

# **WEST MONONA COMMUNITY** **SCHOOL DISTRICT**

**MIDDLE SCHOOL, HIGH SCHOOL, &  
LEARNING CENTER**



**STUDENT HANDBOOK**

**2016-17**

<http://www.westmonona.org>

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### **MISSION STATEMENT FOR WEST MONONA COMMUNITY SCHOOLS**

The objective is to provide the educational climate and curriculum necessary to allow each student to achieve his/her fullest potential.

Through a partnership of students, school staff, parents and the community, our goal is to produce graduates who recognize their self-worth, are effective communicators, critical thinkers, and effective problem solvers and have the abilities and knowledge to be productive citizens.

### **WEST MONONA PRIDE**

Pride in our school demands a spirit of cooperation and loyalty to all aspects of the system. A loyal student supports his/her school and does the utmost to keep his/her scholastic and activity standards at the highest possible level. A school system is always moving. With your support, this movement can be in a very positive direction.

### **BELIEFS OF THE WEST MONONA COMMUNITY SCHOOL**

In an age of change it is important that young people are able to learn and adapt in the society in which they live. Accordingly, the West Monona Community School District has the responsibility to provide quality education and guidance and to present maximum learning opportunities for all members of the student body.

The school should be student centered and each of the students should be treated as an individual with their own particular capabilities, aptitudes, and personality. Conscientious teachers should motivate, instruct, and generally educate all students to their advantage.

Students should be active participants in the learning process rather than passive observers and the educational program should include group experiences in order to help each one develop the ability to work effectively with others. Along with an environment in the academic program, each student should be encouraged to participate in co-curricular activities, as a valuable education experience.

Students should expect and receive meaningful experience to facilitate development of survival, personal, academic, and life work skills. Each of the students should be encouraged to develop their talents and acquire knowledge, so they may contribute constructively in the changing world.

The community entrusts its young to the school. The school has the responsibility to fulfill that trust.

### **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* include 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* include school district buildings. The term, *school activities*, means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

***Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:***

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the

lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;

2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

### **JURISDICTIONAL STATEMENT**

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. School district policies, rules and regulations are in effect twelve (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 extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

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

### **SCHOOL SONG**

Go, West Monona,  
Champions all are we.  
Go, West Monona,  
Fight for victory.  
Fight! Fight! Fight!  
Go, West Monona,  
Till your ship comes in.  
We will always be the Spartans,  
Go, Fight, Win!  
Hey!

### **WEBSITE ADDRESS**

West Monona School District maintains online access for parents and students to access student progress reports and grades. The current address is

**<https://jmc.westmonona.org>**

## **SECTION I. GENERAL INFORMATION**

### **BREAKFAST AND LUNCH RULES**

#### **No visitors are allowed during breakfast/lunch times**

1. Students are expected to form a single file line while going through the lunch line.
2. There will be no pushing, shoving, crowding, or horseplay while standing in the lunch line.
3. Students are expected to carry trays to the wash window when finished.
4. Students are expected to clean up any mess left on the lunch table or floor.
5. Napkin dispensers, ketchup/mustard dispensers, salt and peppershakers, etc. shall not be taken to individual tables.
6. No "catered food" (food delivered by a business) is allowed during lunch. Food delivered by parents is not considered catered food, but parents may only bring lunch for their children.
7. Hall corridors are off limits to students during the lunch period. This includes the locker corridors, the P.E. corridor, the music room art/industrial tech corridors, and the front lobby, unless given permission by the lunchroom supervisor.
8. Due to classes being in session, students passing to classrooms after lunch are expected to remain quiet.
9. Students will be required to remain in the school during the lunch period unless they live within WALKING DISTANCE to their home and have a signed permission slip from their parent or guardian on file in the principal's office allowing them to WALK home. No student will be permitted to drive over the lunch period. If a parent wishes to pick their child up for lunch they must come into the office to sign them out. If a student returns late from lunch on a continual basis they can lose their privilege to leave during lunchtime. If a student leaves the school grounds for lunch, he/she is expected to be back at school and in class on time. An unexcused tardy or absence will result. Students are not permitted in the parking lot during lunch or any other time during the day. Violations of truancy/skipping class will result in a one-day in-school suspension for a first offense.
10. Student/family accounts that are below -\$30.00 will not be allowed to charge for breakfast or lunch. Students can obtain a sack lunch or cereal/milk for their meals until their accounts are brought above -\$30.00.

### **BULLETIN & MESSAGE BOARDS**

Permission to post notices on the bulletin board and/or message board must be obtained from the principals or superintendent. Business ads will not be posted.

### **CARE OF BUILDING AND EQUIPMENT/SUPPLIES**

Anyone guilty of defacing or destroying school property will pay for damages and could face more serious consequences. Anyone who unintentionally causes damage to school property but who is acting irresponsibly or in defiance of a school rule is still liable for damages. Example--we have a rule against kicking basketballs in the gym. If a student kicks one anyway and it accidentally breaks a light or speaker, the student will be held responsible for the repair or replacement.

Special care should be taken of the auditorium. Students WILL NOT climb over seats but will treat the facility with respect.

Students must keep a cover on textbooks as designated by teachers. Book covers may be picked up in the office when available; otherwise you may use a paper sack and make your own cover. Book fines for damage or loss are assessed at the close of the course and payment must be made before a final grade will be recorded.

### **DETENTIONS**

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

A student may receive a Saturday detention for some instances, which means a student, is required to appear at school on Saturday and be under the supervision of school personnel.

## DRESS CODE

Part of the school's responsibility is to teach compliance with the law, proper health, hygiene and safety, and to prohibit sexually explicit or obscene expression. The school must also prohibit activity that would interfere with the orderly operation of the school. Therefore, students' dress and appearance in school must comply with these guidelines (this includes homecoming week and/or other dress-up days during the school year):

1. Students must wear some kind of reasonable footwear.
2. Any article of clothing or accessory that is a hazard to safety or inappropriate is unsuitable attire.
3. The wearing of clothing bearing profane language, with sexual overtones, or sexual innuendos, or clothing that promotes the use of substances or activities which are illegal for minors to use or participate in is prohibited.
4. Halter tops, tank tops, spaghetti strap tops, T-shirts that are ripped along the sides, and tube tops are unsuitable attire. All tops must have sleeves (sleeves will not be rolled up).
5. Any article of clothing that exposes, a bare midriff, or other areas of exposure that are also unsuitable. Shirts/tops must touch the waist of pants/skirts at all times (when in movement, when arms are extended or raised, and when in the seated position).
6. Dresses, skirts and shorts must be of a reasonable length as to not attract attention. General rule is that dresses, skirts and shorts will be the length of person's fingertips by their side and there will be no holes in jeans or shorts above the student's fingertips at their side. This includes shorts or jeans with tights or other garments underneath them. Short shorts, boxer shorts and biker shorts are inappropriate attire for the regular school day. Shorts or jeans that have excessive holes and/or holes above the fingertips will not be worn.
7. Any style of dress or article of clothing, which interferes with or disrupts the maintenance of a learning atmosphere, is unacceptable.
8. Hats, hoods, caps, bandanas, headscarves, or sunglasses are unsuitable school attire unless necessary for a specific class or activity. When required for a class activity, they may be worn only during the time that the activity takes place.
9. Any clothing that promotes the use of substances or activities that are illegal for minors to use or participate in is prohibited such as shirts containing cigarette or alcohol advertisements.
10. Display of cleavage is unacceptable. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed.
11. Transparent and/or see-through material is considered unacceptable.
12. Use of bags, beyond school issued computer bags, are not allowed in classrooms due to safety concerns for fire, tornado, and intruder emergency situations.
13. Chronic violators may fall under Disruptive Behavior on the discipline grid.



### **FIELD TRIPS/PEP BUSES**

Field Trips/Pep Buses are part of the educational experience offered to students here at West Monona. Students are encouraged to participate in these events. When students are going to be gone on field trips/pep bus (during the school day) it is the student's responsibility to find out the assignments they will miss and/or to turn them in, whichever the teacher requires for their signature. If this is not done they will not go on the field trip/pep bus (during the school day. (A school sponsored, academic related field trip will not result in an absence on the student attendance record—this is for FIELD TRIPS ONLY.) Field Trips of a non-academic nature are for academically eligible students only. An example may be going on a school-sponsored trip to watch a state tournament/playoff when no West Monona students are participating and in this case an absence will be recorded on the students attendance record. Parent permission is required for students to participate in field trips or to ride pep busses.

### **FIRE/TORNADO/BUS EVACUATION/LOCKDOWN DRILLS**

We are required by law to hold several drills per year. Students should be familiar with rules and exit routes in the event of a real emergency. Students who are unable to comply with the evacuation because of disability will be assisted by their classroom teacher. In classrooms where there are staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher.

### **HALL PASSES**

1. No student should be outside a classroom or supervised study area without a pass or permission from a teacher.
2. When a pass is presented to the seminar teacher, he/she will sign it (indicate time) and give it to the student.
3. A student returning to the classroom should have a supervisor's signature and the time noted on the pass.
4. Students in seminar/study hall may use the restroom with permission from the teacher.

### **HUMAN GROWTH AND DEVELOPMENT EXEMPTION**

Each parent or guardian has the right to review the West Monona School's Human Growth and Development goals, objectives and materials. The child can be excused from a particular class period where parents object to material that is being infused into the curriculum. The child will incur no penalty but may be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

### **IMMUNIZATIONS**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal and the school nurse. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

### **INTERNET ACCESS**

We are pleased to offer our student's access to the Internet. To gain access to the system, all students under the age of 18 must obtain parental permission and a signed acceptable use form and other pertinent document as required, must be on file in the principal's office. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. However, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Therefore, the West Monona School District supports and respects each family's right to decide whether or not to permit access to the Internet. Students are not allowed to use the computers to establish or check private e-mail accounts, use "chat rooms", social networking sites, or access inappropriate sites. Misuse of the Internet may result in loss of computer privileges. Serious violations could be referred to law enforcement authorities.

### **MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

Students with a medical excuse from P.E. will be required to complete written work to satisfy the Physical Education requirement. The principal/school board on a case-by-case basis may waive Physical Education requirements.

### **MEDICATION POLICY**

We realize that at times it may be necessary for students to take medication during the school day. According to guidelines developed by the Department of Health, the medication is to be dispensed by the school nurse, or in her absence, school personnel designate another responsible person in each school building.

In order to dispense medication to students, we must have a note written by a parent or guardian giving us permission and stating how much medication should be given and at what time. The medication must be in the original container and appropriately identified. When required, refrigeration will be provided. If it is necessary for the student to take medication for a week or longer, it is required that you obtain a form from the school to be signed by the doctor, as well as the parent, requesting to have a specific amount at a specific time dispensed to the student by school personnel. We will not be able to dispense medications to the students unless these guidelines are met.

### **STUDENT SPECIAL HEALTH SERVICES**

The board recognizes that some special education students need special health services during the school day. These students shall receive special health services in conjunction with their individualized education program.

The superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy.

**ADMINISTRATION OF MEDICATION TO STUDENTS**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an authorized practitioner shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including, parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and,
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

Legal Reference: Iowa Code §§124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23 (2007)  
Education [281]—§ IAC §41.404(3) Pharmacy [657]—§8.32(124, 155A), IAC  
Nursing Board [655]—§6.2(152), IAC

### **BREATHALIZER**

If a student's behavior is deemed suspicious or other indicators leads school officials to believe that an individual maybe under the effects of alcohol a breathalyzer will be given. If the student refuses to take the breathalyzer the police will be called to administer a breathalyzer. If the results from the school's breathalyzer indicate the student is under the influence of alcohol, the police will be notified and parents will be notified. If results are positive students will be subject to the 'Good Conduct Rules' in regard to eligibility.

### **SCHOOL BUS TRANSPORTATION**

1. A school bus is an extension of the classroom. Once a student boards the bus and/or arrives at the school-designated bus stop, he/she may become the responsibility of the school district and is subject to district regulations.
2. Any misconduct on the bus will be reported to the principal's office.
3. A student who becomes a disciplinary problem on a school bus may have his/her riding privileges suspended. In such cases, the responsibility of getting a student to and from school will rest on the parents.

### **BUS RULES**

1. Use kind words and actions
2. Follow directions the first time they are given.
3. Stay seated and in assigned areas.
4. Keep everything inside the window
5. Respect personal property
6. Use quiet voices
7. Leave it better than you found it
8. Bring notes if transportation changes
9. Keep track of all belongings
10. Be on time
11. Load and un load appropriately
12. All other conduct rules for school behavior apply on the bus as well.

