

# **Spencer High School**

## ***Parent/Student Handbook***

### ***2018-2019***

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Spencer, Iowa

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**[www.spencerschools.org](http://www.spencerschools.org)**

Elli Wiemers, Principal  
Jade Beehler, Associate Principal  
Taylor Chapman, Activities Director

This handbook belongs to:

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Advisor** \_\_\_\_\_

It is the policy of Spencer Community Schools 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, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 or the Federal Rehabilitation Act of 1973, and Section 602.1 of the Iowa Code.

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### **Spencer Community School District Mission Statement**

*All students will develop maximum knowledge and skills to become lifelong learners and responsible citizens.*

### **Spencer Community School District Motto**

*Learning today.....Leading tomorrow*

### **Conference/State Affiliations**

*SHS has been a member of the Lakes Conference since 1926. SHS is also a member of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.*

## **2018-19 Student Council**

### **Senior Class:**

Emma Ver Steeg, Student Council President  
Drew Horst, Student Council Vice President  
Abby Weeks, Class President  
Autumn Rausch, Class Vice President  
Julia Feldmann, Class Sec/Tr  
Kade McKeever  
Brandon Nolin  
Drew Thompson

### **Junior Class:**

Emma Katzer, President

### **Sophomore Class:**

Molly Crew, President  
Carly Izard, Vice President  
Kaylee Hansen, Sec/Tr  
Zoe Carlson  
Avarie Knaak  
Shayler VanGelder

### **Freshman Class:**

Lucy Hemann, President

Grace Hamilton, Vice President  
Keegan Johnson, Sec/Tr  
Tyler Conrad  
Jakob Ravega  
Brady Schlaeger

Edyn Blau, Vice President  
Caitlyn Weeks, Sec/Tr  
Bri Holt  
Grace Katzer  
Makenna Pierce

## **General Information**

Not every situation is covered in the handbook. (Code 503.4)

### **Attire (Code 502.1)**

Students are expected to dress appropriately, professionally and with modesty, for the school setting. Clothing that may be appropriate for other events or a setting is not always acceptable in a learning environment. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of an atmosphere conducive to learning is unacceptable.

1. Shoes are to be worn at all times.
2. Any article of clothing that is obscene or which contains profane or sexually suggestive language/graphics/pictures is unsuitable attire.
3. Any article of clothing which promotes illegal drugs or alcohol is considered improper.
4. Hats, caps, hoods and bandannas are not to be worn in school during the school day.
5. Any item associated with gangs, gang symbols, or gang colors is prohibited.
6. Any article of clothing which is excessively revealing or disruptive is considered improper. Spaghetti straps, midriff tops, muscle shirts, short shorts, and tops that reveal excessive cleavage are not permitted. Undergarments should not be visible.
7. Coats will not be worn in the classrooms.

### **Backpacks**

Backpacks and bookbags are not allowed in classrooms.

### **Behavior Expectations (Code 503.1)**

A safe, secure, disruption-free academic environment is essential to ensure a quality education for our students. All of Spencer High School's rules and behavior expectations are based upon this premise. Spencer High School uses the Boys Town Social Skills Model when dealing with discipline issues. This is a system of progressive discipline with the teaching of behavior expectations and ending with progressively more severe consequences when those expectations are not met. Spencer High School publishes a Board of Education approved "Code of Conduct" which is available to parents each August and reviewed with students in Homeroom sessions during the first week of school.

Office referrals: Students sent to the office by a teacher for disciplinary reasons must report to the office immediately. They must wait in the office until they have talked with an administrator or designee. Cell phones and personal electronic devices will be temporarily held by office personnel until action is completed with an administrator. Failure to report or talk with an administrator or designee **may** result in a suspension.

### **Concourse**

The concourse is available for students and staff to use throughout the day. Study hall students earning less than a C- in any class may not use the concourse and need to report

to the classroom or Learning Commons. **NO FOOD OR DRINK are allowed in the concourse during school hours.**

### **Dances**

Only Spencer High School students and those attending an accredited high school will be allowed to attend school sponsored dances (excluding Prom). High school students from other high schools must be registered 24 hours prior to the dance. Registration data includes name, age, high school attending and an emergency contact telephone number.

### **Disciplinary Action (Code 503.1)**

1. Detention - Time may be served in the office or with a teacher before or after school. A student needs to sign the detention roster in the office before and after serving the time. If time is served with a teacher, the student must bring back a note from the teacher with the time noted.
2. Suspension - When the decision is made to exclude a student from attending classes for one or more days for disciplinary reason, the administration has the option to have the student serve the suspension in a supervised setting. Students will be expected to work productively on assignments provided by building personnel during their suspension. Boys Town skills will be reinforced. Refer to Administrative Actions on page 19.

### **Electronic Devices**

Electronic devices (**other than school-issued Chromebooks**) and cell phones are not permitted to be used or in plain sight during the school day **in classrooms and the Learning Commons** (beginning of the first period until the end of the last period). Students are expected to practice appropriate cell phone etiquette at all times.

1. Cell phones used without permission, on or in plain sight may be confiscated and may be held until a parent/guardian picks it up. **A cell phone holder is provided in each classroom. During assessments students are expected to place cell phones in this designated cell phone holder.**
2. Use of video, audio or still images are only permitted with staff approval. Individual classroom instructors may find the use of an electronic device educational and may permit their use during class only. Capturing audio, video, or photographic images using electronic communication devices of any kind is strictly prohibited in restrooms, locker rooms, areas used for dressing or undressing, or any other area where there is a reasonable expectation of privacy. Transmission and exhibition of obscene materials may be referred to the Spencer Police Department for possible criminal charges.
3. The school assumes no responsibility for any lost or stolen electronic devices.

### **Fees/Fines**

Fees will be assessed for students including, but not limited to: Book fees, parking permits, choir robe cleaning, band uniform rental, driver's education, woods classroom fees, etc. Individual fines will be assessed based on individual situations including lost/damaged textbooks, PE padlocks, activities participation fines, etc.

### **Fighting/Use of Force (Code 503.1)**

Fighting or use of force is not an acceptable form of resolving conflicts in a school setting, regardless of the reasons. Students who are involved in fighting/use of force at school, on school grounds, or at any school activity (home or away) are subject to

suspension or possible expulsion from school. Law enforcement authorities will be notified and charges will be recommended.

### **Food and Drink**

All food and beverages are to be consumed in the student center. Students who bring their lunches to school may keep them in their locker in closed containers until lunchtime. Any student not in the student center who is in possession of an open container or unwrapped food without permission will return to the designated food areas or will dispose of it immediately.

1. **Healthy Kids Act** - Only food and beverage that are approved by the Healthy Kids Act will be served at Spencer High School. No food or beverage from an outside vendor will be allowed that violates the Healthy Kids Act. This includes classroom incentives served between the first bell and the last bell.
2. **Lunch Program (Code 701)** - School lunches are available for all students at a cost set each year by the school board. Students may put money into their lunch accounts prior to first period daily. Menus are published weekly in the local newspaper and online at [spencerschools.org](http://spencerschools.org). In addition to the regular menu, an ala carte line is provided. Parents can ask for a printout of all lunch purchases and can exclude the student from purchasing through ala carte.
3. **Open Lunch Policy** - 9th grade students are expected to remain in the student center during the lunch period. Students in grades 10, 11 and 12 may leave campus during the lunch period. Students are not to loiter in the hallways during the lunch period because of the disruption to learning in classrooms. Students may lose the open lunch privilege for disciplinary reasons. All school rules and regulations are in effect while a student is off campus during open lunch.

### **Fundraisers (Code 504.5)**

When funds are being solicited by the general public, approval must be given by the Board of Education through the activities department. This needs to be approved in the fall. Fundraisers within the school must be approved by the administration.

### **Health Services (Code 507)**

1. The school nurse is available to Spencer High School students on a daily basis. Ill students will be sent home, with parent permission.
2. Students who must take medication at school need written authorization. Medication must be properly labeled and must be prescribed by a physician. The school nurse or other authorized personnel must administer the medication. No medication is to be kept by students in their lockers or on their person. Exception: Inhalers with attached prescription labels including student's name.
3. Students may be excused from PE classes with a physician's request. Forms are available in the nurse's office for this purpose. Students requiring full medical exemption from PE must obtain a doctor's authorization outlining the condition requiring the exemption.
4. Iowa law requires that immunization records of all students be kept on file.
5. Students who require the use of a wheelchair or crutches must have a physician's order. This is to be given to the nurse.
6. Dental Screening Requirement:
  - a. Applies to 9<sup>th</sup> grade and out-of-district transfer students
  - b. Screening must occur within 1 year prior to enrolling in 9<sup>th</sup> grade
  - c. Screening can only be performed by dentists or dental hygienists

### **Homecoming**

In order to be eligible for Homecoming Court, a senior must not be in violation of the district's Code of Conduct Policy within the last twelve (12) months prior to Homecoming.

### **Homeroom Program**

Spencer High School's Homeroom program is an important part of our mission to provide an environment in which all students can learn and develop to their maximum potential. Advisors will assist students in their path toward high school graduation. Students will meet with their homeroom advisor every week prior to the WAA time. (Please see WAA schedule on last page.)

