered for at least 8 classes per semester unless prior permission is granted by the administration.

A student must meet all graduation requirements in order to take part in the commencement exercises. **The deadline for this is the Wednesday before graduation exercises at 3:30 PM. Students that are not finished with all coursework by the deadline will not be allowed to participate in commencement.** This will be determined by the principal.

Only Three Correspondence courses may be included for credit towards graduation. (1 ½ credits)

JH EXCEPTION – elective offerings

Students may have the opportunity to take an elective, however, if they need additional interventions, resource time, or study hall they may be removed or pulled from this class.

MISCELLANEOUS

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 administration. Announcements will be read over the intercom at the beginning of the second period each day. A copy will be posted outside of the principal's office, in the principal's office, and on the school website.

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 principal. All passes may be suspended if abuse of passes is occurring.

Visitors/Guests

Visitors to the school grounds during normal school hours must check in at the principal's or superintendent's office. Administrators and/or their representatives have the right to refuse admittance to **anyone**.

Those admitted will be given an identification tag that must be worn while on the premises.

The staff will be instructed to report anyone whose tag is not displayed. This is to insure the safety of our students. Visitors that do not follow these procedures are subject to **legal action**.

Student guests are not permitted, except during school sponsored activities, such as a student council visit from another school. Only in extreme cases and with prior permission will student guests be otherwise allowed at the discretion of the building principal.

Legal Status of Student

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

Open Gym During Non-School Hours/Working Out During Non-School Hours

Students must be under the supervision of a coach or faculty member to work out in the wrestling room, weight room, shoot baskets in the gym, or run in the hallways. This is for student and staff safety under school district liability.

Open gym times and dates will be posted on the school calendar.

Cafeteria

Students will remain in the lunchroom after their lunch is completed. Seniors will be allowed open campus during lunchtime only with written parental permission. Participating seniors **may not bring** in food for underclassmen or non-participating seniors. Students should not be at their lockers or in the main building until the bell has rung to release them to their next class period. **Remember, we have a closed campus (no food delivered during designated lunch time) during lunch hour** and students should not be in their vehicles or **leave school premises**. **Lunch Cashier System** -The Hot Lunch program will use a computer program called "The Lunch Cashier System." The system provides complete management information about family meal accounts, including receipts, charges made against accounts by students or adults, purchasing breakfast, lunches, milk juice or ala carte and automatic monitoring of account balances.

Your school ID number will serve as the breakfast/lunch ticket for the school year. The four-digit code is your individual ID number, which allows us to monitor purchases made by each student.

When making a payment, checks should contain the family ID and a student name (s) to insure credit to the proper account. If cash is sent, it should be in a sealed envelope with the same information as above. Money may be sent with any child in the family. Breakfast and lunch is offered daily at both schools. Please notice on your mailing label is the family ID number. Please retain this number for future use.

Every family has an account in the system. These accounts are numbered by your individual ID number. Student ID numbers have been assigned and will be available at registration. Your account and ID numbers are on file in the office.

Families/students are encouraged to pay large portions or a semester of breakfast/lunch fees at the beginning of the school year. Of course the meals you miss are credited to your account and can be carried over to the next school year.

The system will give us a low balance reminder for all accounts. You will be expected to bring money for your account at this time.

****REMEMBER...THIS IS NOT A CHARGE ACCOUNT, ACCOUNTS ARE TO BE PREPAID.**

As you go through the serving line, your ID number will be keyed into the system. The machine operator will code the type of purchase, and then your account will be charged for what you eat or drink. The new accounting system will not allow the use of any other ID number, other than your own. Only in emergency situations will your account be allowed to be in a negative status. Arrangements can be made in the office. Each day after serving is finished; reports will be made in the office as to the participation numbers, charges, and credits.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

The Wayne Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsors and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.

- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Cameras on School Grounds

The cameras will be used to monitor student behavior to maintain order on the school premises while promoting and maintaining a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

Student or Building Assistance Team

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. Representatives from the AEA may also assist the school district in this process. Mrs. Kim Arnold, Guidance Counselor, can be contacted for information.

Student Assistance Team – The Wayne Community Schools recognize that students can experience a number of personal, Behavioral/medical problems, which can have an adverse effect on their behavior, conduct, or academic performance in school. Such problems could include learning disabilities, physical illness or problems, emotional and psychological problems, family or legal problems, alcohol or other drug abuse, or other personal problems. The school becomes concerned when any of these problems, which may occur in a student's school performance, or jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel.