### **Consequences**

**1st Incident:** Driver warns the student

**2nd Incident:** Student is assigned to a seat.

**3rd Incident:** Student is sent to the principal.

**4th Incident:** A Conference will be held with parents, bus driver, and principal. Suspension of riding privileges may result.

**Severe Incidents:** No warnings will be given in severe cases. Consequences would be a conference with parents, the driver, and the principal with probable suspension of riding privileges.

### **Notice**

The school district will annually provide the following notice to students and parents:

The West Monona 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. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

### **SEMINAR POLICIES**

The purpose of the seminar period is to serve as an extension of and enrichment for the academic programs at West Monona. This time will be non-social, productive, and structured. Most behavior that is inappropriate during regular class time is also inappropriate during seminar.

1. The last five (5) minutes of seminar shall be designated as non-passing time.
2. Restroom use will be limited to emergency situations.
3. Students will be allowed to see other teachers (that are available) during seminar. Permission must be received from the student's teacher before they can leave.
4. Each student must bring books or homework to seminar so that he/she will have enough work to occupy his/her time during the period.
5. No food or drink will be allowed in seminar without teacher permission.
6. No hats, caps, electronic devices, cards, or any item that may prove to be a distraction or a danger to others are allowed in seminar without teacher permission.
7. Typical activities during seminar might include:
  - a. Independent Study
  - b. Tutoring
  - c. Class and club meetings
  - d. Computer work and library use
  - e. Make-up work
  - f. Assemblies
  - g. Guidance visits
  - h. Band and/or Choir Lessons
  - i. College representative appointments
8. Students who are on the weekly D & F list will be restricted to their seminar unless they have a pass from one of their teachers to go to that teacher's room or the library to work.
9. Every student will be expected to attend seminar all week. This will be our grade check time and time for meetings/assemblies.

### **STUDENT ASSEMBLIES / PEP ASSEMBLIES**

Throughout the year students assemble to benefit from outside speakers or to participate in school-wide activities.

The purpose of a pep assembly is to raise the spirit of our teams and student body. In pep assemblies we show support for our school, practice cheers, join in with the pep band, and listen to comments by students, teachers, and coaches. Students seen as being disruptive in any assembly ~~will~~ may be removed.

### **TELEPHONE**

There is a phone in the office for student use. Necessary phone calls should be made in between classes, at lunch or during seminar. If you need to use the phone please ask permission to use this phone.

### **USE OF THE BUILDING BEFORE AND AFTER HOURS**

Students, who need to work in the building after school is dismissed, or on Saturday, MUST HAVE SUPERVISION by a teacher or person assigned by the school. Arrangements must be made in ADVANCE. This includes being in the gym or weight room at any time. Students not attending or involved in a supervised activity are not to be in the building after school hours.

### **VISITING THE GUIDANCE OFFICE**

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, socially and emotionally. The guidance program also assists students in planning for their futures. This is done through individual and group conferences, and various testing programs. Students should feel free to take advantage of the guidance office and its services. However, due to the limited space in the guidance office, and the fact that the school counselor may have a conference with another student scheduled, the following rules are in effect:

1. A student must have a pass from the school counselor to visit the guidance office.
2. A student should not ask the seminar supervisor for a pass to the school counselor's office. Only the school counselor should issue passes to the school counselor's office.
3. When a student wishes to see the school counselor, but does not have a pass, the teacher can attempt to secure permission from the counselor's office.
4. High School students may visit with college representatives during seminar, if they are interested in that particular college. Juniors will be allowed two days and seniors will be allowed four days for campus or military visits. Students must notify the school counselor of these visits in advance.

### **VISITORS**

Due to the potential disruption of classes, student visitors are NOT allowed during the school day. Parents may contact the principal to arrange a classroom visit. In order to provide a secure environment for your child's education the doors of the Middle School and High School buildings are locked from 8:20-3:30. When you wish to enter the building during these times please press the button next to the doors to notify the office, and visitors may be asked the reason for your visit. They will release the door so that you can enter the building. Visitors are asked to remain in the office unless accompanied by a school employee.

### **WAIVER OF STUDENT FEES**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived (including drivers education). Parents or students who believe they may qualify for financial hardship should complete the waiver form included with registration material. This waiver does not carry over from year to year and must be completed annually. The waiver must *be submitted to the appropriate HS or MS office* ~~turned in~~ within the first two weeks of registering.

**WEBSITE ADDRESS**

West Monona School District maintains online access for parents and students to access student progress reports and grades. The current address is <https://jmc.westmonona.org>

## **STUDENT**

### **FIGHTING**

(For definition purposes' fighting includes both the physical act of fighting and the verbal confrontation prior to any physical contact.) Consequences will be determined by the severity of the fight. (See discipline grid)

An out of school suspension will be given to students involved in fighting on school property, including school buildings and grounds, at school activities (home or away), or on school transportation vehicles. Statements will be given to the police for review and possible charges the first time if the fight involves serious injuries. If the fight does not involve serious injuries the first time an OSS will be assigned. If the student(s) are involved in a second fight during the school year the police will be contacted to review the situation and possible charges to be filed. The aggressor may be put on probation for the school year after a hearing before the Board of Education. In the case of physical assault, legal action may be taken. Repeat offenders may also be referred to the Board of Education for expulsion.

### **GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES**

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. The discipline grid will be used as a guide to determine the consequences of each situation.

### **HIGH SCHOOL & MIDDLE SCHOOL GRADING SYSTEM**

<b>GRADE POINT VALUES</b>	<b>GRADING SCALE (by percentage)</b>
A = 4.00	A = 100%-95%
A- = 3.67	A- = 94%-90%
B+ = 3.33	B+ = 89%-87%
B = 3.00	B = 86%-83%
B- = 2.67	B- = 82%-80%
C+ = 2.33	C+ = 79%-77%
C = 2.00	C = 76%-73%
C- = 1.67	C- = 72%-70%
D+ = 1.33	D+ = 69%-67%
D = 1.00	D = 66%-63%
D- = 0.67	D- = 62%-60%
F = 0	F = 59% and below



### **INTERROGATIONS AND SEARCHES**

School officials will cooperate with police officers that need to question students, as long as interviews are conducted according to these general guidelines:

1. If the student is under suspicion for wrongdoing, police or school administration will call the student's parents before an interview begins and invite them to be present if they wish.
2. If the police officer has a warrant for arrest or a search warrant, the principal will comply with the officer's request immediately, without first notifying parents of students involved.
3. If a police officer wants to question a student who is not accused of wrongdoing, but who may have information useful to the officer's investigation of some other case, parents will be called if the student requests their presence. If the parents are not called, the principal or other school official will be present during the interview to help protect the student's privacy and dignity, and to reassure the student that he/she is not under pressure or suspicion.
4. Whenever a police officer requests permission from the principal to interview a student, for any reason, a staff member, not a student, will convey the message to the student with whom the police want to meet.
5. The school owns student lockers. The school exercises control over their school property and students should not expect privacy regarding items placed in school property. School property is subject to search at any time by school officials or law enforcement. Students are responsible for whatever is contained in lockers issued to them by the school.

### **LOCKERS**

1. Lockers are assigned to students at the beginning of each year.
2. Students are to occupy assigned lockers only. DO NOT CHANGE LOCKERS WITHOUT PERMISSION! The school assigns them and only the school can change them.
3. Lockers should be kept locked at all times. Students are cautioned against telling their combination to others. THE SCHOOL IS NOT LIABLE FOR LOSSES FROM LOCKERS. Students are cautioned against keeping money or anything of value in their lockers.
4. Each student is responsible for keeping his/her locker clean. Damage caused by the student will be charged to the student.
5. Any locker malfunction should be reported to the office.
6. LOCKERS ARE SCHOOL PROPERTY. They may be searched without any suspicion or with probable cause. The school may bring drug dogs into the building at random to check book lockers, PE lockers, and vehicles in the school parking lot.

### **PROBATION**

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. If a student fails to meet these conditions and terms, the penalty that was temporarily suspended will be invoked.

### **PLAGIARISM /CHEATING POLICY**

No student will use anyone else's work without proper attribution.

**Plagiarism** is the improper use of, or failure to give credit to, another person's writings, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source of as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.

**Cheating** is defined as using another student's information on a test or paper.

#### **Plagiarism/cheating procedure**

Teachers will discuss this plagiarism/cheating policy in every class at the beginning of a course and discuss academic and ethical reasons for not using the work of other people without proper attribution. Teachers will make it clear that they will be vigilant about looking for plagiarism/cheating and will explain the consequences and penalties.

#### **Plagiarism/cheating consequences/penalties**

If a teacher believes that plagiarism/cheating has occurred, they will meet with the student. When they determine that the student has plagiarized/cheated:

1. The student may receive a zero for the assignment. The teacher will decide whether the student deserves a chance to redo the work and how the zero will affect the term grade.
2. The teacher or department head will inform the principal. The principal will keep records by student of each incident of plagiarism/cheating without putting an official letter in the student's file.
3. The teacher will inform the parent in writing.
4. The second offence of plagiarism/cheating will result in a one-day suspension plus zero for the assignment with no make-up, and the term grade will reflect this zero. Suspension automatically results in a letter in the student's file
5. Further incidents of plagiarism/cheating will result in more serious disciplinary action.
6. If the situation involves two students who are involved in the cheating, both students will be penalized.

#### **Definitions of Terms**

**Plagiarism/cheating:** Passing off someone else's work as if it were your own

### **STUDENT DIRECTORY(506.2)**

Student directory information is designed to be used internally within the school district. Directory information may include student's name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness. Parents or eligible students have the right and responsibility to tell the school district they do not want directory information released.

**STUDENT RECORDS ACCESS**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them selves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

**STUDENT RECORDS ACCESS**

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena; consistent with an interagency agreement between the school district and juvenile justice agencies in connection with a health or safety emergency; or, as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

**STUDENT RECORDS ACCESS**

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order.

Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

**STUDENT RECORDS ACCESS**

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).  
 USA Patriot Act, Sec. 507, P.L. 107-56. (2001).  
 20 U.S.C. § 1232g, 1415 (2004).  
 34 C.F.R. Pt. 99, 300.~~560—574~~ .610, *et seq.* (2004).  
 Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2007).  
 281 I.A.C. 12.3(6); 41.~~20~~ .610 et seq.  
 1980 Op. Att'y Gen. 720, 825.

## **SUSPENSIONS**

There are two types of suspensions that may be used: An in-school suspension may be enforced in some circumstances to allow the student to be disciplined and yet remain within the school to study in a restricted area with full credit given.

- Students in in-school suspension will be monitored and critiqued during their in-school suspension on behavior and productivity.
- If students fail to meet minimum standards they will be assigned an out-of-school suspension.
- Use of computers is limited to when working on a specific assignment from a teacher.
- No cell phones are allowed; students must turn them in to the secretaries or school official before the suspension.
- No pop, snack food, or food, other than lunch while serving an in-school suspension.

An out-of-school suspension may be enforced in some circumstances and will be served outside the school day with an opportunity to make up credit while at home. The make-up work will be due immediately upon return to school with no extra make-up days granted. The administrators of the school district have the authority to suspend students out of school for a period of ten days. There is not a limit for in-school suspensions.

**STUDENT CONDUCT**

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

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

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

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

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

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

Approved March, 2008

Reviewed October, 2013

Revised \_\_\_\_\_



**STUDENT CONDUCT**

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

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

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

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

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

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002).  
Goss v. Lopez, 419 U.S. 565 (1975).  
Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).  
Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).  
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).  
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).  
 Iowa Code §§ 279.8; 282.4, .5; 708.1 (2007).

Cross Reference: 501 Student Attendance  
 502 Student Rights and Responsibilities  
 504 Student Activities  
 603.2 Special Education  
 904.5 Distribution of Materials

**STUDENT SUSPENSION****Administrator Action****A. Probation**

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

**B. In-School Suspension**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

**C. Out-of-School Suspension**

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
  - a. Oral or written notice of the allegations against the student; and,
  - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

**STUDENT SUSPENSION**

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances, which led to the suspension and a copy of the board policy and rules pertaining to the suspension.
- D. Suspensions and Special Education Students
1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
  2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

**SMOKING - DRINKING – DRUGS**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

Approved March, 2008      Reviewed October, 2013      Revised

Legal Reference:      34 C.F.R. Pt. 86 (2004).  
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2007).  
281 I.A.C. 12.3(9); .5(3)(e), .5(4)(e), .5(5)(e), .5(21).

Cross Reference:      502      Student Rights and Responsibilities  
503      Student Discipline  
507      Student Health and Well-Being

Code No. 906.2

#### **TOBACCO/NICOTINE-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference:      Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

House File 2212, Iowa General Assembly (2008)  
Iowa Code §§ 142D; 279.8, .9; 297 (2011).