**2nd Semester Homeroom for seniors:** Beginning after the Game of Life, seniors will have homeroom only on an as-needed basis. Seniors must check with adviser each Tuesday to determine if staying is necessary. Those students with open campus 7th hour are expected to check with adviser at the end of 6th hour or prior to leaving the building. Attendance is taken each week; those students who fail to check in are counted as absent unexcused. If students qualify for WAA they are still required to stay until 3:30 even though homeroom may or may not occur. Seniors on the WAA list still report to Homeroom at regularly scheduled time.

### **Homework (603.13)**

Homework should be an integral part of every student's instructional program. It should be used consistently throughout the grades and classes.

Homework is defined to be the independent practice activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program.

The objectives of carefully assigned homework should be:

1. Practicing research and exploratory activities;
2. Sharing and discussing ideas;
3. Reviewing and summarizing materials;
4. Becoming acquainted with references and resource materials;
5. Organizing students' thoughts and thinking processes in preparation for classroom activities;
6. Making up incomplete course or subject assignments.

### **Internet (Code 602.18)**

Because technology is a vital part of the school district curriculum, and the Internet will be made available to employees and students, appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. See Acceptable Use Policy on page 20.

1. Violation of the Acceptable Use Policy: Students who access restricted items on the Internet/Network and/or use the system inappropriately shall be subject but not limited to the following consequences:
  - a. 1st Offense: May lose Internet and/or network access for a period of one calendar month

- b. 2nd Offense: May lose Internet and/or network access for the remainder of the school year, for a period of time not less than one semester.
  - c. 3rd Offense: May lose Internet and/or network access for a minimum of one calendar year, to be determined by school officials.
2. Students under suspension from Internet use may be permitted to use the Internet as a part of classroom activities under strict classroom supervision if deemed necessary as part of the educational experience. Alternative activities will be utilized whenever possible.
3. Students who commit criminal offenses while using the system may be subject to criminal prosecution and possible suspension or expulsion.

### **Learning Commons**

Spencer High School's Learning Commons is open daily from 7:30 a.m. to 4:00 p.m. and Friday from 7:30 a.m. to 3:30 p.m. The SHS Learning Commons houses over 13,000 volumes and features a computer catalog search system, and Internet access. The Learning Commons is designed to be a quiet study area, but rooms are available for small groups and classes. Students use their ID cards to check out materials. Fines are levied for lost, damaged, or overdue items. Students with fines/dues in excess of \$5.00 may lose the privilege of checking out materials until the fine is paid.

### **Leaving Campus Procedures**

1. Students who leave during the school day must first sign out in the front office. This absence must have prior notification and approval from a parent and/or administrator.
2. *Unexcused absences may be dealt with as a truancy.*
3. Students needing to go to the parking lot during the school day must get prior permission from an administrator or designee.
4. **Students who become ill during open lunch and subsequently stay home must notify the office and have a parent call.**

### **Lockers (Code 502.5)**

All students are assigned to a locker in a designated area. Students are not to switch lockers without permission from the office. Lockers are to be used for the storage of books, should be kept locked at all times and should be kept clean, undamaged, and free of garbage or litter. Lockers are for the use of the student during the school year, but remain at all times the property of the school district. To ensure students are properly maintaining their assigned locker, the building principal and/or designated representatives may periodically inspect the lockers. Student lockers may be searched in compliance with current board policy regulating search and seizure. Students will be held responsible for the contents of the locker to which they are assigned. Spencer High School will not assume responsibility for lost or stolen items.

### **National Honor Society**

To be eligible as a candidate for National Honor Society, the student must be a junior (end of 5<sup>th</sup> semester) or a senior, have a 3.25 cumulative GPA, and not be in violation of the district's Code of Conduct Policy within the last 12 months. Eligible candidates will be contacted by mail. Students will be screened and prospective new members will be rated on individual qualities of service, leadership, and character. Students will be rated on a 4, 3, 2, 1 scale (4 = highest). NHS students who violate the Code of Conduct Policy may be removed permanently from NHS membership.

### **Parking Lot**



Parking at SHS is a privilege, not a right. Students are allowed to purchase hang tags for the parking lot at a cost of \$30. The parking lot is monitored by police officers, school personnel, and closed circuit cameras. Students who opt to park in the school lot in their designated areas must observe the following regulations:

1. All vehicles must have a parking permit sticker displayed on the rear view mirror.
2. All vehicles must be properly parked in marked areas and occupy only one spot.
3. No vehicles may be parked in zones reserved for visitors, administrators, teachers, staff, or handicapped persons.
4. Students shall not drive in a reckless manner or exceed posted speed limits on school property and adjacent streets.
5. Once students arrive at school, they are expected to park their vehicles and leave the parking lot. Students are not to loiter in the parking lot.
6. Automobiles on school property will be subject to search without prior notice. Any illegal or inappropriate items discovered will be referred to the police.
7. Students parked at other school buildings will be subject to their parking rules. Improper parking may result in a fine.
8. Students who violate parking rules will be subject to a \$20.00 fine and/or loss of parking privileges. Appeals in parking tickets must be made within ten (10) school days. The appeal will be handled by the associate high school principal.

### **Prom**

Only juniors and seniors who are full time students and their guests are allowed to attend Prom. No guests 21 or older or SHS dropouts are allowed to attend Prom. If the guest is an SHS student, they must be a full time student. Non-SHS guests need to fill out an "Outside Guest Permission Form". Administrator approval is needed before guest (non-SHS student) can attend Prom. Forms are available in the main office.

### **School Resource Officer (SRO)**

The purpose of the School Resource Officer is to aid in the keeping of a safe environment by building relationships with students, providing community resources to students, and assisting in matters that may result in citations or criminal charges. In matters where possible citations or criminal violations have occurred, the Spencer Schools Resource Officer will work with school administration in investigating.

### **Search and Seizure (Code 502.8)**

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice. Desks, lockers, and facilities provided for temporary use by students remain at all times the property of the school district, and are subject to the rules of the district, periodic inspection for cleanliness, missing school property, evidence of vandalism, and special searches for contraband materials. Any inspection or search shall be conducted in the presence of at least one other person. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

### **Securing Valuables**

Spencer High School will not assume responsibility for items and valuables that are stolen or lost. It is advised that students do not bring valuables or large sums of money to

school. If it is necessary to bring valuables, the student should bring them to the office to have them stored in a secure location.

### **Senior Open Campus**

**In order to be eligible for senior open campus at the beginning of a semester, students must have:**

1. **no F's and no more than 2 D's during the previous semester**
2. **a minimum cumulative GPA of 2.5 (end of 6<sup>th</sup> or 7<sup>th</sup> semester)**
3. **no Code of Conduct violation for the previous semester**
4. **a minimum of 33 credits – 1<sup>st</sup> semester and 39 credits – 2<sup>nd</sup> semester**
5. **no more than 1 unexcused absence in any class during the previous quarter**
6. **no suspension during prior semester**
7. **no detention time to be served**

Senior open campus is a privilege. All school rules and regulations are in effect while a student is off campus during open campus. **Open Campus privileges may be revoked by administration.**

### **Student Anti-Bullying/Harassment (Code 502.10)**

Harassment of students by students, staff, and volunteers will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, 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. The board prohibits harassment, bullying, hazing, or any other victimization of or by students, staff, and volunteers which is based on actual or perceived 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 and which creates an objectively hostile school environment. This section in no way implies or grants additional rights to any class of persons listed beyond those rights specifically granted elsewhere in the Spencer Community Schools policy handbook. Individuals whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

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

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
2. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

1. verbal or written harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks to a person with sexual or demeaning implications
4. unwelcome touching;

5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status, physical or mental ability or disability, actual or perceived age, sex, sexual orientation, gender identity, physical attributes, ancestry, political party preference, political belief, socioeconomic status or familial status, means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
2. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

1. verbal, physical or written harassment or abuse;
2. repeated remarks of a demeaning nature;
3. implied or explicit threats concerning one's grades, achievements, etc.;
4. demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed.

#### **Student to Student Harassment Investigation Procedures (Code 104)**

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

Students who feel that they have been harassed should:

Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student 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.

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 shall be 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.

### **Student Driving Permits**

Students who are 14 years of age may qualify for a "Student Driving Permit" if they have satisfactorily completed a Driver Education Program and completed the following steps:

1. Obtain and complete the School Permit Form from Spencer Community Schools Central Office, 23 East 7th Street.
2. Take the completed form to the DOT Driver License Office in the Clay County Administration Building.
3. The student's Driver Education Completion certificate will be on file at the DOT Driver License Office after the class is completed and class fees have been paid in full.

These permits are meant to provide transportation directly to and from school. Other regulations are clearly outlined in the application and materials that accompany the permit.