Therefore, Wayne Community Schools have established a Student Assistance Team to attempt to deal with problems arising from behavioral/medical problems including alcohol and other drug abuse, to function within the following guidelines:

1. The responsibility to maintain satisfactory or acceptable level of academic performance and general conduct remains with the student at all times, whether in school, at school-sponsored events, or on school grounds. When school performance falls below satisfactory or acceptable levels, the student may be given the choice of (1) improving conduct or performance, (2) accepting the appropriate disciplinary action, or (3) accepting referral to the Student Assistance Program Staff resources.
2. Students may be referred to the SA Program staff by any staff member who is aware of a student who (1) exhibits a pattern of definite and repeated unacceptable or unsatisfactory performance, (2) who violates a school rule, or state or federal statute, or (3) who manifest any signs, systems, or indications of the presence of a behavioral/medical problem.
3. The Student Assistance Program staff through resource will attempt to arrive at the probable cause of the performance or behavioral problem. They will recommend referral to the appropriate source of care.
4. At all times, it is the prerogative of the students to accept referral to the SA Program staff or to professional assistance, or to reject it. If a student accepts or rejects assistance, it still remains his/her responsibility to bring performance up to satisfactory or acceptable levels, or to face such disciplinary action as may be warranted. Professional assessment may be required by the principal as a condition of continuing in the normal school program.
5. If a student accepts referral and treatment, that fact will be regarded as it would for any illness, with respect to benefits or privileges. So long as a student is involved with the SA Program, and is cooperatively and/or successfully addressing his/her problem, the student may remain in school and continue with normal activities and privileges, without prejudice or unwarranted segregation.

6. No records of a student's involvement with the SA Program are to be kept in his/her personal file. What minimal records as must be kept are to be considered of a medical nature, and will be maintained separately. No records or conversations a student may have with a member of the SA Program staff will ever become part of the student's personal file or cumulative record. The fact of students' participation in the SA Program, in addition to specifics will remain absolutely confidential, and subject to state and federal regulations governing confidentiality and the release of information.
7. Wayne Community School also recognizes that a student can be adversely affected by the stress resulting from family member with a behavioral/medical problem or personal problem, including alcohol or other drug abuse; therefore, help under the SA Program is intended to all students and their immediate family members, at either's request.
8. The awareness and support of parents for a student with a behavioral/medical problem is extremely important. However, should either student or parent/guardians not wish to cooperate in improving school performance, or in making assistance available, the student's status in school will be re-evaluated, taking into consideration the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and personnel.
9. It is contrary to school policy for anyone to be in school, on school grounds, or at school-sponsored activities, under the influence of alcohol or other drugs. Federal and State laws also prohibit the possession, use, sale, or delivery of alcoholic beverages and controlled substances on school grounds.
10. Prescription medications are construed as exceptions to this policy when used by the Individual for whom they are prescribed, and in the manner prescribed.
11. It is the responsibility of the school administrators and/or their designee to use procedures consistent with this policy. Nothing in this policy is intended to result in any special regulations or exceptions from standard administrative practices regarding student discipline.
12. If and when appropriate, the counselor will schedule time for a conference with the student on the SA Program on a regular basis (e.g., weekly), so that improvement progress may be monitored on a personal basis.

Guidance Program

The school district guidance program is divided into four separate categories including counseling, information, appraisal, and placement services. Students can participate in individual as well as group counseling focusing on personal, academic, or vocational issues. Referrals are made to other services in the area whenever appropriate. Information on colleges, health services, and vocational opportunities is available to all students. A proactive

rather than reactive philosophy is encouraged in the guidance program with the goal of assisting 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 in the guidance program. Mrs. Arnold is at the Secondary Building Monday, Wednesday and Friday all day, Tuesday and Thursday until 1:00 pm.

4 Year Plan/Advisory Program

During the 2006-2007 school year, legislation was passed requiring all students to complete a high school and career development plan by the end of their eighth grade year. Referred to as the Student Core Curriculum Plan (4 year plan), the individualized plans outline coursework needed in grades 9-12 to support students' postsecondary education and career options. Parental support is vital to the success of a Student Core Curriculum Plan. Parents must sign the plans if the student is under age 18 and schools must annually report to each student and his/her parent the progress toward meeting the goals of the plan. Together, the school, parents and students can work together to insure success for students.

To help with this process, students have been randomly assigned an "advisor" during Student Success period.

Great Prairie AEA

Great Prairie AEA staff will be available to partner with Wayne School District staff members to provide the best education possible for your child. These Great Prairie AEA staff includes, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school IN WRITING.

If you have any questions and/or concerns about these services, please call Regional Special Education Director at the AEA at 1-641-932-5003, ext. 5801.