Cross Reference:      904.4      Public Conduct on School Premises  
906.1      Community Use of School District Buildings & Sites & Equipment

Approved March, 2008      Reviewed December, 2013      Revised August, 2013

### **WEAPONS STATEMENT (502.8)**

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

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

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **ATTENDANCE POLICY**

### **WEST MONONA HIGH SCHOOL & MIDDLE SCHOOL ATTENDANCE POLICY**

West Monona School District believes that regular attendance is essential to a quality education. Students are expected to arrive promptly to every class. Students are considered absent when they miss more than the first five minutes of any class, or if they are gone from a class for more than five minutes (without teacher permission or unexcused). Research shows that students with good attendance have higher achievement and a better attitude toward learning. Many learning opportunities are lost when a student is absent. It is impossible to replace those missed opportunities. Part of the learning process involves learning to work within a group. The life skill of working with others is learned by being in class, following the guidelines of the school, and participating in the class activities.

Regular attendance is essential to a student's success in school. Most classes are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student, and it is regarded as a very serious problem.

Students and parents share the responsibility for the student's attendance at school. There are numerous valid reasons for students to be absent from school. Parents can either make school a priority or they can enable their children to miss school regularly for less than valid reasons. If school is not important to parents it is less likely to be important to their children. **Our goal is to help students learn. They need to be in school to achieve success.**

### **TARDIES**

Arriving to class on time is the responsibility of the student. Being tardy to class causes a disruption to the learning process for the student, others in the class, and the teacher. High school students will be counted tardy when they are late to class without a pass from another staff member. If a student comes to class with a pass from another staff member, he/she will not be counted tardy unless indicated that the tardy is unexcused. Students may lose participation points for tardies to class at the discretion of the classroom teacher.

- A student is tardy when they are late to class without a pass.
- A student missing more than 5 minutes of class without a pass will be counted as absent instead of tardy.
- At 6 unexcused (no pass) tardies in a class period, and beyond students will be given two days of after school learning lab.

### **Making Up Missed Assignments**

**When a full class is missed, one calendar day will be given for every day absent to get make-up work completed, plus one additional day** (Example: If a student is absent two days, he/she would have three calendar days to have make-up work completed and turned in.)

Students who know they are going to be gone because of appointments or family vacations will request make-up work to avoid being burdened with large amounts of homework before they return from an extended absence. This work should be turned in prior to leaving or arrangements made with the teacher to turn the work in when they return. Chronic offenders may receive deadlines for work completion. If student return from an appointment during the day, it is expected they go to classes and instructors they missed and obtain make-up work.

Students absent for school sponsored activities that are a half day or longer, will be required to get their assignments ahead of time and have them completed and turned into the instructors prior to going on these activity trips. Examples would include: field trips, sports, etc. If students leave due to illness, appointments, etc., before school is dismissed; it is expected that students make their best effort to get their homework first. For example, if students go to driver's education class and then go home, they should have gotten all of their homework for the day prior to leaving.

If attendance continues to be a problem at the Learning Center, possible consequences could be detentions, ISS, or other consequences as deemed by the liaison officer or principal.

### **INTERVENTION POLICY FOR EXCESSIVE ABSENCES**

Education is a vital element in the success of individuals and good attendance habits should be developed and maintained at an early age. Chapter 299 of the Iowa Code outlines the requirements for Compulsory Education. The West Monona Community School District has adopted the following Attendance Policy in support of the outlined requirements established within Chapter 299 of the Iowa Code. **The maximum number of absences allowed per class is 10** per semester.

- **Level 1 Hearing**

- **Parental Contact at 5 Absences.** Contact by our school's county liaison officer will be made with parents after 5 absences in a semester to notify the parents that their student is nearing the maximum allowed.
- **Problem-Solving Meeting at 5 Absences.** The liaison officer and principal will schedule a meeting with students and parents to improve the student's attendance.

- **Level 2 Hearing--Inform Students they are on audit status after 10 Absences.**

- The liaison officer or principal will meet with a student if they have passed 10 absences to inform them that they have reached the maximum number of absences and that they will not receive credit for the class **unless** they successfully appeal to an attendance committee.
- The committee will consist of the liaison officer, guidance counselor, principal, and two teachers who have the student in class. In instances where a student's high absenteeism is due to reasonable causes (serious prolonged illness, family emergency, etc.) they will not be put on audit status.
- **The Appeal Process.** At the meeting the student will present information to justify why grade and credit should be given (doctor's notes confirming the seriousness of the illness or injury, proof of improved attendance since being put on audit status, proof of improved school work and grades, improved performance and participation in the classroom, etc.
- The committee will then determine if the student will remain in the class and receive credit. If the committee determines a student will remain in the class a plan and contract or cooperative expectation agreement will be developed by the parents, student, and committee. This plan must be followed for the student to remain in class and get credit. This plan may or may not include the West Monona Learning Center.



- No Appeal. If the appeal is denied, or no appeal is made, the student will not receive credit on the transcript, with no letter grade attached (Withdrawal). Students who lose credit will not be eligible for honor roll or academic letter because their GPA will be incomplete at the end of the semester.
- **Level 3 Hearing--Compulsory Attendance Age Laws**. When a student exceeds 10 absences, and is placed on audit status the principal and school liaison officer will meet to discuss if truancy mediation with the Monona County Attorney is necessary. If truancy mediation has been made the student and parents will be notified of the decision by a letter, phone, or email.
  - The liaison officer or principal may notify the Iowa Department of Transportation regarding students of compulsory age who are not attending school. This may result in the student's loss of their driver's license.

If Truancy Mediation is completed by the County Attorney the cost of the Truancy Mediation (\$50.00) will be the responsibility of the Parent and/or School District.

## **LEGAL**

### **MULTI-CULTURAL NONSEXIST GUIDELINES**

#### **Non-Discrimination in General**

It is the policy of the West Monona Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Lyle Schwartz, Superintendent, 1314 15th Street Onawa, Iowa 51040, 712-433-2043, [lyle.schwartz@westmonona.org](mailto:lyle.schwartz@westmonona.org).

#### **Grievance Procedure**

Any affected student, parent/guardian (of a student) or employee of the West Monona Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined by federal law, state law, or school policy.

#### **Level One - Principal or Immediate Supervisor**

Level one is an informal and optional step and may be by-passed by the grievant. Any student, parent/guardian or employee with a grievance may first discuss the complaint with his/her principal or immediate supervisor with object of resolving the matter informally. A student with a complaint of discrimination may discuss it with his/her teacher, counselor or building principal.

#### **Level Two - Compliance Officer**

If the grievance is not resolved at Level One and the student, parent/guardian or employee wishes to pursue the grievance, the student, parent/guardian or employee may formalize the complaint by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the compliance officer or the superintendent. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within fifteen (15) working days from the date of the event-giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the compliance officer who shall investigate the complaint and attempt to resolve it. A written report from the compliance officer regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of complaint.

#### **Level Three - Superintendent**

If the complaint is not resolved at Level Two, the grievant may process it to Level Three by presenting a written appeal to the superintendent within ten (10) working days after the grievant receives the report from the compliance officer. The grievant may request a meeting with the superintendent or his designee. The superintendent or his designee has the option of meeting with the grievant to discuss the appeal. The superintendent or his designee will render a decision within ten (10) working days after receipt of the written appeal.

#### **Level Four - Board of Education**

If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, he/she may file his/her complaint with the Board of Education within ten (10) school days. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, for

consideration at the next regular meeting of the board, and a final determination shall be made within thirty (30) calendar days from said meeting.

#### **Withdrawal of Complaint**

A complaint may be withdrawn by the complainant at any level without prejudice or record. This procedure in no way denies the right of the grievant to file formal complaints with the Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

#### **Compliance**

Once a year the West Monona School officials shall conduct an assessment of all Board policies, administrative regulations, operational procedures, and all other school functions to determine and assure compliance with all of Section 504 of the Rehabilitation Act of 1973, Title IX of the Civil Rights Act, the Educational Amendment of 1972, and the Multicultural Nonsexist Guidelines as adopted by the State Board in July 1975.

**(Code No. 402.3)**

#### **ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy. Please see WMCS D Board Policy for additional guidance.

### **BULLYING/HARASSMENT OF STUDENTS**

It is the policy of the West Monona Community Schools to maintain learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, sex, political party preference, physical/mental disability, religion, national origin, gender, gender identity, age, disability, marital status, or any other form of harassment.

### **WEST MONONA COMMUNITY SCHOOL ANTI-BULLYING RULES**

1. We will not bully other students.
2. We will help students who are bullied.
3. We will make it a point to include ALL students who are easily left out.
4. When we know someone is being bullied, we will report to a teacher or an adult at home.

### **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.

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

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 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.

**ANTI-BULLYING/HARASSMENT POLICY**

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

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

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 1314 – 15<sup>th</sup> Street, Onawa, IA 51040.

## **PROCEDURES FOR REPORTING BULLYING/HARASSMENT**

**Students shall follow these procedures when reporting harassment:**

**Step 1:** It is important to remember to report bullying/harassment, you are not tattling on your peers, but rather you are behaving responsibly and helping your fellow classmates from getting hurt.

**Step 2:** You can report by:

Go to the school's website and go under "student resources" and fill out the Bullying/Harassment Form.

You can also bring the incident or act of bullying/harassment to the attention of a teacher, counselor, aide, or principal. The explain what happened, when it happened, where it happened, who harassed, what you said and did, how you felt, how the harasser responded and be sure to note what was said.

- If you are a target of bullying, then, with or without the help of the teacher, counselor, or teacher communicate to the harasser, either verbally or in writing, which you expect the behavior to stop.
- Parents are encouraged to report incidents of suspected bullying/harassment they are made aware of.

**Step 3:** If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal. (Document what happened, when it happened, where it happened, who harassed, what you said and did, how you felt, how the harasser responded and be sure to note what was said.)
- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

**Step 4:** If the behavior is repeated, go to a higher authority (building principal or superintendent).

## **PROCEDURES FOR REPORTING ASSAULT**

**Step 1:** Notify a staff member or principal's office immediately



### **METHODS TO PREVENT BULLYING/HARASSMENT AT WEST MONONA COMMUNITY SCHOOLS**

1. Initial investigation of any bullying/harassment behavior. Opening lines of communication between all parties to ensure understanding of inappropriateness of the actions and potential for further consequences.
2. Intervening immediately with discipline. This includes explaining that what the bully did was wrong, gives the bully ownership of the problem, provides process of restitution, resolution, and reconciliation as part of a problem solving process, and leaves dignity intact for all students, remembering that our students are good kids, just make poor choices on occasion.
3. Creating opportunities for students to “do good” or providing students the opportunity to contribute positively to our school and community.
4. Nurturing empathy of other students during dugout and class meetings for Olweus Anti-Bullying Program.
5. Teaching friendship skills – assertive, respectful, and peaceful ways to relate to each other
6. Teaching students to “will good” so they are able to determine what is right and wrong, act on what is right, even if at a personal cost, and openly act on their understanding of right and wrong to serve as an advocate for all students.
7. Olweus Bullying Prevention Programming designed to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy.
8. Positive Behavior Intervention & Supports is a system that defines and teaches behavioral expectations, monitors and acknowledges appropriate behavior, provides corrective consequences for problem behaviors, and uses collected data to solve problems and make decisions.

### **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

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

### **COMPLAINT PROCEDURE**

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

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

### **INVESTIGATION PROCEDURE**

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

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

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

### **RESOLUTION OF THE COMPLAINT**

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

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

### **POINTS TO REMEMBER IN THE INVESTIGATION**

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

### **CONFLICTS**

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

## ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student or  
employee target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident  
or incidents: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Political Party Preference
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Physical/Mental Ability
<input type="checkbox"/>	National Origin/Ethnic Background/Ancstry	<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Other – Please Specify: _____				

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

idence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date:        /        /

**ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Name of student or  
employee target:: \_\_\_\_\_Grade and building of  
student or employee: \_\_\_\_\_Name and position or grade of  
alleged perpetrator /respondent: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Political Party Preference
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Physical/Mental Ability
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Other – Please Specify:				

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date:     /     /     \_\_\_\_\_

**EXPULSION**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).  
Wood v. Strickland, 420 U.S. 308 (1975).  
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).  
 Iowa Code §§ 21.5; 282.3, .4, .5 (2007).  
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities  
 503 Student Discipline

Approved March, 2008

Reviewed October, 2013

Revised \_\_\_\_\_

### **HOMELESS CHILDREN AND YOUTH (501.16)**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinators for identification of homeless children and for tracking and monitoring programs and activities for these children are Cindy King, MS/HS Counselor, and Gina Steinhoff, Elementary Counselor.