### **Student Government (Code 504.1)**

The purpose of student government is to provide an avenue for student involvement in the decision-making process at Spencer High School, to enhance the social function of the school, and to represent the student body in the overall operation of the school. Student council elections are held each spring for the upcoming year. Six students are elected for each grade 9–11. Eight seniors are elected to the council. Seniors run in pairs for student body president/vice president in a school-wide general election. Participation in student council is a privilege. **To be eligible to run for office, a student must have no Code of Conduct violations in the prior 12 months AND a cumulative GPA of 2.5. Students declared ineligible according to the Code of Conduct Policy or who violate academic integrity or who fall below a cumulative 2.5 GPA will be terminated as members of student council.**

### **Student Insurance (Code 507.6)**

All students participating in school athletics must carry health and accident insurance. Parents may purchase insurance from the program selected by the school district or provide proof that the child is adequately insured by another policy. The school provides an insurance program for all students and invites all students to participate on a voluntary basis with costs to be paid by the student's parents.

### **Student Services: Guidance and Counseling (603.12)**

Spencer High School has two **school** counselors. SHS counselors work with students in the areas of academic counseling and course selection, post-secondary education plans, financial aid, career education, testing, and crisis counseling for students and parents.

### **Student Substance Use and Abuse (Code 502.7)**

#### **Possession and/or Use of Tobacco Products**

Possession and/or use of tobacco products by students are prohibited in all areas of the Spencer School buildings and on school grounds. Students will not knowingly possess or use tobacco products while in attendance at school or at a school-related activity.

Students, regardless of age, are considered members of the school body and are subject to this regulation. Students using or possessing tobacco products will be reported to administration for disciplinary action. This will include a minimum 3 day suspension and referral to the Spencer Police Department for a charge of tobacco possession.

#### **Drug and Alcohol Use**

An important issue in contemporary society is the use of mood or mind-altering substances. Students cannot make full use of the resources or opportunities of our school if they are under the influence of harmful substances.

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 (including e-cigarettes and vaporizers) 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 misconduct will directly affect the good order, efficient management and welfare of the school district. Violation of this policy by students will result in disciplinary action including suspension or expulsion.

Parents will be notified and law enforcement officials will be asked to continue the investigation. Students attempting to build or manufacture items considered to be drug paraphernalia during a scheduled class will be removed from the class with loss of credit and assigned to a study hall for the remainder of the semester. The following procedures will be used when a violation occurs:

#### **Student users and possessors**

1. **First offense:** Students shall be suspended from school by the building principal for a minimum of three (3) days and a maximum of ten (10) days. Suspensions beyond the ten (10) days must be approved by the Superintendent of Schools. As soon as possible it is recommended that the student and his/her parents contact a chemical dependency service for an evaluation. Compass Pointe – 262-2952
2. **Second offense:** Students shall be placed on suspension by the building principal for up to ten (10) days, with a request to the Superintendent of Schools to extend the suspension beyond the ten (10) days if necessary. Based on the evidence and conditions surrounding the offense, a student may be referred by the Superintendent of Schools to the Board of Education for consideration for long-term suspension or expulsion.

#### **Student distributors**

The school district considers the distribution of either alcoholic beverages or controlled substances to be a most serious infraction of school rules and a safety threat to other students. Students having in their possession drugs, alcohol, or controlled or look-alike

substances (including e-cigarettes and vaporizers) in a quantity determined by school authorities to be for distribution purposes, or if through investigation is found to be selling or distributing these items, shall be placed on suspension for up to ten (10) days, with a request to the Superintendent of Schools to extend the suspension beyond the ten (10) days. Following an investigation of all available facts and information, a recommendation for the student's expulsion or long-term suspension from school may be forwarded to the Board of Education.

### **Threats of Violence (Code 503.1)**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats must be taken seriously and will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: 1) the background of the student, including any history or violence or prior threatening behavior; 2) the student's access to weapons of any kind; 3) the circumstances surrounding the threat; 4) the age of the student; 5) the mental and emotional maturity of the student; 6) cooperation of the student and his or her parent(s) or guardian(s) in the investigation; 7) the existence of the student's juvenile or criminal history; 8) the degree of legitimate alarm or concern in the school community created by the threat; and 9) any other relevant information from any credible source.

When comments are made by students that can be viewed as a potential threat to others, even if they are made jokingly, they must and will be taken seriously by the school. The following steps will be taken:

1. Administrators will conduct a full investigation.
2. Parents will be notified and asked to assist with the investigation.
3. The police may be called to conduct their own investigation.
4. The student's locker and possessions may be searched.
5. The police, as a part of the investigation, may search the student's home and vehicle to determine if he or she has access to any weapons.
6. Charges may be filed by the school or police department.
7. The student may be suspended for a period of time and may be referred to an outside agency for an evaluation prior to being allowed to return to the school setting.
8. The student may be recommended for expulsion from school.

Any student who hears someone make a threat has a responsibility to report this immediately to an adult in the building. Do not wait a day or two to think about it--act immediately. This is not a situation to assume that the student is kidding or that they won't follow through. In virtually all situations of school violence across the nation, the student told someone prior to acting.

It is also VERY IMPORTANT to remember that the root cause of school violence is students feeling ostracized, picked on, or made fun of. Students who don't feel that they fit in may take the situation into their own hands, with tragic consequences. Students must be willing to stop others from harassing and making fun of their peers.

If you are the student who is picked on, made fun of, or is subject to repeated harassment, TELL SOMEONE IMMEDIATELY. You can go to a trusted teacher, a guidance counselor or an administrator. Don't wait until you feel there is no way out--the adults at Spencer High School will work with you to find a solution.

### **Transition Program**

The Transition Program offers skill development to students and is modeled after Boys Town. The model is used to teach students life changing skills, help students build healthy relationships, empowering students to make good decisions and create a safe environment. Since the beginning of the Transition Program, it has been continually adapted and improved to meet the changing needs of our students and their families.

### **Visitors (Code 1006)**

**Visitors, which include persons other than employees or students, must notify the principal or designee of their presence in the facility upon arrival.** Visitors will need to sign in and receive a nametag.

### **Weekly Academic Assistance (WAA)**

WAA is mandatory for students who are earning less than a C- for the **quarter**. Students will remain in WAA until the end of the next grading term (**midterm, quarter, semester**). Only those who grades are less than a C- due to makeup work can be removed from WAA after the work has been turned in and the grade has been changed to passing. All 9<sup>th</sup> grade students will attend WAA for the duration of the first quarter. Students who do not complete the careers packet by prescribed deadlines or who have detention to serve but whose grades do not qualify them for WAA will be required to stay.

## **Academics**

### **Requirements for Graduation (Code 505.5)**

Students must complete 46 credits in order to graduate. A full time student must fill 6 courses in a 7 period day. Students who drop below six credits for the semester will be required to meet with the building administrator to determine the student's academic status.

Commencement - The commencement ceremony is a privilege. Full-time students and early graduates in good standing (attendance, academics, and behavior) may participate in commencement. The minimum number of credits required to participate in commencement exercises will be 45; diploma will be issued upon successful completion of the 46 credit requirement.

#### **English Requirements**

English I (full yr.)	2 credits
English II (full yr.)	2 credits
Writing elective	1 credit
Literature elective	1 credit
Speech elective	1 credit
Elective	<u>1 credit</u>
Total	8 credits

#### **Science Requirements**

Physical Science (full yr.)	2 credits
Biology (full yr.)	2 credits
Science elective	<u>2 credits</u>
Total	6 credits

### Social Studies Requirements

Intro to Social Science	1 credit
World History (full yr.)	2 credits
US History (full yr.)	2 credits
Government	<u>1 credit</u>
Total	6 credits

### Physical Education Requirements

4 years required	4 credits
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### Mathematics Requirements

6 semester electives	6 credits
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### Band and Choir Credit

A total of sixteen (16) credits earned in Choir or Band may be used for graduation.

### Academic Integrity

In education, where performance is considered an accurate reflection of ability and effort, academic integrity and honesty are essential. In order to meet the demands of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in cheating, helping someone else to cheat, plagiarism, or theft of academic materials weaken the integrity of the academic process and may be subject to the following consequences:

1. Cheating, plagiarism or academic theft: Copying or stealing someone else's work, allowing someone to copy your work, supplying work to others, purchasing resources, or use of crib notes.
  - a. First offense: Loss of all credit on the test, paper, assignment or project. The teacher will notify the office in writing that the offense has occurred **and notify parents. For activities: Consequences could range from a warning up to Code of Conduct Violation.**
  - b. Second offense: Suspension from school and/or removal from the class with loss of credit for the class. **For activities: Code of Conduct Violation**
2. Theft of academic materials: Theft of a test or answer key from a classroom or teacher workstation or use of a stolen document.
  - a. First offense: Suspension from school and/or removal from the class with loss of credit for the class. **For activities: First Offense Code of Conduct Violation**
  - b. Second offense: Suspension from school with consideration given to recommendation for long-term suspension or expulsion. **For activities: Second Offense Code of Conduct Violation**

Students who are involved in cheating, plagiarism, or theft of academic materials may be suspended for up to ten (10) days and may be found to be in violation of Code of Conduct policy.