Lost and Found

Personal items found on school grounds, in the school building, or in school vehicles are to be turned in at either of the school offices, where the item will be kept until claimed by the owner.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic,

economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Public Conduct on School Premises

The board expects that students and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent or designee. The term "individual" as used in the policy also includes students and employees.

Inspection of Educational Materials

In the office, parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Test and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent's office.

Use of Directory Information

The following information may be released to the public and posted on the school's web site in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, E-MAIL ADDRESS, DATE AND PLACE OF BIRTH, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

APPENDIX

Wayne Community High School “Bring Your Own Device” (B.Y.O.D.) Policy

Wayne Community High School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, WCHS will allow personal devices on our guest network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.D.

Wayne Community High School strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in B.Y.O.D. will not be penalized and alternate modes of participation will be available.

An important component of B.Y.O.D. will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. **The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.** It is recommended that if a student is caught with a minor cell phone infraction, the teacher will give a **one time warning**, if the student has a **second incident, the result will be cell phone removal for 90 school days during school hours. Serious incident such as cyber-bullying-** will result in the immediate loss of the cell phone at school and legal authorities will be notified.

Device Types:

For the purpose of this program, the word “devices” will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note that **Nintendo DS (and/or other gaming devices with internet access) is not permissible at this time.**

Guidelines:

- Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from:
 - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - Processing or accessing information on school property related to "hacking." Altering or bypassing network security policies.
- Wayne Community High School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at WCHS.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Wayne Community High School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

Wayne Community High School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "WCHS Guest" wireless network to access the internet. WCHS does not guarantee connectivity or the quality of the connection with personal devices. Wayne Community School District Technology department is not responsible for maintaining or troubleshooting student tech devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Signature of Student

Date

Signature of Parent/Guardian

Date

Code No. 507.2E2

WAYNE COMMUNITY SCHOOL**102 N. Dekalb. Corydon, Iowa 50060****H.S./Jr. High (641) 872-2184 Elementary (641) 872-1034****AUTHORIZATION TO GIVE PRESCRIPTION MEDICATION AT SCHOOL**

If medication can be given at home, before or after school hours, please do so. If medication must be given during school hours, this form must be completed.

Student's Name: _____ **Date of Birth:** _____

I authorize the Wayne Community School System to assist my child in taking this medication. I understand that:

- Parent/guardian must provide a signed, dated authorization form to administer the medication.
- Medications must be in the original labeled container. Pharmacists will provide two labeled bottles for this purpose, if asked to do so. (Medication sent in baggies or unlabeled containers will not be given.)
- Prescription label must include student's name, name of medication, directions for use, doctor's name and date.
- Medications must be brought to the school by the parent/guardian.
- Parent or guardian must inform the school of any changes in medication. A new form must be completed if the medication changes, dosage changes or times to be given changes.
- Any unused medication will be properly disposed of if not picked up within one week after medication is discontinued.
- If medication is given on a regular basis throughout the school year, the medication needs to be picked up at the end of the school day on the last day of the school year or it will be disposed of.

Name of Medication _____

Dosage_____ Time(s) to be given_____
Route_____ Date to Discontinue Medication_____
Reason for taking medication_____
Doctor's Name _____ Phone_____

I release the Wayne Community School District, the Wayne Community School Board of Directors and any school employee from liability for administering medication.

Parent/Legal Guardian Signature

Date



DO NO HARM Incident Reporting Form



Name of target:_____

Name of bully:_____

Name(s) of bystander(s):_____

Date of incident:_____

Place of incident:_____

Detailed description of incident:_____

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

Signature: _____ Date: _____

IOWA ATHLETIC PRE-PARTICIPATION PHYSICAL EXAMINATION

ARTICLE VII 36.14(1) PHYSICAL EXAMINATION. Every year each student (grades 7-12) shall present to the student's superintendent a certificate signed by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath, advanced registered nurse practitioner (ARNP), physician's assistant or qualified doctor of chiropractic, to the effect that the student has been examined and may safely engage in athletic competition. *This certificate of physical examination is valid for the purposes of this rule for one (1) calendar year. A grace period, not to exceed thirty (30) days, is allowed for expired certifications of physical examination.*

QUESTIONNAIRE FOR ATHLETIC PARTICIPATION (Please type or neatly print this information)

Student's Name _____ Male ___ Female ___ Date of Birth _____ Grade _____
Home Address _____ Phone # _____
Parent's/Guardian's Name _____ Date _____
Family Physician _____ Phone # _____

HEALTH HISTORY (The following questions should be completed by the student-athlete with the assistance of a parent or guardian. A parent or guardian is required to sign on the other side of this form after the examination.)