Who is homeless? (according to McKinney-Vento Homeless Assistance Act):

A. Individuals who lack a fixed, regular, and adequate nighttime residence... and

B. Includes-

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homes of the purposes of this subtitle because the children are living in circumstances described in the above clauses.

Please contact the coordinators, if you are aware of any child and youths, who may qualify using the above clauses.



**SPECIAL EDUCATION**

The board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education shall attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

Special education students shall be required to meet the requirements stated in board policy or in their IEPs for graduation. It shall be the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 shall be provided comprehensive special education services within the public education system. The school district shall work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This shall be done to ensure a smooth transition of children entitled to early childhood special education services.

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).  
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).  
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).  
 20 U.S.C. §§1400 *et seq.* (2004).  
 34 C.F.R. Pt. 300 *et seq.* (2004).  
 Iowa Code §§ 256.11(7); 256B; 273.1, .2, .5, .9(2)-(3); 280.8 (2007).  
 281 I.A.C. 41.

Approved March, 2008

Reviewed May, 2011

Revised \_\_\_\_\_

### **SUPPLEMENTAL STUDENT INSURANCE**

The school district is not an insurance agency and does not provide any insurance or representations about insurance coverage to pay for injuries incurred by your student at school. Parents must review supplemental student coverage and policies with the Hoffman Agency, 1016 10th Street, Onawa, Iowa, to determine actual policy provisions. Student insurance is designed to complement your personal health insurance coverage, not replace it. We encourage parents to obtain and/or review their coverage with a licensed agent before students attend school or participate in any school sport or activity.

### **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 1-800-257-8663 or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

## **ACTIVITIES**

### **ATTENDANCE AT GAMES AND ACTIVITIES**

Once a student leaves a game, he/she may not be readmitted. Students will demonstrate appropriate sportsmanship while supporting and cheering on the team. Students who choose to not behave in an appropriate manner may be asked to leave by the event supervisor. Camera people and pep band students are the only people that should be in the weight deck area. Students who do not behave in an appropriate manner may be asked to leave by the event supervisor. Serious breaches of discipline may result in additional consequences.

### **TRANSPORTATION TO ACTIVITIES**

1. Any student participating in school-sponsored activities must ride school transportation to the activity. It is preferred that the student also ride the school bus home from the event unless a written request by the parent is approved by the coach or sponsor to ride with a parent, guardian, or another responsible adult.
2. Special circumstances may be discussed with the principal.

### **ACTIVITIES GUIDELINES**

If a student enters an activity, the student is expected to continue for the season or until the activity is completed unless a change is approved by the activity director and principal. Students who wish to participate in school-sponsored activities must be in school by 12 noon. The only exception to this policy is if previous arrangements have been made with the principal. Students may not attend or participate in school activities while under OSS suspension or having been expelled. Students serving ISS will be allowed to practice but not participate in school activities. (See discipline grid).

1. Any student who wishes to participate in athletics must have a signed physical form packet on file before being allowed to begin participation.
2. Proof of insurance or an insurance waiver must be on file in the office.
3. Students must have a signed West Monona Extracurricular Eligibility Form on file before they can participate in a school event.
4. Students participating in school activities must ride school transportation to and from all events. (parents/guardians may provide transportation with prior approval from the principal)

**ACADEMIC ELIGIBILITY FOR ACTIVITIES** – please see appropriate Middle School or High School section.

**GOOD CONDUCT RULE**

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

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

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

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

Legal Reference: Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).  
In re: Jason Clark, 1 D.P.I. App. Dec. 167 (1978).  
 Iowa Code §§ 280.13, .13A (2007).  
 281 I.A.C. 12.3(6); 36.15(1).

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

Approved March, 2008      Reviewed October, 2013      Revised \_\_\_\_\_

**WEST MONONA COMMUNITY SCHOOL DISTRICT**  
**EXTRA-CURRICULAR ELIGIBILITY POLICY**

**STATEMENT OF PHILOSOPHY**

The right to participate is open to all students, but once students make a commitment to participate in a co-curricular activity, the right becomes a privilege. When the students are granted this privilege, they are representing the WMCS D and are expected to adhere to even more stringent and demanding behavior codes than the non-participating students.

Participants and their parent/guardians will be required to sign a statement indicating that they have been made aware of the eligibility requirements of the WMCS D. No student participant will be allowed to participate in a public performance until such statement is signed and returned to the coach/sponsor.

**VIOLATION**

Any student participant who is observed by West Monona employees, or who admits to, or based on the preponderance of the evidence, appears to have engaged in any of the following activities is in violation of the extra-curricular code.

1. Consumes transports, procures, or is found to be under the influence of an alcoholic beverage, or is collectively or individually in possession of any type of alcoholic beverage.
2. Smokes, chews, or is in possession of any type of tobacco substances.
3. Uses, transports, procures, or is found to be under the influence of a controlled substance, or is collectively or individually in possession of any mood, mind, or behavior-altering drug or controlled substances except those that may have been prescribed by a licensed physician for that individual.
4. Admits to or commits any crime under the Chapters for Assault, Arson, Burglary, Theft, Damage and Trespass to Property, Computer Crime, Public Disorder, and Weapons as defined and contained in the Iowa Criminal Code on or affecting WMCS D property, including transportation vehicles, during any school sponsored activity, home or away or enroute to or from, or against or affecting any member of the West Monona faculty, staff, employees, administrators, students, aids, chaperones, board members or their families at school or in any other location.

When an alleged violation is observed or discovered by a West Monona employee, it must be reported in writing within five (5) working days to either the athletic director for athletics or to the principal for other participants. Once this report is received or the principal or athletic director is made aware of a preponderance of evidence, the student participant and his/her parent /guardian must be notified immediately by the athletic director or principal.

Within two (2) working days of the notification, the principal, athletic director, and coordinator of the Student Assistance Team (hereafter referred to as the Eligibility Committee) will meet with the student who should be accompanied by at least one (1) parent/guardian and may also be represented by legal counsel. Any witnesses may also attend to help ensure that an accurate account of the alleged violation is obtained. The matter will be discussed at this meeting and a decision reached by the Eligibility Committee at the conclusion of the meeting.

If, prior to this meeting and before notification of the student and his/her parents/guardians, the Eligibility Committee determines that the reported incident is clearly not a violation of the Eligibility Policy, the matter will be dropped at this point.

In determining disciplinary measures, the Eligibility Committee may adhere to the following disciplinary/rehabilitation measures or may modify them in any way using its full discretion to take into consideration all extenuating circumstances as well as other pertinent information. Admitting to a violation when a written report is never received, is to be considered admirable and should be considered favorably by the Eligibility Committee.

The Eligibility Committee's decision will be given to the student and parent/guardian as soon as it is reached. A written copy of the decision will be sent to the student and parent/guardian within two (2) days of the meeting with copies also given to the sponsor/coach, principal, athletic director, superintendent, and the Board secretary.

### **APPEALS**

Any student participant who desires to appeal the decision rendered by the Eligibility Committee may do so to the superintendent. Notice of such an appeal must be given to the superintendent with seven (7) calendar days of the date of the decision. The appeal shall be heard by the superintendent within five (5) calendar days of the notice of appeal.

The decision of the superintendent can be appealed by the student to the Board of Education. Notice of such an appeal must be filed with the Board secretary within seven (7) calendar days of the superintendent's decision. The appeal shall be heard by the Board within thirty (30) calendar days of filing the notice of the time and place of hearing on the student and the parent/guardian by personal service or certified mail and on any other interested parties by ordinary mail or personal service. The decision of the Board of Directors shall be the final and binding district level decision. The decision of the Board of Directors on eligibility may be appealed to the Department of Education.

### West Monona Extra-Curricular Eligibility Policy

**First Offense:** if the student is found to have violated or admits to a violation of the eligibility policy for the first time, he/she will be ineligible for four weeks. The student will not be able to participate in any public performance or other activities as listed for four weeks from the date the eligibility committee is notified.

**Second Offense:** if the student is found to have violated or admits to a violation of the eligibility policy for the second time, he/she will be ineligible for twelve weeks. The student will not be able to participate in any public performance or other activities as listed for twelve weeks from the date the eligibility committee is notified. For the second offense only, students may reduce the ineligibility period by no more than three weeks if they perform 10 hours of community service for each week of reduction. This would mean that if a student informs the school of the infraction prior to the school being informed by authorities and they perform 30 hours of community service the ineligibility period would be 8 weeks instead of 12 weeks.

**Third Offense:** if the student is found to have violated or admits to a violation of the eligibility policy for the third time, he/she will be ineligible for twenty-four weeks. The student will not be able to participate in any public performance or other activities as listed for twenty-four weeks from the date the eligibility committee is notified.

**Fourth Offense:** if the student is found to have violated or admits to a violation of the eligibility policy for the fourth time, he/she will be ineligible for one calendar year. The student will not be able to participate in any public performance or other activities as listed for one calendar year from the date the eligibility committee is notified.

**Fifth Offense:** if the student is found to have violated or admits to a violation of the eligibility policy for the fifth time, he/she will be ineligible for any public performance or other activities as listed the remainder of their middle school career.

- If the offense occurs during a time when the student is not participating in an activity and/or athletics, the suspension will begin when practice starts for the next activity and/or athletics they participate in. **Students will be ineligible for a minimum of two dates.** The student must successfully complete the activity and/or athletics in good standing or the suspension will start over with the next activity and/or athletics they participate in. If a student becomes ineligible after a season has started he/she may not join that sport to fulfill their ineligibility consequences.
- If the student informs the eligibility committee of any violations of the eligibility policy before the school is notified, the eligibility committee will have the option to modify the suspensions as they see fit.
- Academic (classroom) time does not apply towards an ineligibility period.
- If a student goes two calendar years between their first offense and a second offense the ineligibility period will follow the first offense guidelines.
- Students cannot start an activity after the activity has started to take care of an eligibility issue.
- For eligibility purposes each offense will count for the duration of the student's middle school career, but will reset when the student enters high school.

## **SECTION II – MIDDLE SCHOOL**

### **GENERAL INFORMATION**

#### **W e s t   M o n o n a   M i d d l e   S c h o o l**

#### **VISION STATEMENT**

We, the West Monona Middle School faculty and staff, envision a school setting where teachers work as a team so that all students can learn.

We envision a learning environment that is nurturing and caring, structured and consistent, and safe. This is achieved with an emphasis on responsibility, respect, and parental support.

We also envision teachers who are experts in instructional strategies and who know that to get what is wanted from a student must first be modeled by the teacher.

#### **ACTIVITIES ACADEMIC ELIGIBILITY POLICY**

1. Any student who wishes to participate in athletics must have a physical exam on file in the office before being allowed to begin participation in practice or games.
2. Proof of insurance or an insurance waiver must be on file in the office.
3. Students must have a signed West Monona Extracurricular Eligibility Form on file before they can participate in a school event.
4. If a student is absent from school, the student is not allowed to participate in any extra-curricular activities that day.
5. Students participating in extra-curricular activities must ride school transportation to and from all events (parent/guardian may pick up with prior approval).
6. If a Middle School student receives 2 F's on progress reports, midterms, or on the report card, he/she is ineligible for five school days. At the end of the five school day waiting period, if all grades are passing grades, he/she will become eligible again for the remainder of the grading period. Semester grades, midterms/progress reports are used to figure eligibility.
7. If a middle school student is recommended to attend after school tutoring they must attend after school tutoring before attending practice.
8. No student is eligible to participate in middle school athletics after his/her sixteenth birthday.
9. The following extracurricular activities and athletic teams are affected by the academic eligibility policy:

#### **Activities**

Student Clubs  
Drill Team  
Cheerleading  
Vocal (excluding Winter, Pops, and Spring Concerts)  
Band (excluding Winter, Pops, and Spring Concerts)  
Drama  
Musical  
T.A.G. Activities

#### **Athletics**

Football  
Volleyball  
Cross Country  
Basketball  
Wrestling  
Track  
  
Any other honorary activity



Students affected by this guideline will be able to practice and/or attend meetings (meetings that are held during the school day or immediately before or after school only) but they will not be allowed to participate in public performances, nor will they travel with the team or group as their focus should be on academics and raising their grades. For activities that are tied to a grade, the teacher will provide an alternative assignment or not count the activity missed against the student's grade.

### **CANDY, POP, FOOD**

Candy, pop, and food will NOT be allowed in the classrooms as it does not follow our school wellness policy. Water, juice, healthy snacks, and other items sold in school vending machines are permitted only in the commons and in classrooms with teacher approval. Classroom celebrations using candy, pop, and food are permitted on a case-by-case basis.