### Adding and Dropping Courses

Students may add a class during the first week of the semester. Students enrolled in seven classes may drop a class during the first 10 weeks of each semester will receive a W (withdrawal) if they are passing the course at the time of withdrawal or an F (failure) if they are failing the course at the time of withdrawal. Any student dropping one or more classes below six (6) credits will receive an F (failure) for those classes. If a student withdraws from a class after the 10th week of the semester, an F (failure) will be recorded for a grade. Any student who drops below 6 academic credits will be required to attend a hearing with the building administrator to determine his/her academic status at SHS.



Students that register for an Iowa AP online academic course and then choose to drop the course must do so by the Belin-Blank Center's drop date.

### **Challenge Program (Gifted/Talented Program) – (Codes 505.2, 602.6)**

The high school talented and gifted program is called "Challenge." Students are identified in the areas of general intellectual ability, creative thinking, and specific-academic aptitude. Recommendations and nominations are also considered. Challenge offers opportunities many areas including, but not limited to seminars, career development, enrichment, extended learning opportunities, acceleration, independent studies, summer opportunities, curriculum adjustments, affective discussions, college planning, academic or specific interest groupings, and more. See the school's Challenge director for more information.

- AP Online – Students dropping an Iowa Online AP Academy course more than 14 days after the start date will be assessed a cancellation fee of \$350 per student per course. Additionally, students who are inactive on their Iowa Online AP Academy account for more than 21 consecutive school days will be automatically be dropped from the course and assessed the cancellation fee.

### **Changes to Student Schedules**

Counselors will use the following guidelines when considering schedule change requests. Changes may be made with administrator approval for reasons including but not limited to the following:

1. Computer and/or clerical error
2. Failure in a required course attempted a previous semester
3. Approved level changes by teacher and counselor (such as in math)
4. Special education or Challenge placement
5. Significant change in college or career planning as recommended by the counselor/principal
6. Seniors who need courses for graduation
7. Required course not on schedule
8. Failure to have necessary prerequisite for a course
9. Student already has credit in the scheduled class
10. Newly registered student – no previous schedule
11. Administrative request
12. Adding a class that does not disturb the rest of the schedule (including PE). Such additions are dependent on the availability of space.

### **Credit Recovery**

Credit may be recovered in some cases. Please see Student Services/Guidance for more details.

### **Early Graduation (Code 505.6)**

A student must have completed 46 credits by the end of the 7<sup>th</sup> semester to qualify for early graduation. Seniors must have completed a preliminary application for early graduation prior to the start of their senior year. The reason for not returning for classes during the 8<sup>th</sup> semester must be approved by the parent or guardian **and** the high school principal. Seniors who are granted early completion status receive diplomas at or after the regular commencement exercises. Attendance at regular 2<sup>nd</sup> semester activities involving seniors will be determined on a case by case basis. Participation in athletic and fine arts activities requires full time enrollment for 2<sup>nd</sup> semester.

## **Grade Classification**

Students entering Spencer High School must complete the following credit requirements at each grade level.

Sophomore status: 2 semesters and a minimum of 10 credits

Junior status: 4 semesters and a minimum of 21 credits

Senior status: 6 semesters and a minimum of 33 credits

Students not meeting the requirements will not be awarded the privileges associated with the next higher grade level. (Prom, open lunches, etc.)

## **Grade Point Calculation**

SHS grade point averages are based upon a 4.33 scale. The following numerical values are assigned to letter grades:

A+ 4.33 B+ 3.33 C+ 2.33 D+ 1.33 F 0.00

A 4.00 B 3.00 C 2.00 D 1.00

A- 3.67 B- 2.67 C- 1.67 D- 0.67

Cumulative grade point averages are updated following each semester. Semester grades, not quarter grades, are used to compute grade point averages. The cumulative GPA listed on the first and third quarter report card does not reflect the quarter grades; it is a reflection of the student's cumulative GPA from the previous semester.

## **High School Credit for Students of Any Age**

High school classes taken **at any grade level will be counted as elective credit** and will not count in the high school GPA.

## **PE Policy (Code 602.7)**

Spencer High School students are required to participate in physical education unless they are excused (exempted) by the principal.

## **Senior Year Plus (SYP)**

[Senior Year Plus](#) was enacted by the legislature in 2008 to provide increased and more equal access to college credit and advanced placement courses. Courses delivered through SYP provide students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently, and are described below.

### **1. Concurrent Enrollment**

SHS offers a number of classes that grant both SHS credit and Iowa Lakes Community College credit. The course content and expectations are consistent with college classes. As with any college class, the ability to transfer that credit to another college is dependent on the receiving college. The SHS student receives college credit while still in high school, and he/she experiences a college-level curriculum without paying college tuition.

### **2. Advanced Placement Courses**

Spencer High School offers AP courses. The AP exams are given each spring. Students electing to take the AP test will pay half of the \$90 fee, which is non-refundable.

### **3. CLEP Testing for Spanish III, IV**

Students who successfully complete Spanish III or Spanish IV may complete the CLEP Test at the ILCC Success Center. Students electing to take the CLEP Test will pay ILCC the \$100 fee at the time of testing, and may file for reimbursement from SHS for half this fee. Graduating seniors may have two weeks after commencement to complete the test and still be reimbursed by the school.

#### 4. Project Lead the Way (PLTW)

Students who successfully complete PLTW courses at SHS may earn college credit through ISU or U of I based on mastery of competencies within the course as determined by an end-of-year assessment.

#### 5. Post-Secondary Enrollment (PSEO) (Code 602.12)

Course Content: High school students will not be approved to take college courses that are similar in content as those taught by high school instructors.

1. Eligibility:
  - a. Students must be in attendance at Spencer High School to be eligible for this program.
  - b. Student must be 11th or 12th grade, or a 9th or 10th grade student identified as gifted and talented.
  - c. Courses must be taken in addition to the five academic classes required for all Spencer High School students.
  - d. Students who opt for early graduation will not be eligible for post-secondary enrollment.
2. Transportation: The student or the student's parents are responsible for providing transportation and all transportation costs when the course is not located at SHS.
3. Registration: The high school principal and parents must sign all registration and post-secondary enrollment forms prior to participation in this program. Forms are available from Student Services or, for students in the Challenge program, through the Challenge Coordinator.
4. Elective Credit: Credits earned in this program are elective credits and will not apply toward the specific course requirements for graduation.
5. Cost: The school district pays the eligible postsecondary institution for the cost of the course or \$250, whichever is lower. If the student successfully completes the course, it is provided free to the student (except possible equipment purchases). If a student fails to complete the course and is not eligible for a waiver, the student or his or her parent or guardian may be required to reimburse the district's cost.
6. Summer: PSEO courses provided by a school district may be, but are not required to be, available to students on a year-round basis. Tuition for summer enrollment is not limited to \$250; the \$250 per course limitation stipulated in Iowa Code applies only to tuition reimbursements made by the school district.
7. Evening or Winter Break: PSEO courses may be taken during the school year when the high school is not in session (e.g., winter break, during non-regular school hours, etc.). Since these courses take place during the academic school year, the district is responsible for the cost of these courses up to \$250, and the course is treated like any other PSEO course.

#### Transferring Credits

##### 1. ILCC Success Center Credits

Students may earn graduation credits at the ILCC Success Center.. The following guidelines are used for these courses:

- a. Enrollment must be approved by the high school principal.
- b. A maximum of two (2) elective credits may be applied toward a Spencer High School diploma.
- c. Students are expected to pay for these credits at enrollment time.

##### 2. Other Transferring Credits

Other transferring credit needs to be approved by administration.

## **Academic and Attendance Recognition**

Spencer High School's primary purpose is to provide a quality education to all students. To that end, it is important to recognize those students who excel academically and who put forth a consistent effort to be in attendance at school. Listed below are several ways SHS recognizes students for their academics.

- **Academic All-Lakes Conference** - Seniors who have a cumulative grade point average of 3.5 or higher and who have lettered in a varsity sport.
- **Academic Letter** - Students who earn a 3.2 grade point average or higher for both semesters of a given school year.
- **Perfect Attendance** - Students who have perfect daily attendance for one year without having any unexcused absences from a class during the year. Absences due to school business such as field trips will not count against a student's attendance record.
- **Exemplary Attendance** - Students who have missed only one day in a quarter without having any unexcused absences from a class during that time period. Multiple absences in one class period during that time period will exclude a student from receiving this recognition. Absences due to school business such as field trips will not count against a student's attendance record.
- **Honor Roll** - Students who earn a 3.000 GPA for one quarter. Any incomplete or F grade will deny a student this recognition.
- **Graduation with Distinction** - A cumulative grade point average of 3.750 or higher through the 7th semester of high school.
- **Graduation with Excellence** - A cumulative grade point average of 3.500 to 3.749 through the 7th semester of high school.
- **Graduation with Honors** - A cumulative grade point average of 3.000 to 3.499 through the 7th semester of high school.

## **Attendance Policy (Code 501)**

In order to receive the maximum benefit from the instructional program, SHS students are expected to attend school on a regular basis and to be on time. Irregular attendance and tardiness both hinder the student's own studies and interfere with the progress of those students who are regular and prompt in their attendance.