Yes No Has this student ever had? Yes No Has this student ever had?

1. _____ Chronic or recurrent illness or injury? 18. _____ Asthma?
2. _____ Any illness lasting more than one (1) week? 19. _____ Epilepsy, or other seizures?
3. _____ Mononucleosis or Rheumatic fever? 20. _____ Diabetes?
4. _____ Hospitalizations (Overnight or longer)? 21. _____ Herpes infection?
5. _____ Surgery, other than tonsillectomy? 22. _____ Marfan Syndrome?
6. _____ Missing organ (eye, kidney, testicle)? 23. _____ Eyeglasses or contact lenses?
7. _____ Allergies to pollen, stinging insects, food, etc.?
8. _____ High blood pressure or high cholesterol?
9. _____ Heart problems (Racing, murmur, skipped beats, **Yes No Is there a history of?** infection, etc.?) 24. _____ Injuries requiring medical treatment?
10. _____ Chest pressure or pain with exercise? 25. _____ Neck injury?
11. _____ Dizziness or fainting with exercise? 26. _____ Knee injury or surgery?
12. _____ Excessive shortness of breath with exercise? 27. _____ Other serious joint injuries?
13. _____ Seizures or frequent headaches? 28. _____ Use of protective equipment or braces?
14. _____ Head injury, concussion, unconsciousness?
15. _____ Numbness, tingling or weakness in arms or legs *****
with contact? 29. _____ **Has a doctor ever denied or**
16. _____ Headache, memory loss, or confusion with contact? **restricted your participation in**
17. _____ Severe muscle cramps or become ill when **sports for any reason?**
exercising in the heat? 30. _____ **Do you have any concerns that**
you would like to discuss with
your doctor?
Yes No Family History:

31. _____ Does anyone in your family have Marfan syndrome?
 32. _____ Has anyone in your family died suddenly for no apparent reason?
 33. _____ Has anyone in your family had a heart attack at less than 55 years of age?

Use this space to explain any **"YES"** answers from above (questions #1-33) or **to provide any additional information:**

34. _____ Are you allergic to any prescription or over-the-counter medications? *If yes, list:* _____
 35. List all medications you are presently taking (including asthma inhalers & EpiPens) and the condition the medication is for:
 A. _____ B. _____ C. _____
 36. Year of last known: Tetanus (lockjaw) vaccination: _____ Meningitis vaccination: _____
 37. What is the most and least you have weighed in the past year? **Most** _____ **Least** _____
 38. Are you happy with your current weight? **Yes** _____ **No** _____

FOR FEMALES ONLY:

1. How old were you when you had your first menstrual period? _____
 2. In the past 12 months, what is the longest time you have gone between menstrual periods? _____

Page 1 of 2, Physical Examination Record & Parent's/Guardian's Release is on the reverse side

PHYSICAL EXAMINATION RECORD (To be completed by a licensed medical professional as designated in Article VII 36.14(1). **This evaluation is only to determine readiness for sports participation. It should NOT be used as a substitute for regular health maintenance examinations.**

Athlete's Name _____ Height _____ Weight _____
 Pulse _____ Blood Pressure _____/_____/____ (Repeat, if abnormal _____/_____/____) Vision R 20/____ L 20/____

NORMAL ABNORMAL FINDINGS INITIALS

1. Appearance (esp. Marfan's) _____
2. Eyes/Ears/Nose/Throat _____
3. Pupil Size (Equal/Unequal) _____
4. Mouth & Teeth _____
5. Neck _____
6. Lymph Nodes _____
7. Heart (Standing & Lying) _____
8. Pulses (esp. femoral) _____
9. Chest & Lungs _____
10. Abdomen _____
11. Skin _____
12. Genitals - Hernia _____
13. Musculoskeletal - ROM, strength, etc. (See questions 24-28) _____
14. Neurological _____

Comments regarding abnormal findings: _____

LICENSED MEDICAL PROFESSIONAL'S ATHLETIC PARTICIPATION RECOMMENDATIONS

____ **FULL & UNLIMITED PARTICIPATION**

____ **LIMITED PARTICIPATION** - May **NOT** participate in the following (checked):

____ Baseball _____ Basketball _____ Bowling _____ Cross Country _____ Football _____ Golf _____ Soccer _____
 _____ Softball _____ Swimming _____ Tennis _____ Track _____ Volleyball _____ Wrestling _____

____ **CLEARANCE PENDING DOCUMENTED FOLLOW UP OF**

____ **NOT CLEARED FOR ATHLETIC PARTICIPATION DUE TO** _____

Licensed Medical Professional's Name (Printed) Date _____

Licensed Medical Professional's Signature Phone**PARENT'S OR GUARDIAN'S PERMISSION AND RELEASE**

I hereby **verify** the accuracy of the information on the opposite side of this form and **give my consent** for the above named student

to engage in approved athletic activities as a representative of his/her school, except those activities indicated above by the licensed

professional. I also **give my permission** for the team's physician, certified athletic trainer, or other qualified personnel to give first aid treatment to my son or daughter at an athletic event in case of injury.