### **SCHEDULE CHANGES**

Schedule changes normally occur at the beginning of a semester, but only for the following reasons:

1. There is an error on the student's schedule.
2. Parent and student meet with the counselor concerning a schedule change.
3. All schedules will be final after the first three days of the semester.

### **SCHEDULES WILL NOT BE ADJUSTED FOR THE FOLLOWING**

1. Preference for a different teacher
2. Preference for a different period or semester
3. Preference to be with friends in class

### **Middle School Band & Choir Programs**

Band, Choir, or General Music is required for students in 6<sup>th</sup> grade. Band and/or choir are elective for students in 7<sup>th</sup> and 8<sup>th</sup> grade. Students enrolling in the programs have a two-week period to make a schedule change each semester. Students making a schedule change after two weeks, whether voluntary or for disciplinary reasons, will receive a failing grade for that quarter. Students earning a failing grade will be ineligible for the Honor Roll.

### **STUDENT**

#### **MIDDLE SCHOOL EXPECTATIONS**

1. We are expected to come to school drug and alcohol-free every day.
2. We are expected to show respect by obeying any reasonable request within the school community.
3. We are expected to have PRIDE in our school! A clean, litter-free school is our goal.
4. We are expected to follow the "golden rule" - treat others as you (they) want to be treated. This includes settling disagreements in an appropriate manner without resorting to violence, harassment or intimidation.
5. We are expected to respect all property - public and private.
6. We are expected to arrive in class on time, with appropriate learning materials. Don't ask to go to the restroom, to get a drink, to go to the office to use the phone, to receive calls, or leave the building unless it is an emergency. Check out in the office any time you leave the building and check in upon return.
7. We are expected to wear clothing that is appropriate to a school setting.
8. We are expected to avoid swearing or using vulgarities, verbal, written, or on clothing.
9. We are expected to show affection in an appropriate manner. No personal displays of affection including hand holding.

### **MIDDLE SCHOOL GRADUATION / ADVANCEMENT**

In most cases students in grades two through eight will not be retained. Instead, summer school will be required of these students in the areas they have not met grade level expectations. If the parents refuse to send their child to summer school they will sign a form stating they understand that the school believes their child has not met grade level expectations and they will not be sending them to summer school. Code No. 505.3

## STUDENT BEHAVIOR AND RESPECT FOR TEACHERS

Students at West Monona are great people, and we have high expectations for appropriate classroom behavior. Each teacher will explain his/her classroom rules in addition to the rules defined in this handbook. Students are responsible for their own behavior. Order in classrooms must be maintained for learning to occur. In most cases, the teacher will handle classroom discipline. There may be occasions when students may be sent to the office for disciplinary reasons. **If a student is sent to the office for disciplinary reasons they must fill out a form explaining why they were sent to the office and how they will correct the situation and then they will meet with the teacher prior to returning to class.** If there are continued disciplinary issues, a meeting with the student, their parents, and the teacher will be scheduled prior to the student returning to class. A student who causes repeated disruptions in a class might be permanently removed from the class. If the student is failing at the time, a failing grade will be placed on the student's record.

Teaching school is a difficult but rewarding profession. If our school is to function effectively, we need your cooperation. We expect each student to show all teachers and employees at our school the proper degree of respect both in and out of school. This includes addressing them as Mr., Miss, Mrs., Ms. or Coach, whichever they prefer. Your language around a teacher, or directed at a teacher, should be of the highest standards. Your actions should be appropriate for the school setting. When a teacher makes a reasonable request of a student, it is expected that the student will carry out that request without argument. If you disagree with the instructor and do not feel you can discuss the problem in a respectful manner, go to the principal.

Each student may not personally like every teacher. We will demand, however, that you respect the position the teacher holds.

## DANCES

1. Dance times are 7:00 to 9:00 p.m., unless approved by administration.
2. No out-of-school guests are allowed. Middle school dances are for West Monona Middle School students only. No high school students are allowed.
3. An organized school group must sponsor a school dance.
4. A request for a dance must be made five days in advance.
5. Three parent/adult chaperones are required. Names *must* be turned into the office for approval two days before the dance.
6. Appropriate clothing is expected. Students wearing clothing that is too revealing will not be allowed in to the dance.
7. When a student leaves the dance, he/she may be able not return, in which case the chaperone's will contact parents or guardians.
8. If student's behavior is inappropriate parents will be called to pick up their child and they will not participate in the next dance.

## ELECTRONIC DEVICES

CD players, MP3 players, DVD players, cell phones, pagers, and similar electronic items are not to be used in the building from 8:20-3:30 without teacher permission. Student computer use is an exception to this rule as are electronic devices used in classroom at teacher discretion. If a student is using another student's cell phone both students will be disciplined according to the Discipline Grid. See Discipline Grid.

## HONOR ROLL

Students who maintain higher than a 3.5 GPA with no grade below a C will be on the A Honor Roll.

Students that maintain a 3.00-3.50 GPA with no grade below a C will be on the B Honor Roll.

Recognition Honor Roll is for any student who raises his/her grade point average by 1/2 (.5) point or more. It is also for students who have at least a 3.0 GPA and are in fewer than five academic classes in middle school or high school. Recognition Honor Roll is only calculated the last two semester of each year as course grades from the previous year are not used to calculate recognition honor roll the first quarter. All grades must be earned at West Monona to qualify you for honor roll status of any kind.

## INCENTIVE PROGRAM/TRIPS

By quarter, the West Monona Middle School rewards its students for their actions inside the classroom and in the general school setting. At the end of each quarter there will be incentives/trip offered to students for their accomplishments. At the start of each quarter, all students begin with an equal opportunity to be involved in the next incentive/trip.

### **A student is automatically excluded from participating in the incentive program**

- If he/she is suspended during the time period in question. (In-school, out of school suspensions, bus suspensions, and laptop user agreement violations are treated the same for purposes of determining eligibility for the incentive program/trip.)
- If he/she is absent over 7 seven days within the prescribed time between trips. Special circumstances may be taken into account and are at the discretion of the principal.
- If he/she exhibits behavior on the previous incentive program/trip that is detrimental to the incentive program/trip in any way. Inclusion in the next incentive program/trip is at the discretion of the principal.

### **Any student may be excluded from participating in the incentive program/reward trip . . .**

If he/she earns 9 check marks” during the first quarter, 8 for the second quarter, 7 for the third quarter, and 6 for the fourth quarter.

“Check marks” are issued for

1. each “pink slip” for incomplete/late assignments,
2. each *unexcused* tardy that the student accumulates,
3. each Office Discipline Referral to include overtime, time in the office, and detention that is assigned to the student

Students that do not qualify for the trip are expected to attend school on the day of the outing and work on late work or work on enrichment activities provided by the middle school staff.

During the last three weeks of each quarter students can erase one earned pink slip for each week they go without earning a pink slip.

### **“PINK SLIP” SYSTEM**

The West Monona Middle School believes that students will achieve at a higher level and learn more by staying current on their assignments and class activities. In an attempt to help students be accountable, teachers have implemented a daily “pink slip” system. **The “pink slip” system is designed to serve as a communication system to ensure students have every opportunity to complete assignments and an accountability system to ensure students and parents are aware of their student’s performance.**

A student fills out a “pink slip” when an assignment is not completed at the assigned time. During seminar, the assignment is to be completed before any other activities are undertaken. Seminar supervisors collect the assignments and return them to the appropriate teacher. Slips will be kept on file and parents will be notified by mail when students receives five and 10 pink slips for work not being completed with a recommendation that the student attend after school tutoring sessions. Follow up letters will be sent for each 10 additional pink slips that students earn.

## **SECTION III – HIGH SCHOOL**

### **GENERAL INFORMATION**

#### **GUM, CANDY, POP, FOOD**

Candy, pop, and food will NOT be allowed in the classrooms as it does not follow our school wellness policy. Water, juice, healthy snacks, and other items sold in school vending machines are permitted only in the commons and in classrooms with teacher approval. Classroom celebrations using candy, pop, and food are permitted on a case-by-case basis. -All other liquids may be confiscated.

#### **SCHEDULE CHANGES**

Schedule changes normally occur at the beginning of the semester, but only for the following reasons:

1. A student completes a course during the summer for which he/she had registered.
2. A student must repeat a failed course from the previous year(s).
3. A student has not met the prerequisite for a course for which he/she is registered.
4. There is an error on the student's schedule.
5. Parent and student meet with the counselor concerning a schedule change.
6. All schedules will be final after the first five days of the semester. If courses are dropped after this grace period, students will receive a grade of an F for the semester, unless administrative discretion decides otherwise.
7. Year long classes cannot be dropped unless the student fails the class first semester.
  - Students are not allowed into a full-year class at mid-year unless due to a previous failing.
  - Students taking classes through the post-secondary enrollment option will be responsible for tuition, etc. if they fail or drop the classes.
  - All post-secondary classes will be posted on a student's transcript and will enter into the grade point average

A student will not be allowed to change his/her schedule unless the reason falls under one of the categories described above.

For 9th thru 12th grade students' seven credits are required each semester.

#### **SCHEDULES WILL NOT BE ADJUSTED FOR THE FOLLOWING**

1. Preference for a different teacher
2. Change of mind about taking a course
3. Preference for a different period or semester
4. Preference to be with friends in class

## **STUDENT**

### **WEST MONONA SENIOR HIGH SCHOOL EXPECTATIONS**

1. We are expected to come to school drug and alcohol-free every day.
2. We are expected to show respect by obeying any reasonable request within the school community.
3. We are expected to have PRIDE in our school! A clean, litter-free school is our goal.
4. We are expected to follow the “golden rule” – treat others as you (they) want to be treated. This includes settling disagreements in an appropriate manner without resorting to violence, harassment or intimidation.
5. We are expected to respect all property – public and private.
6. We are expected to arrive in class on time, with appropriate learning materials. Tylenol and cough drops should be obtained from the office during breaks, not during class time. Teachers may allow students to use the restroom, to get a drink, to go to the office to use the phone, to receive calls, or leave the building on an as needed basis to be determined by the teacher. Check out in the office any time you leave the building and check in upon return.
7. We are expected to wear clothing that is appropriate to a school setting.
8. We are expected to avoid swearing or using vulgarities: verbal, written, or on clothing.
9. We are expected to show affection in an appropriate manner.
10. We are expected to park properly in designated lots and to drive responsibly. Loss of driving privileges and/or fines may result from infractions.

### **STUDENT BEHAVIOR AND RESPECT FOR TEACHERS**

Students at West Monona are great people, and we have high expectations for appropriate classroom behavior. Each teacher will explain his/her classroom rules in addition to the rules defined in this handbook. Students are responsible for their own behavior. Order in classrooms must be maintained for learning to occur. In most cases, the teacher will handle classroom discipline. There may be occasions when students may be sent to the office for disciplinary reasons. A student who causes repeated disruptions in a class might be permanently removed from the class. If the student is failing at the time, a failing grade will be placed on the student's record.

Teaching school is a difficult but rewarding profession. If our school is to function effectively, we need your cooperation. We expect each student to show all teachers and employees at our school the proper degree of respect both in and out of school. This includes addressing them as Mr., Miss, Mrs., Ms., or Coach, whichever they prefer. Your language around a teacher, or directed at a teacher, should be of the highest standards. Making inappropriate comments about a teacher or other adults that work in the building that are heard/read by adults in the building or on school property will be considered as insubordination. Your actions should be appropriate for the school setting. When a teacher makes a reasonable request of a student, it is expected that the student will carry out that request without argument. If you disagree with the instructor and do not feel you can discuss the problem in an adult manner, see the principal or the counselor after class. Each student may not personally like every teacher. We will expect, however, that you respect the position the teacher holds.

## **DANCES**

*(This includes grand march)*

1. School dances are for current West Monona School students and their dates. **(No middle school students)**
2. A sign-up sheet will be used for out-of-school guests who are dates of West Monona students. Dates must be recorded in the office prior to the dance.
3. An organized school group must sponsor a school dance.
4. A request for a dance must be made five days in advance.
5. Chaperones must include staff and hopefully parents. A minimum of 4 chaperones is necessary.
6. The names of chaperones **MUST BE TURNED INTO THE OFFICE FOR APPROVAL BY THE WEDNESDAY BEFORE THE DANCE.**
7. Appropriate clothing is expected. Students wearing clothing that is too revealing will not be allowed in to the dance.
8. All high school dances (except Homecoming and prom) end at 11:30 p.m
9. When a student leaves the dance, he/she may not return.

## **DRIVING AND PARKING PRIVILEGES**

Students are permitted to drive their cars to school but students are never to be in automobiles during the school day without special permission from the principal. Driving to school is a privilege that may be revoked. Students are to park in the south lot and must park in an orderly manner. Reckless driving or speeding in the parking lot can result in loss of parking privileges. This means in straight rows with cars facing east/west and parallel to one another. Students are not allowed to park along the curb near the school or behind the school around the loading dock.