Research indicates there is a strong correlation between student success and attendance. It is the firm belief of SHS that students who attend school regularly will show greater academic success than those students who are habitually absent. Besides disrupting the student's educational program, absences cause teachers to spend valuable class time to bring the absent students to a current status. The eight (8) period unexcused absence policy is based on the fact that something important happens in class every day and that the interaction between teacher and student can never be exactly duplicated.

The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance in school results in greater success. If that responsibility is not assumed by the students and parents, the school will enforce the State of Iowa mandatory attendance laws and the following attendance policy for SHS.

It is emphasized that a student's absences, even though excused, still affect the student's education. Every effort should be made by both students and parents to minimize the number of excused absences. These absences will be counted in the eight-day absence policy. The school retains the right to determine which absences are considered excused or unexcused. It is also the belief of SHS that there are circumstances beyond the control of the student and parents/guardians. These absences should not be absorbed in the eight days of absence allowed. Examples of such absences include but are not limited to: school-related events, long-term illness (the first three days will count in the eight-day absence policy) or other illness supported by a health care provider's note, hospitalization, family emergencies, death or serious illness/injury in immediate family or household, suspensions, and court appearances ordered by subpoena. Written notices will be sent for 5 and 8 day excused absences/period.

The following policy has been developed to encourage good attendance.

### **Compulsory Attendance (Code 501.3)**

Students who are under 16 years of age are required to attend school on a regular basis. State and local compulsory attendance statutes will be enforced. Students must attend a minimum of 38 days per quarter and a minimum of 152 days per year in order to be considered in regular attendance. If a student must be absent in excess of the number of days outlined above, the parent/guardian has the responsibility of contacting the school to discuss these absences. Violations of the compulsory attendance law will be reported to the Clay County Attorney. Students who have dropped out of school lose their driver's license until the age of 18. The local truancy ordinance requires a student to remain in school until age 18 unless lawfully withdrawn by a parent.

### **Majority Age (Code 501.13)**

A student of majority age (18 years or older) who is not residing with parents or guardian may present his/her own excuses for absences without parental verification. The principal or his/her designee must approve such an arrangement. Students of majority age who reside with parents or guardian will be expected to have all absences verified by a parent/guardian.

### **Excused Absences (Code 501.9)**

The administration recognizes that student absences are sometimes necessary. Therefore, the following absences from school will be considered excused:

1. Personal illness or accident. Students exceeding 5 days of illness are required to bring a health care provider note to excuse further absences due to illness.
2. Death or serious illness/injury in the immediate family or household, and emergency at home vital to the family welfare.
3. The funeral of a relative or close friend.
4. Medical or dental appointments that cannot be made other than during school time, and for which verification of the appointment is presented before absences. Students are urged to schedule these on weekends, before and after school, or during study hall times.
5. Court appearances.
6. Family vacations which have been given prior administrative approval. All school work must be made up in advance in order to earn credit.
7. College visits must be granted prior approval by the guidance counselor and all school work must be made up in advance. Juniors and seniors will be allowed 2 approved college visit days per year.

8. *Please Note: Senior pictures, oversleeping and haircut or tanning appointments will be considered an unexcused absence.*

### **Unexcused Absences/Truancy (Code 501.10)**

Being more than 10 minutes late for a class without permission is considered an unexcused absence. A student who is absent from class, study hall, or lunch without prior notification and administrative approval will be considered truant. During the school day, all school rules and regulations are in effect even when students skip class and leave campus. Students are not guaranteed to receive full credit for work missed while truant. Consequences for truancy are as follows:

1. 1<sup>st</sup>-7<sup>th</sup> offense: Loss of privileges and detention
2. 8<sup>th</sup> offense: Loss of credit, which may be appealed by the student. See appeal process below.
3. Further absences from school may be considered insubordination with appropriate consequences determined by administration.

### **Tardiness**

Being on time for classes and study hall is an expectation for all students. Students who are delayed because of a conference with a teacher, counselor, or administrator should bring an excused admit slip when they come to class. Any student who is not in the classroom when the bell rings and does not have a pass, will be given an unexcused tardy. Teachers may have additional consequences and restrictions if they are written in the syllabus. Students who are tardy due to a bus arriving late must report to the office for an excused tardy pass. To change an unexcused tardy to an excused tardy, students must notify teachers and teachers must verify the change within 2 school days.

### **Five -Eight-Day Unexcused Absences**

1. It is the belief of Spencer High School that an absence from school, whether excused or unexcused, is a day of lost instructional time. All unexcused absences will be counted.
2. It is the belief of Spencer High School that absences totaling eight periods during the current semester are excessive and not in the best interest of the learner.
3. Any student who has accumulated eight or more unexcused absences in class will be not receive credit for that class unless a successful appeal is made at the end of the semester. The student must have a passing grade in order to appeal. The appeal must be made to the principal by the student outlining steps that have been taken to improve attendance, grades, and behavior.
4. The following process will be used to communicate the attendance status with students and parents:
  - a. Following the fifth unexcused absence in any class, during the semester a letter will be sent home notifying the parent/student of a potential loss of credit. If appropriate, the principal may contact the student and/or parents/guardians regarding the absences.
  - b. Following the eighth unexcused absence during the semester in any class a letter will be sent home notifying the parent/student of the loss of credit for that particular class or classes.
5. The student is to remain in the class and successfully complete the required course work.

### **Appeal Process**

- Step I: A student or parent contesting the declared loss of credits based on these rules shall be required to submit a written appeal to the principal. It is expected that the student will present in writing his/her request for credit. The principal shall consider the evidence within 24 hours and shall forward in writing the finding and decision to the student and parent.
- Step II: A student may appeal to the superintendent of schools in writing, within three days. The superintendent shall consider the evidence presented, including statements made by the student, and make a written finding of its decision within three days of the hearing, sending a copy to the student and parent.

### **Absence Notification Procedures (Code 501.9)**

When a student must be absent from school, the parent/guardian should call the high school office and state the reason for the absence. If parents don't have access to a telephone, a written note will be accepted; otherwise, a phone call is required. If a parent anticipates the absence will exceed one day, he or she should indicate this during the first phone call. The school will attempt to contact parents at home or at work if the student's absence has not been verified. Notification of an absence must be made by parents within 48 hours of the absence in order to change an unexcused absence to an excused absence. **Students who become ill during open lunch and subsequently stay home must notify the office and have a parent call.**

### **Make-up Work/Incomplete Grades (Code 501.9)**

1. Students who miss class are responsible for initiating procedures to complete missed assignments, tests, or other work. Students should be aware that some classroom activities and group projects may not lend themselves to make-up work.
2. Students who anticipate an absence must make arrangements for make-up work in advance.
3. Students shall receive full credit for school work made up due to an excused absence if completed within the number of days missed plus one. For example, if a student missed three days of classes, provided the absences are excused, he/she will have four days to make up the work missed. **Make-up work turned in past the deadline may not receive full credit.**
4. Teachers have the option of extending the deadline or giving partial credit based on individual circumstances.
5. All incompletes are to be completed within 2 weeks of the end of the quarter. Incomplete grades will be changed to an F grade after the 2 week period. Extenuating circumstances will be reviewed by the administration.

## **Code of Conduct**

### **Statutory Authority (Code 279.8)**

"The Board of Directors shall make rules for its own government and that of the directors, officers, employees, teachers, and pupils..."

"The Board may, by a majority vote, expel any scholar from school for immorality, or for a violation of the regulations or rules established by the Board, or when the presence of the scholar is detrimental to the best interests of the school..." Code of Iowa 282.4

### **Board Policies (Code 502.1)**

"Students are expected to conduct themselves well at all times in keeping, with their level of maturity. Respect for authority vested in school employees, regard for public property,

and consideration for the rights and welfare of other students should govern student behavior.”

#### **Philosophy (Code 503.4)**

It is our belief that an orderly, safe, and secure school environment is necessary for students to maximize classroom achievement and for teachers to be effective instructors. We believe in progressive discipline as a means of dealing with inappropriate behavior. We also believe the involvement of all staff members and parents is necessary to teach appropriate behavior. Not all situations or behaviors requiring corrective action are listed in the handbook. Administration reserves the right to address these situations or behaviors in order to maintain an appropriate learning environment.

#### **Policy Applications (Code 503.1)**

The provisions of the Spencer High School Code of Conduct apply to all students while in attendance at Spencer High School, before or after school, in a school building, on school grounds, at any school event (home or away), and while in any school vehicle. The high school principal and her designee reserves the right to deviate from the punishments identified herein if deemed appropriate. Every effort will be made to inform parent(s)/ guardian(s) of any problems which arise concerning student violations of the Code of Conduct.

#### **Academic Integrity**

Refer to page 10 for guidelines.

#### **Behavior Expectations (Code 503.1)**

Behavior expectations including disruptive behavior, disorderly conduct, extortion, fighting, insubordination and physical attack/use of force guidelines are on page 3.

#### **Bus Behavior (Code 702.8 R)**

Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus. The driver of the school bus shall be held responsible for the orderly conduct of the pupils transported. Discipline problems will be handled by the transportation director, assistant superintendent and/or building administrator.

#### **Electronic Devices**

Refer to page 3 for guidelines.