Name of Parent or Guardian (*Printed*) Signature of Parent or Guardian

Address (Street/PO Box, City, State, Zip) Phone Number

This form has been developed with the assistance of the Committee on Sports Medicine of the Iowa Medical Society and has been approved for use by the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union. Schools are encouraged NOT to change this form from its published format. Additional school forms can certainly be attached to it. 5/09

Code No. 507.2E2

Wayne Community School
Physical Activity Contract for the 2018-19 School Year

In 2008, the Iowa Legislature enacted "the Healthy Kids Act," requiring that all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement.

If you have any questions, call 641-872-2184.

Name of Student: _____ Grade (2018-19): _____

School activities that student will be involved in during the 2017-18 school year (include estimate of minutes per week):

FALL	WINTER	SPRING
Cross country _____	Basketball _____	Track _____
Football _____	Wrestling _____	Golf _____
Volleyball _____	Bowling _____	Tennis _____
Swimming _____	Swimming (boys) _____	Soccer _____
Marching band _____	Show choir _____	Baseball _____
Cheerleading _____	Cheerleading _____	Softball _____
Drill team _____	Drill team _____	Pom squad _____
Trapshooting _____	Athletic manager _____	Athletic manager _____
Flags _____		

Athletic manager _____

Other* (what, when, how many minutes per week): _____

*Non-school activities (may include non-school sport teams, gymnastics, dance, individualized Exercise program, etc.) that student will be involved in during the 2017-18 school year.

Signature of Student: _____ Date Signed: _____

Signature of Parent/Guardian: _____

Signature of Building Principal: _____

Iowa Department of Education, 7/2009

Military Recruiters Student Information Request

Wayne Community School will not release any student directory information categories (name, address, telephone listing) to any military recruiter without parent(s) prior written consent.

Please sign below if you would like your student's information released.

Student

Parent

Date

Excerpt from WCS Student Handbook:

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Parental Consent Form - G Suite (Google Apps for Education)

To parents and guardians,

At Wayne Community School District, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Wayne Community School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

You are being provided with a notice that answers common questions about what Google can and can't do with your child's personal information. Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. **Please note that the majority of student devices at Wayne Community School District require a G Suite account to use. Without an account, your child may not be able to use our**

computers or internet and may miss out on much of the educational technology being provided for our students.

By signing this form you give consent for Wayne Community School District to create/maintain a G Suite for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the G Suite for Education Notice.

Thank you,

Mike McCaulley, Technology Coordinator

Wayne Community Schools

Student

Name(s):

Parent/Guardian Name: _____
Parent/Guardian Signature: _____ Date: _____
_____ Turn over for COPPA Consent form.

Parental Consent Form - COPPA

This side is only necessary for parents with children under 13 years of age.

Wayne Community School District (WCSD) is committed to providing students with the most effective web-based tools and applications for learning. In order to do so, we abide by federal regulations that require parental consent as outlined below.

Our district utilizes several computer software applications and web-based services operated by third parties. In order for our students to use these programs and services, certain basic information (generally student name, username, and email address) must be provided to the website operator. Under the federal Children's Online Privacy Protection Act (COPPA) law, these websites must notify parents and obtain parental consent before collecting information from children under 13 years of age. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>.

The law permits schools, such as those in WCSD, to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider. When email addresses are utilized, it is important to

note that students in grades K-6 can only email WCSD staff and students from their school accounts and cannot receive email from any outside email address. Outside individuals and companies will not be able to communicate with children in these grades.

By signing this for you give consent for Wayne Community Schools to provide limited personal identifying information for your child consisting of first name, last name, email address, and username to web-based educational programs and services which WCSD may deem necessary, including but not limited to: Read Naturally Live, Accelerated Reader, Follet Destiny. A complete listing of websites and apps used by WCSD may be found on the www.wayne.k12.ia.us website.

Student

Name(s):

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____ Turn over for G Suite Consent form