## **ELECTRONIC DEVICE**

West Monona High School students will be allowed to use their cell phones before and after school, during passing periods, teacher permission and lunch. They will not be allowed to use them during class time, seminar or during assemblies unless they have permission from a school official. Phones need to be turned off during class and out of sight. If a student violates the policy we will refer to the discipline grid.

## **GRADUATION REQUIREMENTS**

Students who have successfully completed (complete all course work prior to the scheduled time for semester test and take all required semester test) fifty two (52) credits as well as the proper number of required course credits two (2) days before commencement will be eligible to participate in commencement exercises starting with the class of 2017. Class of 2014 will remain at 48 credits, 2015 will be 49 credits, and class of 2016 will be 50 credits. In addition each student must score proficient on the Iowa Assessment in each area the district is held accountable for his or her junior year. If they do not meet this requirement their junior year, they must retest in each area they were not proficient in their senior year. If they do not score proficient their senior year an alternative test similar to the Iowa Assessment will be administered until the student scores proficient so they can earn their high school diploma. Students with IEP's must meet the goals stated in their IEP in regard to the Iowa Assessment to graduate, as well as the necessary credits. The number of credits needed for graduation may have to be adjusted to accommodate students coming from districts with 6 or 7 period days or from 10 block schedules. The following is the classification that will be used starting with the class of 2017.

Class of 2017-2018	Classes of 2015-2016
Freshman = 0-12	0-11
Sophomore = 13-25	12-22
Junior = 26-38	23-32
Senior = 39+	33+



Classification as a junior requires that the student, besides achieving the correct number of credits, must also be in his/her third year of high school, and that classification as a senior requires that the student be in his/her fourth year of high school. To qualify for graduation, a student during his/her four years of high school must have earned the proper number of credits as well as the proper number of REQUIRED credits.

#### **Required Credits to Graduate**

1. Four years of English
  - 8 credits (1 credit per semester)
2. Three years of mathematics
  - 6 credits (1 credit per semester)
3. Three years of science
  - 6 credits (1 credit per semester)
4. Three years of social studies
  - 6 credits (1 credit per semester) including one semester of world history, two semesters of U.S. history, and two semesters of government, and one elective for a semester.
5. One-half year of Computer Applications (1 credit)
6. 8 Semesters of PE
7. 1 Semesters of Health
8. 1 Semester of Pre-Employment Strategies
9. 1 Semester of Financial Literacy

Before a student who transfers into West Monona as a senior may graduate, he/she must be enrolled in good standing during his/her last semester and he/she must pass a minimum of four academic classes during that semester.

#### **COMMENCEMENT HONOR CORDS**

Seniors with a 4-year high school cumulative GPA of 3.50 or higher will be recognized and awarded the gold honor cord at the commencement ceremony.

#### **CREDIT WAIVER FOR PHYSICAL EDUCATION**

Students who participate in organized and supervised athletic programs\* at West Monona High School may request credit waivers for physical education. This waiver applies to only 11<sup>th</sup> and 12<sup>th</sup> grade students.

#### **Waiver Guidelines**

12<sup>th</sup> Grade students can receive a waiver for two (2) semester of physical education, while 11<sup>th</sup> grade students can only receive a waiver for one (1) semester of physical education. 11<sup>th</sup> grade students must document on their waiver request form which semester they will receive the waiver and subsequently, which semester they will be out for the activity.

A waiver may only be enacted during a semester when a student is actively involved in an athletic program. Students who are granted credit waivers will earn one-half (.5) credit in #230 Physical Education if they successfully complete the identified athletic season. All credits earned under this provision will be registered as a "P" for "pass" on student transcripts.

(\*Athletic programs must be officially recognized by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. For example rugby, bowling, cheerleading and drill team do not count)

1. Academic Course Not Otherwise Available

If a twelfth grade student seeks to enroll in "academic courses not otherwise available to the student," the

student's parents may request excusal from physical education, in writing. This form will be available to students during the registration process and must be completed during this process, specifically before the end of the year. This matter is within the principal's discretion. Iowa Code § 256.11(5)(g)(1); Iowa Admin. Code r. 281—12.5(5)"f"(2); *see generally In re Jed and Tessa Thompson*, 10 D.o.E. App. Dec. 195.

To qualify under this excusal provision, it is not necessary that the course at issue be a core course or a graduation requirement. The course may be an elective.

If the student drops the course, the student must enroll in physical education at the next semester to make up the credit.

This excusal is only available if the item in the student's schedule is an academic course for credit, this includes work study opportunities for seniors. A student cannot take advantage of this excusal if the basis for it is a time conflict with something that is not an academic course, such as an optional study hall or an opportunity for early dismissal.

## 2. Organized and Supervised Athletic Program

If a twelfth grade student is participating in an "organized and supervised athletic program which requires at least as much participation per week as one-eighth (1/8) of a unit of physical education," the student's principal may excuse the student from physical education.

If the student withdraws from the activity, the student must enroll in physical education at the next semester to make up the credit.

To be eligible for this excusal, the activity must equal or exceed nine hundred minutes in a semester. If the activity does not equal nine hundred minutes in a semester, parents of seniors participating in the activity are not eligible to request this excusal.

*Example: A twelfth grade student participates in a physical fitness club sponsored by the school and supervised by an appropriately licensed and endorsed teacher. It meets for forty-five minutes each Wednesday for the eighteen-week semester. This equals 810 minutes. Because this is less than 900 minutes, participation in this activity does not create eligibility to request an excusal under this rule.*

To qualify as an "organized and supervised athletic program," the activity must be sponsored by the school or school district. Outside activities sponsored by other entities are not eligible for this excusal.

*Example: A twelfth grade student participates in a youth basketball league sponsored by a city's parks department. That activity, not sponsored by the school district, is not eligible for this excusal.*

Appropriately licensed and endorsed school staff must also supervise the activity. For example, for a school's cheerleading squad, drill team, dance team, show choir or similar to be considered "supervised" under this excusal, the activity must be supervised by school employees with appropriate **physical education** or **coaching endorsements** issued by the Iowa Board of Educational Examiners. If an appropriately licensed and endorsed employee does not supervise the activity, it does **not** qualify for this excusal.

### **GRADUATION REQUIREMENTS: ROBES**

Seniors shall rent or buy and wear robes during commencement exercises. Color selection shall be from the colors within the school district of: Green, Black, Gold, or White. The official colors of the school are Kelly Green and White. Graduates will abide by the following guidelines; males shall wear collared shirt, slacks, socks, and shoes. Females shall wear slacks and an appropriate top or a dress and shoes.

### **EARLY GRADUATION**

Students may graduate prior to completion of grade twelve if the course work required for graduation under board policy, "Graduation Requirements", has been fulfilled. In such cases, the student must have recommendations by the superintendent and principal and approval of the school board.

Any student who desires to graduate early must submit a written application, signed by a parent or guardian, to the principal requesting early graduation by October 1<sup>st</sup>. Before a student will be considered for early graduation, he/she must have attended high school for four semesters and must have passed twenty-seven credits including the required classes for freshmen and sophomores. Upon a recommendation from the principal, the student, parent and school counselor will develop a plan for the student's early graduation. This plan will provide for traditional senior credit requirements to be completed as a junior or mid-year senior.

Any student choosing early graduation may participate in Prom and Commencement with his/her graduation class.

### **ENROLLMENT IN EDGENUITY/ONLINE LEARNING COURSES**

Students who wish to enroll in Edgenuity or online learning must complete an Edgenuity/Online learning agreement available in the school counselor office. This agreement will share responsibilities and characteristics necessary for successful completion of coursework in an online learning environment. West Monona High School will provide a coach (school counselor or administrator's designee) to closely monitor student progress so they are no surprises and students can be quickly identified if they need more assistance. Coaches will also work closely with school administration to communicate with parents at midterms, quarters, and semesters, but more often if necessary.

#### **Distance/Online/Edgenuity Learning Success Traits**

Students who have these personality characteristics are most likely to succeed as distance learners.

- **Communicative:** Students who are able to participate in class through both written and spoken word will succeed in online learning.
- **Motivated:** Students who do not give up easily when faced with challenging materials and are able to prioritize their workload will more likely be successful distance learners
- **Assertive:** These students aren't afraid to ask questions! They don't hesitate to ask for help with either content or technology. Consequently they are less likely to become frustrated and drop the course.
- **Methodical:** Students need to log on to their courses every day so that they don't fall behind. They need to make a habit of checking for assignments, reading email and contributing to discussions.

Students enrolled in Edgenuity will have one (1) week to drop the course without receiving an F for the term. Students enrolled in Edgenuity or other online learning not associated with a college, will take their semester exams during which the time they have allotted in their schedule.

Students are expected to be at the following minimum guidelines when using Edgenuity or other online learning platforms\*:

- End of 1<sup>st</sup> quarter – 25% of full year course or 50% of semester course

- End of 2<sup>nd</sup> quarter/1<sup>st</sup> semester – 50% of full year course or 100% of semester course
- End of 3<sup>rd</sup> quarter – 75% of full year course or 50% of semester course
- End of 4<sup>th</sup> quarter/2<sup>nd</sup> semester – 100% of full year course or 100% of semester course
- \*for these purposes the date on the calendar listed as End of \_\_\_ quarter/semester will serve as this date, not when grades are due in the office.

If students are not at these minimum checkpoints, for eligibility purposes they will be deemed failing, this would count as one (1) F for this purpose.

### **SPARTAN HOURS**

Starting the 2012-2013 School Year, West Monona Seniors will be required to do 12 service hours as part of their graduation requirements. This is a way to give back to the community that has given so much to West Monona. Students will be required to do 4 hours for a community group, 4 hours for an individual person, and 4 hours for school. Hours cannot be done for a family member and must take place outside of school hours for no pay. This will be apart of the Senior Government and Economics class. If these hours are not completed, students will not be allowed to graduate.

Students in grades 9, 10, and 11 will also be required to complete Spartan Hours to progress to the next grade in terms of non-academic settings (locker location, homecoming activities, etc). Students in 9<sup>th</sup> grade must complete 4 hours for school, students in 10<sup>th</sup> grade must complete 4 hours for an individual person, and students in 11<sup>th</sup> grade must complete 4 hours for a community group.

### **HONOR ROLL AND ACADEMIC LETTER**

Students who maintain higher than a 3.5 GPA with no grade below a C will be on the A Honor Roll. Students that maintain a 3.00-3.50 GPA with no grade below a C will be on the B Honor Roll. Honor roll will be awarded at the end of each semester when credits are awarded.

High School students will receive an academic letter and a bar after meeting the following standards for two consecutive semesters (A bar will be awarded for each semester thereafter to the students who has lettered if he/she meets the criteria below):

1. The student must take a minimum of five academic courses and seven total.
2. The student maintains a 3.25 GPA for two consecutive semesters.
3. The student must not receive a "D" or Failing grade.

## **NATIONAL HONOR SOCIETY**

Admission to the National Honor Society is one of the greatest honors than can come to a high school student. A student's admission in the organization represents their effective demonstration of the four qualities held in high esteem by the society.

The first requirement to be met before being selected to the society is scholarship. To be eligible for membership, a student must have a minimum cumulative GPA of 3.000 (there is no rounding), but scholarship alone will not admit a student to the National Honor Society. The individual must also possess the qualities of leadership and character and be actively involved in service in their community. If a student fails to meet one or more of the above criteria, it is possible that they may not be inducted into the National Honor Society.

Students who possess the qualities that meet the high standards of the organization have been chosen to become members of the National Honor Society by a vote of a majority of the faculty council. Recommendations through a ranking system from the rest of the faculty are reviewed and taken into consideration. Students are ranked in the areas of Leadership, Service, and Character on a score of 1-5. Students must average at least a 3 on these rankings to be considered for the National Honor Society. Each eligible student must also submit an essay addressing the four qualities including information about their accomplishments, which is also reviewed by the council. The students who are selected are to be greatly congratulated for the excellence of their record from the time they entered high school as a freshman to the date of their selection.

## **POST-SECONDARY ENROLLMENT OPTION**

Eleventh and Twelfth grade students may receive academic credits that count toward the graduation requirements for courses taught in post-secondary educational institutions along with 9th and 10th graders classified as TAG. The student may receive credits for courses approved by the school principal.

Courses shall be approved on a case-by-case basis. To be eligible for these courses students must score proficient on their Iowa Assessment test in the areas of reading comprehension, math, and science. Students in grades eleven (11) and twelve (12) will be reimbursed for tuition and other costs directly related to a course offered during the regular school year and approved by the principal. The maximum amount allowed is \$250 per course. There will also be a \$250 deposit fee required before taking the course. A passing grade of a C or higher is required for reimbursement, students with a C- or below will need to pay for the course (\$250.00).