#### **Fire Alarms**

Students who tamper with fire alarms, fire extinguishers, or turn in a false alarm are subject to suspension and possible expulsion from school. A full report will be made to the local Fire Chief.

#### **Fire or Explosion**

Students are prohibited from causing a fire or explosion. Lighters, matches, firecrackers, fireworks, and other incendiary devices are prohibited. Students are also prohibited from placing a burning, combustible, or explosive device in a school building, or near any school property (whether or not any such property is damaged or destroyed). Students who violate this rule are subject to suspension and possible expulsion from school. A full report will be made to the local Fire Chief.



### **Harassment/Bullying (Code 502.10)**

Refer to page 7 for guidelines.

### **Public Display of Affection**

Good taste decrees that boys and girls conduct themselves as ladies and gentleman at all times. Demonstrations of affection, including physical contact of more than a casual manner shall be prohibited. Because it is difficult to determine the fine line of what is and what is not appropriate, school personnel will determine the limit of affection shown on the Spencer High School campus. Couples who refuse to cooperate in conducting themselves in an appropriate fashion will be subject to disciplinary measures up to and including suspension.

### **Student Substance Use and Abuse (Code 502.7)**

Refer to page 8 for guidelines.

### **Theft or Robbery**

Students involved in theft or robbery are subject to suspension and possible expulsion from school. Students involved in theft or robbery may also be referred to local authorities for possible criminal proceedings

### **Vandalism (Code 502.2)**

Students shall not damage, alter, deface, or destruct any building, fixture, or tangible property of the school. Students who vandalize school property are subject to suspension and possible expulsion from school.

### **Vandalism of Other's Property**

Students shall not damage, alter, deface, or destruct fixture, or tangible property of another person on school grounds. Students who vandalize other's property on school grounds are subject to suspension, possible expulsion from school and notification of authorities.

### **Weapons (Code 502.6)**

Students shall not possess any weapon (or facsimile) or dangerous object. Knives, firearms, laser pointers, paddles, clubs, taser gun or any offensive or dangerous weapons are not allowed in school, on school grounds, or at any school activity. Objects such as guns, explosives, certain chemicals, knives, look-a-likes, etc. are included in the dangerous category list. Any objects capable of causing death or serious injury may be categorized dangerous weapons as determined by administrators and staff. Students found in possession of any weapon or dangerous object are subject to suspension and possible expulsion from school as defined in school board policy.

1. Dangerous Objects Other Than Guns: The following actions shall be carried out by the administration when a student brings a dangerous object on the school premises or transportation system:
  - a. The object shall be confiscated.
  - b. The students and/or guardians shall be informed.
  - c. The police department may be notified to pick up the object and conduct an investigation.
  - d. The student may be removed from school until such time as the police department and/or the school has completed its investigation.
  - e. Psychiatric and/or psychological reports may be requested prior to the students return to school.

- f. A recommendation for expulsion may result depending upon the severity of the situation.
  - g. The school may seek legal counsel and pursue litigation, if appropriate.
2. Guns: The following actions shall be carried out by the administration when the student brings a gun on the school premises or transportation system:
- a. The gun shall be confiscated.
  - b. The students and/or guardians shall be informed.
  - c. The police department shall be notified to pick up the gun and conduct an investigation.
  - d. The student shall be removed from school until such time as the police department and the school has completed its investigation and reviewed results with the superintendent.
  - e. Psychiatric and/or psychological reports may be requested prior to the students return to school.
  - f. The student shall be expelled from school for a period of one year from the date of the incident unless the investigation would prove that other action should be taken by the Board of Education.
  - g. The school may seek legal counsel and pursue litigation, if appropriate.

### **Other**

Other behaviors considered to be violations of the discipline code include any conduct which disturbs the orderly, efficient, and disciplined atmosphere or operation of the school and is at the discretion of administration.

### **Administrative Actions in Enforcement of the Code of Conduct**

The following are actions which may be taken when students violate provisions of the "Code of Conduct":

**Due Process** - Students accused of a violation of provisions of the Spencer High School Code of Conduct shall be entitled to constitutional due process or what the US Supreme Court refers as "fundamental fairness". Provisions of school due process require that a student facing a serious disciplinary sanction be given: 1) Notice of the charges against him or her and the evidence supporting them, and (2) the opportunity for a hearing at which he or she can defend himself or herself. This hearing may be an informal discussion between administrator and student where the student is told of what he is accused of doing and the student is given the opportunity to give his/her version of what happened.

**After-School Notice** - Students who, in the opinion of the classroom teacher, have violated classroom rules, regulations, or procedures may be required by the classroom teacher to spend time in the teacher's classroom before or after school.

**Check-out Privileges** - Students may have locker, restroom, library, computer lab or other check-out privileges revoked.

**Detention** - Students assigned to detention will be expected to report to the school on the specific date or dates designated. Students assigned an after school notice by a teacher or to detention, or in-school suspension are subject to progressive discipline procedures.

**Early Dismissal Privileges** - Students may have early-dismissal privileges revoked.

**Expulsion** - If there is a serious breach of the discipline code, or if a student continues to violate provisions of the discipline code, he/she may be recommended to the Board of Education for expulsion from school. For expulsion procedures, refer to School Board Policy number 502.4.

**In-School Suspension** - Students assigned to in-school suspension will not be allowed to attend regular classes and will spend the entire day under the direct supervision of school personnel. Students will have the opportunity to complete assignments, make-up work, and take tests.

**Restricted Lunch** - Students assigned to restricted lunch will be required to report to the administrator/teacher on duty during their lunch wave. Failure to report will be considered an unexcused absence.

**Out-of-School Suspension** - Students suspended out-of-school will not be allowed to attend school for a specified period of time. Students will not be allowed to participate in school activities or attend school activities while suspended. These students will not be re-admitted until a conference with student and administrator, and when needed, a parent has been held. This may be a phone conference. Students will be allowed to turn in make-up work and assignments. For the duration of the suspension the student is prohibited from being on school grounds without prior administrative approval. Violation of this may result in extension of the suspension and possible expulsion.

**Referral to Law Enforcement Officials** - In addition to school sanctions for violations of the Code of Conduct, cases may be referred to law enforcement officials for further legal action.

## **Activities**

The activities program is an integral part of our school. Research indicates that students who are involved in activities have fewer discipline problems, get better grades, have better attendance, and a high completion rate. All students are encouraged to become involved in the Spencer High School extracurricular activities program. Questions about the SHS activities program may be directed to the activity director's office at 262-1700.

### **Activities at SHS**

SHS offers a wide variety of extra-curricular and co-curricular activities:

Archery	FFA	Spencerian (Yearbook)
Baseball	Football	Student Council
Basketball (boys/girls)	Golf (boys/girls)	Swimming (boys/girls)
Bowling	Instrumental Music	Tennis (boys/girls)
Cheerleading	Mock Trial	Track (boys/girls)
Cross Country (boys/girls)	Soccer (boys/girls)	Volleyball
Dance Team	Softball	Vocal Music
Drama	Spanish Club	Wrestling
Debate	Speech (Ind./Large Group)	

### **Church Night**

Wednesday night is designated as "Church Night" in Spencer by the Board of Education and by the Spencer Ministerial Association. No activities will be scheduled on Wednesday unless assigned by the IHSAA or IGHS AU. All practices are to be concluded by 6:30 p.m. on Wednesday evenings regardless of the number of students actively involved in a church-related activity on that evening.

### **NCAA Clearinghouse**

If a student wishes to participate in NCAA or NAIA athletics in college, they must register and be certified. NCAA registration can be done at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). NAIA registration can be found at [www.playnaia.org](http://www.playnaia.org). Students will need to send a transcript at the time of registration and another following graduation. The NCAA and

NAIA reserve all rights in determining student eligibility. A copy of the guidelines is available from Guidance/Student Services.

### **Athletic Forms Pamphlet**

All student athletes must have a physical, athletic permit form and concussion forms completed annually in order to participate in athletics. The completed Athletic Forms Pamphlet must be turned into the Activities department before participating.

### **Student Participation Conflicts**

In the event schedule conflicts occur which place students in a position to make a choice as to which activity to attend, the following priorities will be used to resolve the conflict:

1. State level competition
2. District level competition
3. Lakes Conference competition
4. Inter-school competition or public performance
5. Intra-school competition

### **Sunday Activities**

No student Sunday activities may be held without the approval of administration.

### **Transportation**

All out-of-town activities require the use of school transportation to the event unless other arrangements are made with the administration (activities or principal). Alternate arrangements to travel home from an out-of-town event with someone other than a parent must also have prior approval (i.e., a phone call and note from parent to the activities or principal's office).