## **SEMESTER TEST POLICY**

All teachers in all classes will administer a semester test each semester. Students are able to receive a waiver for one first semester test (second-semester test if Iowa Assessment scores are not received in time) by scoring proficient in all categories of the Iowa Assessment.

Students enrolled in PSEO or online college classes will take their semester test at the designated time according to their instructor. Students enrolled in Edgenuity online learning will take their semester exam during the period in which they are enrolled in Edgenuity.

Note—students not taking semester test will be on open campus privileges meaning they can leave the building when not taking a semester test. The library will be open for those students wishing to study for an upcoming test. Semester tests will be given early only with administrator approval.

## **STUDENTS WHO ARE OF LEGAL AGE**

Students who are considered of legal age as far as society is concerned are still subject to the same rules and regulations of all other students while in attendance at West Monona.

### **ACTIVITIES**

#### **CRITERIA FOR THE MALE AND FEMALE SPARTAN OF THE YEAR AWARDS GIVEN ANNUALLY BY THE ATHLETIC DEPARTMENT OF WEST MONONA HIGH SCHOOL**

The following criterion was established over a number of years by the Athletic department, including Athletic Directors and Coaches. In making the decision each year on who would win the award, the coaches have felt that the decision, though bound by the following rules is a personal choice by each coach with each coach having personal reasons on why they feel a particular athlete deserves the award. It is impossible to separate those feeling from the process because we all have different ideas and beliefs about what makes an athlete deserving of such an award.

##### **Procedure for selection:**

1. Coaches nominate senior athletes that have participated in athletics throughout their high school career. Awards, honors and number of letters in a particular sport of each athlete are noted.
2. Those athletes are then voted on – each coach receives one vote. Coaches vote on whichever sex they coach, with head and full-time assistants each receiving one vote (not multiple for multiple coaching assignments). Once the votes are tabulated, the athlete receiving the majority of the votes is selected for the award. In the event of a close ballot (for example a 5-4-3 vote) in the voting, a second vote is taken using only the two athletes that receive the most votes. In the event of a second tie, two awards will be given – co-athletes of the year.

##### **Rules governing selection:**

1. In a year where the coaches do not feel there is a viable candidate in the senior class, a junior may be chosen. If a junior is chosen it does NOT exclude them from receiving the award their senior year.
2. An athlete's entire career is to be used in determining the award, not just their senior year. That way if an athlete is injured during their senior year, they are still eligible for the award.
3. If an athlete is ineligible during their senior year for violation of the West Monona Eligibility Policy, they are not eligible for the award. Included in that year will be the summer prior to their senior year (baseball and softball).
4. An athlete that wins the Sportsmanship award is eligible for the athlete of the year award in that same year.

**CRITERIA FOR THE SPORTSMANSHIP AWARD GIVEN ANNUALLY  
BY THE ATHLETIC DEPARTMENT OF WEST MONONA HIGH SCHOOL**

The following criteria have been established over a number of years by the Athletic department, including Athletic Directors and Coaches. In making the decision each year on who would win the award, the coaches have felt that the decision, though bound by the following rules is a personal choice by each coach with each coach having personal reasons on why they feel a particular athlete deserves the award. It is impossible to separate those feeling from the process because we all have different ideas and beliefs about what makes an athlete deserving of such an award.

**Procedure for selection:**

1. Coaches nominate Senior athletes that have participated in athletics throughout their high school career. Awards, honors and number of letters in a particular sport of each athlete are noted.
2. Those athletes are then voted on – each coach receives one vote. Coaches vote on whichever sex they coach, with head and full-time assistants each receiving one vote (not multiple for multiple coaching assignments). Once the votes are tabulated, the athlete receiving the majority of the votes is selected for the award. In the event of a close ballot (for example 5-4-3- vote) in the voting, a second vote is taken using only the two athletes that receive the most votes. In the event of a second tie, two awards will be given, co-sportsmanship award winners.

**Factors governing selection:**

1. Observed attitude on the court and/or field.
2. Observed attitude and respect towards officials.
3. Observed attitude and respect towards teammates.
4. Observed attitude and respect toward coaches.
5. Coach-ability.
6. How well they represent West Monona at all times.

**Rules:**

1. The winner of the Sportsmanship Award is eligible for the Athlete of the Year Award.
2. If an athlete is ineligible during their senior year for violation of the West Monona Eligibility policy, they are not eligible for the award. Included in that year will be the summer prior to their senior year (baseball and softball).
3. Having been ineligible because of our eligibility policy at some time in their past does not automatically makes them ineligible for the Sportsmanship award.
4. If there isn't a deserving candidate in the senior class, no award will be given in that year.

**ACADEMIC ELIGIBILITY POLICY**  
**(MIDTERM AND QUARTER GRADES WHERE CREDIT FOR A CLASS IS NOT GIVEN)**

If a **HIGH SCHOOL** student receives two mid-term F slips he/she is ineligible for a minimum of 5 school days. At the end of this period, if their grades are passing in all classes they will become eligible again for the remainder of the quarter. If a student receives an F on a quarter grade where credit for a class is not given he/she is ineligible for a minimum of 10 school days. At the end of this period, if their grades are passing in all classes they will become eligible again for the remainder of the next quarter. (At the end of the semester, semester grades and academic eligibility guidelines override quarter academic eligibility guidelines)

The following school activities and athletic teams are affected by the academic eligibility policy:

<u>Activities</u>	<u>Athletics</u>
Student Council	Football
Class Officer	Volleyball
Cheerleading	Cross Country
Drill Team	Basketball
Vocal	Wrestling
Band	Golf
Speech	Track
Drama	Baseball
Musical	Softball
National Honor Society	
Homecoming Royalty	
FCCLA	
Key Club	
Honorary Activities	

**(Other activities/events may be included as situations dictate)**

Students affected by this guideline will be able to practice and/or attend meetings (meetings that are held during the school day or immediately before or after school only) but they will not be allowed to participate in public performances. The coach/director will determine if they travel with the team or stay behind and focus on their academics and raising their grades. These students will not be released during the school day. For activities that are tied to a grade the teacher will provide an alternative assignment or not count the activity missed against their grade.



**ACADEMIC ELIGIBILITY POLICY  
(GRADES WHERE CREDIT FOR A CLASS IS GIVEN—SEMESTER GRADES)**

**The following language is taken directly from state language and is effective the beginning of the 2006-2007 school year.**

**36.15(2) Scholarship rules.**

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. *They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.*

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken

From a postsecondary *institution and*, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. *No student shall be denied eligibility if the student's school program deviates from the traditional two semester school year.*

*(1) Each 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 grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "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 an compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days. For ineligibility at the end of the 1<sup>st</sup> semester the ineligibility period will start at the beginning of the second semester or the first legal playing date of the next sport they are in. For ineligibility at the end of the 2<sup>nd</sup> semester—if the student is out for baseball or softball the 30 days begins immediately if not the ineligibility period begins on the first legal playing date of the next sport they are in..*

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when *the executive board* finds that the interests of the student and interscholastic athletics will be benefited.

f. *All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.*

*g.* A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

*h.* A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCA), National Junior college Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

*i.* A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.

*j.* The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

*k.* Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

### **SCHOOL REPRESENTATION**

Students who receive honors or hold positions representing West Monona are looked upon as leaders. Because of this responsibility, qualities they should exhibit include honesty, integrity, character and service.

These positions of honor include, but may not be limited to, membership in the following:

- National Honor Society
- Student Council
- Class Officers
- Homecoming Court
- FCCLA
- Key Club
- NASA Trip
- Any honorary activities

To be considered for these positions you must be a full time student at West Monona or be dually enrolled at West Monona and a post-secondary institution.

STUDENTS WILL BE INELIGIBLE TO PARTICIPATE AS A NOMINEE, OFFICE-HOLDER, OR CONTINUE AS A REPRESENTATIVE FOR ANY OF THE VIOLATIONS OUTLINED UNDER THE ACTIVITIES ELIGIBILITY POLICY

## Period Schedule 2015-2016

High School Regular Schedule (47 min period)	Middle School Regular Schedule (47 minute period)
<p>1 = 8:20-9:07 (47)  2= 9:11-9:58 (47)  3= 10:02-10:49 (47)  4 = 10:53-11:40 (47)  5 = 11:44-12:57  A Lunch=11:40-12:06 (26) Class=12:09-12:57 (48)  B Class=11:44-12:31 (48) Lunch=12:31-12:57 (26)  6 = 1:01-1:48 (47)  7 = 1:52-2:39 (47)  8 = 2:43-3:30 (47)</p> <p><b>High School 9:20 Start</b>  1= 9:20-10:00 (40)  2= 10:04-10:44 (40)  3= A lunch 10:44-11:08 (24) Class 11:11-11:51(40)  3= B class 10:44-11:08 (24)/11:35-11:51 (16)  B Lunch 11:08-11:32 (24)  4= 11:55-12:35 (40)  5= 12:39-1:19 (40)  6= 1:23-2:03 (40)  7= 2:07-2:47 (40)  8= 2:50-3:30 (40)</p> <p><b>10:20 late start High School</b>  1 = 10:20-10:52 (32)  2 = 10:56-11:28 (32)  3 = 11:32-12:04 (32)  4 = A lunch 12:04-12:30 (27)  A class 12:33-1:06 (33)  B class 12:08-12:40 (32)  B lunch 12:40-1:06 (26)  5 = 1:10-1:42 (32)  6 = 1:46-2:18 (32)  7 = 2:22-2:54 (32)  8 = 2:58-3:30 (32)</p> <p><b>2:30 Dismissal High School</b>  1 = 8:20-9:00  2 = 9:04-9:44  3 = 9:48-10:28  4 = 10:32-11:12  5 = A lunch 11:12-11:36 &amp; class 11:39-12:19  B class 11:15-11:55 &amp; lunch 11:55-12:19  6 = 12:22-1:02  7 = 1:06-1:46  8 = 1:50-2:30</p>	<p>1 = 8:20-9:07 (47)  2= 9:11-9:58 (47)  3= 10:02-10:49 (47)  A Lunch = 10:49-11:15 (26) 11:18-12:06 (47)  B Class = 10:53-11:15 (23) 11:42-12:06 (24)  B Lunch = 11:15-11:39 (26)  5 = 12:10-12:57 (47)  6 = 1:01-1:48 (47)  7 = 1:52-2:39 (47)  8 = 2:43-3:13 (29)  Dugout = 3:16-3:30 (14)</p> <p><b>Middle School 9:20 Start (no dugouts)</b>  1= 9:20-10:00 (40)  2= 10:04-10:44 (40)  3= 10:48-11:28 (40)  4= A lunch= 11:28-53(25) Class 11:56-12:36 (40)  B class = 11:31-11:53(22)/12:18-12:36 (18)  B lunch = 11:53-12:15 (22)  5= 12:39-1:19 (40)  6= 1:23-2:03 (40)  7= 2:07-2:47 (40)  8= 2:50-3:30 (40)</p> <p><b>Middle School 10:20 Start (no dugouts)</b>  1 = 10:20-10:52 (32)  2 = A lunch 10:52-11:19 (27)  A class 11:22-11:54 (32)  B class 10:56-11:28 (32)  B lunch 11:28-11:54 (27)  3 = 11:58-12:30 (32)  4 = 12:34-1:06 (32)  5 = 1:10-1:42 (32)  6 = 1:46-2:18 (32)  7 = 2:22-2:54 (32)  8 = 2:58-3:30 (32)</p> <p><b>Middle School 2:30 Dismissal (no dugouts)</b>  1 = 8:20-9:00  2= 9:04-9:44  3= 9:48-10:28  4 = A Lunch 10:28-10:53 &amp; Class 10:56-11:36  B class. 10:31-10:53 &amp; 11:17-11:35  B Lunch 10:53-11:14  5 = 11:38-12:18  6 = 12:22-1:02  7 = 1:06-1:46  8 = 1:50-2:30</p>



**WEST MONONA HIGH SCHOOL**  
**EDGENUITY COURSE SYLLABUS AND PROCEDURES**

This syllabus is a guide to the things you should know and implement to be successful.

Website: <http://learn.edgenuity.com/student/>

Username: \_\_\_\_\_ Password: \_\_\_\_\_

**EDGENUITY ONLINE CLASS OVERVIEW:**

Edgenuity is different than a traditional course because it is self-paced and online; you will learn all the concepts covered in a regular class at your own pace in an online environment. Much of your coursework (listening to instruction from on-screen instructors, completing vocabulary activities, assignments, lab activities, and online quizzes/tests) will take place during this class period; however, you will be required to access the program through the library and/or home access if you fall behind. The advantage of being self-paced is that you can move quickly through material that you know well and spend longer on things you need more help with.