## **Eligibility Policy**

### **Philosophy**

The Spencer Community School District believes that participation in co-curricular and extracurricular activities by the students of the Spencer Community Schools is part of a well-rounded educational experience. We believe that participation in activities can have a positive impact on the development of responsible and productive citizens. We believe that participation is a privilege; those students who participate in activities represent our school and our community. Certain types of conduct shall be deemed inappropriate and inconsistent with the generally accepted standards subscribed to by the school district. Therefore, the Spencer Community School District will enforce the following policies and procedures relative to standards for participation in co-curricular and extra-curricular activities:

### **I. Academic and attendance requirements (Code 501.9)**

- A. A student shall attend one half-day (PM classes) on the day of a scheduled performance or practice. Any exception must be cleared in advance by the high school principal or his/her designee. A student who has an unexcused absence at any time during the school day will not be allowed to participate in scheduled performance or practice.
- B. A student may fail no more than one (1) academic course in the first or third quarter to be eligible to participate in any scheduled performance of any activity during the next quarter. A student who is ineligible at the end of the first and third quarter may become eligible after the following midterm progress report period if he or she is

failing no more than one (1) academic course at that time. Semester grades, not quarter grades, will be used at the end of the second and fourth quarter grading periods to determine eligibility. (3.615-2)

- C. In accordance with State Scholarship rule (3.6.15-2) a student must pass successfully all classes at the end of a semester term.

## **II. Violation of SHS Code of Conduct**

A student is ineligible to participate in any scheduled performance if he/she is under suspension from school (out-of-school suspension) for violating provisions of the SHS Code of Conduct, a school board approved set of behavior expectations for all Spencer High School students. The student shall remain ineligible during the time of the suspension or until reinstated by the principal or his/her designee.

## **III. Criminal law violations**

Any student engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding traffic violations), regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s) the period of ineligibility shall be determined as follows:

1. **FIRST OFFENSE** – The student will be declared ineligible for the equivalent of one fourth ( $\frac{1}{4}$  and any fractional part will be rounded up to the next whole number) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 4 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 4 weeks in which student is a participant, he/she will be ineligible for the next activity/public appearance.
2. **SECOND OFFENSE** – The student will be declared ineligible for the equivalent of one-half ( $\frac{1}{2}$  and any fractional part will be rounded up to the next whole number) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 18 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 18 weeks in which student is a participant, he/she will be ineligible for the next three activities/public appearances.
3. **THIRD OFFENSE** – Violation of this policy shall be the loss of privilege of participation in co-curricular activities where the student appears before the public for a period of one year from the date of the third offense.

Each day of actual competition/performance (if an event is not held or canceled, it will not count as an event for the student to be sitting out) will count as one event when completing the period of ineligibility. Performance is defined as representing the school in any appearance before the public. (Performances would not include scrimmages.) A person is eligible the day after completion of ineligibility.

### **CATEGORY A**

### **CATEGORY B**

ARCHERY	SWIMMING	CHOIR
BASEBALL	TENNIS	CONCERT BAND
BASKETBALL	TRACK	DRAMA
BOWLING	VOLLEYBALL	FFA
CHEERLEADING	WRESTLING	JAZZ BAND
CROSS COUNTRY	DANCE TEAM	JAZZ CHOIR
DEBATE		MOCK TRIAL
FOOTBALL		PEP BAND
GOLF		SPEECH
MARCHING BAND		YEARBOOK
SOCCER		
SOFTBALL		

#### **IV. Rules concerning alcohol, tobacco, and drugs**

Any student who is found to be using, under the influence of or in possession of alcohol, tobacco, or any illegal drug or controlled substance at any time during their high school career shall be declared ineligible to represent the school in any scheduled performance until reinstated by the principal or his/her designee. The period of ineligibility shall be determined as follows:

1. **FIRST OFFENSE** – The student will be declared ineligible for the equivalent of one fourth ( $1/4$  and any fractional part will be rounded up to the next whole number) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 4 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 4 weeks in which student is a participant, he/she will be ineligible for the next activity/public appearance.
2. **SECOND OFFENSE** – The student will be declared ineligible for the equivalent of one-half ( $1/2$  and any fractional part will be rounded up to the next whole number) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 18 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 18 weeks in which student is a participant, he/she will be ineligible for the next three activities/public appearances.
3. **THIRD OFFENSE** – Violation of this policy shall be the loss of privilege of participation in co-curricular activities where the student appears before the public for a period of one year from the date of the third offense.

Each day of actual competition/performance (if an event is not held or canceled, it will not count as an event for the student to be sitting out) will count as one event when completing the period of ineligibility. Performance is defined as representing the school in any appearance before the public. (Performances would not include scrimmages.) A person is eligible the day after completion of ineligibility.

#### **V. Determination of a violation**

Student is said to have violated Article III or Article IV if:

- A. found so by adult or juvenile authorities OR
- B. after a thorough investigation by school officials is determined that a violation has occurred.

#### **VI. Other Related Items**

- A. The principal or his/her designee, once a violation is determined, will calculate the number of scheduled activity dates to be missed by the student with a starting and ending date designated for the period of ineligibility.
- B. The period of ineligibility begins immediately upon a finding of the violation if the student is currently engaged in an extracurricular activity and, if not or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. Students will not be allowed to begin a season in progress in order to serve their ineligibility and a student must complete a season/activity in good standing in order to maintain eligibility.
- C. Any student suspended out-of-school for violation of school rules will be ineligible to participate in any extra-curricular or co-curricular practice or performance until reinstated by the principal or activity director. In-school suspensions will be handled administratively.
- D. All students entering ninth grade begin high school with a clean slate (except if they have an outstanding obligation for equipment/uniforms). The eligibility under the High School Good Conduct Policy begins the day after the last class day held for eighth grade.
- E. Students who go 365 days without a violation will be dropped back one level. The date of a violation is determined by the date on which the violation actually occurred. Each additional year will reduce the student by an additional step.
- F. NOTE: Violations Occurring During Ineligibility: If a student is ineligible (academically or occurrence) at the time of a violation of the Good Conduct Policy, the penalty for the violation will not begin until the student regains their eligibility.

#### **VII. Due Process**

- A. Upon notification by court authorities or upon receipt of reliable information from other sources that a violation has occurred, school officials will meet with the student to verify information and to notify the student regarding implications of eligibility. The student will have the opportunity to share any information about the incident(s) that may warrant further investigation. All information will be considered and a decision rendered by the earliest possible date.
- B. If it is determined that a violation has occurred, the student will be declared to be ineligible. Notification of ineligibility will be given to the student in writing and a copy mailed to the parents/guardians. This notification will include sections of the eligibility policy violated, the period of ineligibility, and conditions of ineligibility.

#### **VIII. Appeal process**

- A. A student contesting the declared ineligibility shall be required to schedule a hearing with the review panel within five (5) days of receiving notice of the declared ineligibility. It is expected that the student will present his/her objections in writing. The committee shall consider the facts within 24-hours and shall forward its findings in writing to the student.

- B. The student may file a written appeal to the superintendent of schools within three (3) days following the hearing process described above. The superintendent shall schedule a hearing and the superintendent shall consider the evidence presented, including statements made by the student, and make a written finding of its decision within three (3) days.
- C. If the claimant is dissatisfied with the Superintendent's action, the student shall be required to state the basis of his or her objections in writing and also the request for an oral hearing, addressed to the Superintendent with five (5) week days. The Superintendent shall then schedule a meeting of the Board of Education within twenty (20) week days of receipt of such objections, giving at least five (5) week days written notice of said hearing, unless a shorter time is mutually agreeable. The Board of Education shall consider the evidence presented (including statements by the appellant's legal counsel if appellant chooses to have legal counsel). Written findings of fact and resultant action will be mailed or delivered to said appellant within five (5) week days of the hearing.
- D. The student shall remain ineligible during the appeal process.

### **IX. Transfer students**

- A. Any student declared ineligible at a student's prior school for violating that school's Code of Conduct Policy is ineligible to participate in activities at Spencer High School until the period of ineligibility at the student's prior school has expired or until reinstated by the principal or his/her designee.
- B. Students declared ineligible under the prior school's academic eligibility policy will have the right to a review in accordance with Spencer High School's academic eligibility rules. The student's eligibility may be reinstated by the Spencer High School principal after such a review.

### **X. Definitions**

Academic courses - Any course in which a student receives credit which applies toward the student's grade point average, class rank, or graduation requirements at Spencer High School.

Activity - Any extra-curricular or co-curricular activity.

Activity date - One calendar day event in an activity/sport would be counted as one date. (i.e., baseball, doubleheader, volleyball tournament, wrestling double dual or debate tournament, would count as just one date). This does not include scrimmages with other schools, intra-squad games, or dress rehearsals.

Co-curricular activity - An activity directly associated with a credit course offering at Spencer High School. (i.e. marching band, chorus)

Criminal law - Any law adjudicated by adult or juvenile court authorities.

Extra-curricular activity - Activities that are not directly associated with credit course offerings at Spencer High School (i.e. football, golf, large group speech).

Fail - Receive an "F" grade.

Code of Conduct Policy - A school's eligibility policies related to violations of local, state, or federal laws, possession or use of alcohol, drugs or other controlled substances.

Period of Ineligibility - The length of time a student is withheld from scheduled performances.

Quarter - Nine week grading period.

Scheduled Performance - An event, which is part of the regular schedule of an activity, including the first round of state sponsored tournaments. Does not include scrimmages with other schools intrasquad games, or dress rehearsals.

Semester - Eighteen week grading period.