Because Edgenuity is self-paced though, you will be taking on more responsibility for yourself than you do in a traditional high school class. To be successful with this course it is essential that you are present and on time every day, on task at all times within the class, and be able to track/maintain your progress through the course. You will need to move efficiently through the material. Once the semester is finished, you are out of time. Help will be here to support you, but the ultimate responsibility for your success lies with you.

Note: Edgenuity is very dependent on reading material, and listening to and comprehending online lectures. The time requirement outside of class for this course will be directly related to your English language abilities, your work ethic, and your processing speed within the class time. At the end of the semester, if you have not completed 100% of the course, you will earn 0% for all remaining components. It is essential to keep on target. Also, since this is a web-based program, there may be some days when the Internet is non-accessible in class. You are still responsible for completing 6% of your course that week.

**Steps Required for Edgenuity Class:**

- \_\_\_\_\_ 1. Completion of Student Orientation: Intro to the Virtual Classroom (video) -  
<http://ecomunity.education2020.com/video-student-orientation-intro-to-the-virtual-classroom/>
- \_\_\_\_\_ 2. Student has access to Student Learning Tools in Edgenuity and Edgenuity Student Guide online.
- \_\_\_\_\_ 3. Completion of the student-parent Edgenuity contract.

\_\_\_\_\_  
School official

\_\_\_\_\_  
Date

- \_\_\_\_\_ 4. Sign off from Mrs. King that you are registered for Edgenuity through the WMLC and the WMLC is your class location.

\_\_\_\_\_  
Mrs. King, School Counselor

\_\_\_\_\_  
Date

You have a great opportunity to accomplish a lot of work with the support of a faculty member as your coach, in addition to the West Monona Learning Center staff, your school counselor and administration. We provide you with:

- ✓ A quiet space
- ✓ Reliable internet connection
- ✓ Computer for educational use
- ✓ In-person feedback and support

### **COURSE REQUIREMENTS FOR SUCCESS:**

In order to be successful within this class you MUST:

- You will most successful if you listen to the videos, take good notes, and do the assignments with your best effort. You will complete the course more efficiently by doing these things.
- Be able to navigate the web
- Come prepared and ready to work daily on your course
- Complete all assignments independently
- Track your progress
- Get one-on-one help when you need it
- Stay on track for completion in ALL of your courses
- Work silently during your work time.
- Study for all of your quizzes and tests just as you would any other class.
- You are responsible for checking your progress report every day.

### **EVALUATION:**

- Students enrolled in Edgenuity will have one (1) week to drop the course without receiving an F for the semester. Students enrolled in Edgenuity or other online learning not associated with a college, will take their semester exams during the time indicated for their respective Edgenuity period on their schedule.
- Your midterm, quarter, and semester grade(s) will reflect your "Actual Grade" within Edgenuity. If you are on "target" this grade will match your "Overall Grade". The more diligent and accurately you work, the higher your grade will be.
- Students are expected to be at the following minimum guidelines when using Edgenuity or other online learning platforms\*:
  - End of 1<sup>st</sup> quarter – 25% of full year course or 50% of semester course
  - End of 2<sup>nd</sup> quarter/1<sup>st</sup> semester – 50% of full year course or 100% of semester course
  - End of 3<sup>rd</sup> quarter – 75% of full year course or 50% of semester course
  - End of 4th quarter/2nd semester – 100% of full year course or 100% of semester course

\*for these purposes the date on the calendar listed as end of \_\_ quarter/semester will serve as this date, not when grades are due in the office.
- If students are not at these minimum checkpoints, for eligibility purposes we will take their actual grade to determine their eligibility and grades.

- You can monitor your progress report with the Edgenuity Organizer. You'll see these terms often:
  - **Overall grade:** The grade you've earned on the portion of the course you've completed.
  - **Actual Grade:** Based on the overall grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed. If you are on-track or ahead of schedule with your course, the Actual Grade will be the same as the Overall Grade. Only when you begin falling behind in completing your coursework will the Actual Grade be lower than the Overall Grade.
  - **Relative Grade:** The grade you earned including 0% for all components remaining incomplete.
  - **Complete %:** The percentage of the course that you've completed.
  - **Target Completion:** The percentage of the course that should be done thus far in order to be on track to finish the course by the course end date.
- Remember that the teacher does NOT GIVE grades to you. Grades are EARNED.
- As needed, school officials will conference with you regarding your performance and progress in class. Phone calls home will be made as needed.
- Proper planning and preparation prevents poor performance!

### ASSESSMENTS:

- There will be a quiz at the end of each lesson. You must get a minimum score of 60% on these in order to proceed with the program, if you do not you will have one additional opportunity to retake before you will need to see Mrs. Mann to reset your quiz.
- You will be able to use your notes on all tests and quizzes. The better the notes you take, the easier the assessments will be!
- The grading scale is the same used at West Monona HS/MS:

A = 100%-95%  
 A- = 94%-90%  
 B+ = 89%-87%  
 B = 86%-83%  
 B- = 82%-80%  
 C+ = 79%-77%  
 C = 76%-73%  
 C- = 72%-70%  
 D+ = 69%-67%  
 D = 66%-63%  
 D- = 62%-60%  
 F = 59% and below

- The course requirements are weighted by each individual class.

### **STRICTLY ENFORCED SCHOOL POLICIES:**

- Per school policy, there is NO food or drink, opened or unopened, permitted near your computer.
- Per school policy, all cell phones and electronic devices are to be powered off, concealed and not in use in the classroom, including break time. Students in violation of the policy will have their items confiscated and turned over to an administrator. Consequences are outlined in the student handbook.
- If you are absent, you are still responsible for completing your work in a timely manner by the midterm, quarter, and semester checkpoints.
- You must complete a course in the same semester in which you were enrolled.
- You may be withdrawn from the course if you are not making satisfactory progress or fail to abide by the rules.

## WEST MONONA HIGH SCHOOL EDGENUITY STUDENT CONTRACT

Student's Name: \_\_\_\_\_

Class Name/Semester: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

To continue forward in Edgenuity, this form must be signed and returned by the end of the first week of the semester:

By signing below, I am indicating that I accept and agree to abide by the terms, outlined requirements and rules of being a part of the Edgenuity program listed here and within this document. I also understand that if I disregard any part of this agreement I risk progressive disciplinary action.

I agree to all of the behavioral expectations and consequences as outlined here and within the West Monona MS/HS Handbook.

I agree to protect my username and password. I will not share my log in information with others.

I will be present and punctual to class. I will work diligently on my online course in order to complete it by the end of the semester. I understand that I will earn 0% for all remaining components that I have not completed by this time. Appropriately, I will use access at the school, public library and/or within my home.

I understand that I am to be quiet, non-disruptive, productive, and steadily working on my Edgenuity course during my allotted time. If I am not, I understand that my parent/guardian may be contacted, and that disciplinary action will be administered appropriately and progressively.

I agree never to submit work that is not my own and never to cheat on assignments or assessments. I understand that such activities violate our school's honor code and can result in disciplinary action.

I accept that my teacher holds the rights to log me off, give me additional activities, make me redo activities, and/or suspend my home access privileges if they deem it necessary or beneficial to me.

I will maintain timely progress in my courses and keep in continuous communication with my instructor/coach and school staff.

I understand that failure to uphold these commitments may result in course failure, withdrawal, or not being allowed to take online or Edgenuity courses in the future.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent(s)/Guardian(s)** — Signing below indicates you have read, understand, and will support the expectations and guidelines of the Edgenuity classroom as outlined in the course syllabus, above contract and letter on the reverse side. You will be sent bi-weekly e-mails detailing your child's progress.

Parent/Guardian's Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor/Administrator/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**West Monona Community School District**  
**PHYSICAL EDUCATION EXEMPTION REQUEST**

*Return completed form to the High School Counselor*

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_ Grade for 2015-16 \_\_\_\_\_

Students who participate in organized and supervised athletic programs\* or have other academic courses not available in the schedule at West Monona High School may request credit waivers for physical education. This waiver applies to only 11<sup>th</sup> and 12<sup>th</sup> grade students.

**Waiver Guidelines**

12<sup>th</sup> Grade students can receive a waiver for two (2) semester of physical education, while 11<sup>th</sup> grade students can only receiver a waiver for one (1) semester of physical education. 11<sup>th</sup> grade students must document on their waiver request form which semester they will receive the waiver and subsequently, which semester they will be out for the activity.

A waiver may only be enacted during a semester when a student is actively involved in an athletic program. Students who are granted credit waivers will earn one-half (.5) credit in #230 Physical Education if they successfully complete the identified athletic season. All credits earned under this provision will be registered as a "P" for "pass" on student transcripts.

*\*Athletic programs must be officially recognized by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. For example rugby, bowling, cheerleading and drill team do not count*

Please select which semester you are requesting to receive the waiver and identify the activity you will be participating in:

Select Semester(s) (please circle):    Fall      Spring    Sport: \_\_\_\_\_

\_\_\_\_\_ Please mark that you would request a waiver for PE based on an academic course not otherwise available. This will require you to meet with the school counselor to determine if this will be approved by the high school principal.

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The decision to request an exemption is the responsibility of the student and parent/guardian. Read the following carefully before signing.

If a physical education exemption is utilized and the student does not participate through the athletic season (quits, etc.), I understand the physical education requirement must be made up to fulfill graduation requirements. Physical education cannot be added to the student's schedule past the add class deadline.

By signing this form, I understand that my son/daughter may be approved for a waiver of his/her physical education course for the semester or school year. I also understand that, depending on the waiver reason, the Principal of the building may have the final say on whether a physical education waiver shall be approved or not.

I request an exemption from the physical education requirement for 2015-2016 school year.

Signature of Student: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature of Counselor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**For Office Use Only**

Exemption approved/date \_\_\_\_\_

Schedule adjusted by/date \_\_\_\_\_

# DISCIPLINE GRID

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES				
When imposing discipline, district personnel shall adhere to the following general guidelines: 1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order. 2. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. The discipline grid will be used as a guide to determine consequences of each situation.				
	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Disruptive Behavior that results in a disciplinary Referral	1 Day ISS	3 Days OSS	3 Days OSS	Refer to Superintendent
Truancy, not signing out, skipping/leaving class, leaving school during lunch without permission	Zeros for all missed class work 1 Day ISS	Zeros for all missed class work 2 Day ISS	Zeros for all missed class work 3 Day ISS	Zeros for all missed class work 3 Day ISS
Insubordination/Disrespect of Staff	2 Days OSS	4 Days OSS	8 Days OSS	Refer to Superintendent
Fighting (as defined in the handbook where only minor scrapes or abrasions occur)	2 Days OSS	4 Days OSS Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Fighting (as defined in the handbook where serious injuries occur that require medical attention)	4 Days OSS Police Notified	8 Days OSS Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Possession of Tobacco or Alcohol	2 Days ISS Police Notified	2 Days OSS Police Notified	4 Days OSS w/ Counseling Police Notified	Refer to Superintendent
Use of Tobacco or Alcohol or under the influence of alcohol or drugs	2 Days OSS Police Notified	4 Days OSS Police Notified	8 Days OSS w/ Counseling Police Notified	Refer to Superintendent
Possession of Weapons or Illegal Drugs	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Vandalism or Theft	3 Days ISS, Repair/Replace	2 Days OSS, Repair/Replace	Refer to Superintendent	Refer to Superintendent
Assault / Act of Violence	4 Days OSS	8 Days OSS	Refer to Superintendent	Refer to Superintendent
Assault towards Staff Member	Refer to Superintendent	Refer to Superintendent	Refer to Superintendent	Refer to Superintendent
Harassment or Threats Towards Students	3 Days ISS	2 Days OSS	4 Days OSS	Refer to Superintendent
Threats Toward Faculty or Staff	4 Days OSS	8 Days OSS	Refer to Superintendent	Refer to Superintendent
Use of Electronic Device in School	Confiscate until end of day	Confiscate - Parents Contacted to pick up	Confiscate for 5 school days - Parents contacted to pick up	
6 or More Unexcused Tardies in a quarter	2 days will be assigned at a separate table during the lunch period for each unexcused tardy over 5			
Use of Camera/Camera Phone in inappropriate locations or for inappropriate pictures	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Inappropriate Use of Internet	See Laptop Use Agreement	See Laptop Use Agreement	See Laptop Use Agreement	See Laptop Use Agreement
Students serving ISS will be allowed to practice but not participate in school activities. Students may not attend or participate in school activities while under OSS suspension or having been expelled				