**Student** - Any student enrolled as full time student (five credits), part time student, dual enrolled student (home schooling), or student from another district participating through a sharing agreement with the Spencer Community School District.

#### **XI. Application of the Eligibility Policy**

- A. This policy applies to violations, which occur any time during the student's high school career. Second, third, or subsequent offenses accumulate from year to year and apply to any offense, which occurs while a student is officially enrolled at Spencer High School.
- B. Student participation in the following activities is governed by this document: boys/girls basketball, cross country, golf, swimming, tennis, track; baseball, softball, football, volleyball, wrestling, soccer; Band-Concert, Jazz, Marching, Pep; Choir-Jazz, Concert; Debate; Drama (all); FFA; Individual Speech, Large Group Speech, Mock Trial, Dance Team, Cheerleading, Archery and Bowling.
- C. A student who has violated provisions of this policy shall be declared ineligible to participate in any activities during the established period of ineligibility.
- D. During the period of ineligibility, a student is expected to practice and maintain a "good standing" status on the team or organization as per expectations of the coach or sponsor.
- E. If an individual is ineligible for any scheduled performance on a given calendar date, the student shall be ineligible to participate in any activity on that date.
- F. Individual organizations governed by this document may, at the discretion of the coach or sponsor, with approval by the principal or his/her designee, develop team rules which go beyond the scope of this document, providing these rules are clearly explained to students and parents prior to the first scheduled performance.
- G. Violations of any section of this policy count toward the accumulation of first, second, or third offenses as described in Sections III or IV of this document.

Revised: August, 1997; June, 2005, May 2012

### **Acceptable Use Policy for Technology**

**Purpose:** The purpose of this document is to outline Spencer Community School District's Responsible Use Policy as it relates to the use of technology by staff and students. Our community of staff and students use technology to access and share information, communicate with one another, and to create products, which convey understanding and have educational purpose. While we want our students to be active contributors in a globally connected environment, we need them to be safe, legal, and responsible while supporting our vision of digital citizenship. This policy applies to all users of Spencer Community School District (SCSD) computer networks, the resources made available by these networks, and all devices connected to these networks.

#### **General Policies:**

- 1. The purpose of a user account is to provide access to the district's network and hosted programs to facilitate a seamless educational experience promoting 21st century skills.
- 2. Access is a privilege and involves user responsibility. Inappropriate use may result in cancellation of those privileges and disciplinary action.
- 3. All SCSD accounts are owned by SCSD. All digital files associated with user accounts may be retrieved by SCSD staff at anytime without prior notice and

without permission of the user. SCSD reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.

4. Students should have no expectation of personal privacy in any matters stored in, created by, received, or sent through the SCSD computer network or its hosted programs.
5. A content filtering solution is in place to prevent access to sites that may contain inappropriate and/or harmful material including, but not limited to pornography, weapons, illegal drugs, gambling, and sites that pose a security risk.
6. The SCSD Technology Responsible Use Policy applies to users who connect via their own service (cell phones, mobile hot-spots, etc.). However, SCSD cannot be held responsible for the content accessed through these services.

#### Responsible Use and Digital Citizenship

*Respect Yourself:* I will select user names that are appropriate and will use appropriate language/content online.

*Protect Yourself:* I will not publish personal details, contact details, or a schedule of activities for myself or anyone else. I am responsible for activities initiated by and/or performed under my accounts. I understand it is my responsibility to appropriately secure my account login and password. I understand it is my responsibility to maintain and backup my own data. If I am uncertain whether a specific activity is permitted or appropriate, I will ask a teacher/administrator before engaging in that activity.

*Respect Others:* I will not use technologies to bully or tease others. I will not make audio or video recordings of students/employees without their prior permission. I understand that posing as someone else is illegal, and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources.

*Protect Others:* I will stand up to cyberbullying and communicate responsibly with one another. I will help maintain a safe computing environment by notifying appropriate school officials of inappropriate behavior, vulnerabilities, risks, and breaches involving school/district technology.

*Respect Intellectual Property:* I will appropriately cite any and all use of websites, books, audio (including music), photos, videos, etc. I will respect all copyrights.

*Protect Intellectual Property:* I will not reuse, remix, or otherwise edit materials, resources, or other content that others produce without express permission.

#### Appropriate Use of Digital Tools and Resources

In accordance with our district mission, goals and vision for 21st century learning, our students may require accounts on third-party systems. Many of these accounts will be used at school for school-related projects and accessed outside of school for additional learning. The use of these accounts will help our students to master the effective digital communication and citizenship skills necessary for higher education and the workplace. Guided classroom use of interactive web-based tools such as learning management systems, and educational social networking sites is the best way for students to learn how to use them safely and responsibly. Such use will help students develop the attitudes and skills that will help keep them safe outside of school.

By signing and returning this document, I give permission to, SCSD to create and manage third party accounts (including, but not limited to SCSD Google Apps for Education, Discovery Education and Learn360) for my child. These accounts are intended for students as they learn to use technology and then transition to using technology to learn.

#### *I Know*

1. The technology equipment, programs, tools, and systems managed by or used at SCSD may be monitored by designated staff to ensure appropriate use for

educational or administrative purposes (including the materials I create, view, copy, or transmit on the system) at any time without notifying me.

2. All SCSD equipment and accounts are for schoolwork only and not for personal use.
3. Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).
4. Social media venues are very public. What I contribute leaves a digital footprint forever, even after it is deleted. I won't post anything I wouldn't want friends, enemies, parents, teachers, or a future employer to see. I will ensure what I post promotes a positive image to the world.
5. Posting or sharing personal information about myself or others on websites, discussion boards, or in email is inappropriate and unsafe. I know that saying unkind and untrue things about others may be considered bullying and is prohibited.

#### *I Will*

1. Treat all technology devices carefully and report any issues immediately.
2. Work only on the programs and websites my teacher tells me to use.
3. Keep my login and password information confidential and only share it with my parents/guardians, and teacher.
4. Tell an adult if I read or see something on the screen that is not appropriate for school.
5. Keep myself, family, and friends safe by not publishing identifiable information about myself or others (e.g. last names, phone numbers, pictures, addresses, schedules, events, etc.) on district provided equipment or accounts.
6. Follow all district and school rules, regulations and policies.

#### *I Will Not*

1. Use technology to hurt, scare, or bully others.
2. Change, tamper with, damage, or attempt to circumvent any of the school equipment, systems, and security/content filtering measures. This includes, but is not limited to settings, software, downloads, hardware, etc.
3. Access, try to access, or delete another person's files, folders, accounts, or work in general.
4. Reuse or redistribute content created by others without their permission or violate copyright laws.
5. Access, post, or distribute offensive material including but not limited to obscene or explicit pictures, offensive comments or jokes, and harmful content that would violate district policies.
6. Pretend to be someone else, spread lies, or harass others online including attempting to communicate with others who have asked me not to.
7. Use the SCSD network / Internet to sell or buy products.
8. Post or transmit pictures without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
9. Use SCSD technology to violate any student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

**Consequences:** Any malicious attempts to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of

District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws.

Noncompliance with applicable regulations will result in a) disciplinary action consistent with District policies and regulations; b) revocation of account; and/or c) suspension of access to District technology resources. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

## **Electronic Devices Policies, Procedures, and User Agreement (Code No. 602.22)**

The policies, procedures, and information within this document apply to all district-owned electronic devices used at Spencer Community School, as well as any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their individual classroom.

Electronic devices are the property of Spencer Community School District. Students are responsible for returning them in reasonable condition. Loss of or damage to a device is the responsibility of the student. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the device. Some exclusions apply; see Section 4 below.

All users will follow this SCSD Electronic Device Policies, Procedures and User Agreement as well as the Spencer Schools Acceptable Use Policy (AUP) for technology, and applicable laws.

### **1. ELECTRONIC DEVICE DISTRIBUTION AND COLLECTION**

- a. Check-Out: Electronic devices will be distributed/checked out to each student at the beginning of the freshmen year, or when a student is new to SHS in grades 10 through 12.** Parents & students must sign and return the Electronic Device User Agreement before the electronic device can be issued to a student.
- b. Check-In: All electronic devices and chargers will be retained by students over the summer months.** Students who withdraw, are suspended or expelled, or terminate enrollment at Spencer Schools for any other reason, must return their individual school device on the date of termination. **Seniors will have the option to purchase their device at a reduced price at the time of check-in at the end of the school year.**
- c.** If a student fails to return or purchase the device at the conclusion of their senior year or upon termination of enrollment at Spencer Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Police/Sheriff's Department.

### **2. GENERAL PRECAUTIONS**

- a.** Students are responsible for the general care of the electronic device issued to them by the school.
- b.** Cords and cables must be inserted carefully into the device to prevent damage.
- c.** Electronic devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Spencer School District.
- d.** A student's electronic device will be labeled in the manner specified by the

school and can be identified by a serial number; the serial number shall not be removed.

- e. Electronic devices should always be locked or supervised directly by the student to whom it is assigned. Electronic devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- f. Students are responsible for keeping their electronic device's battery charged for each day of school.

**3. USING YOUR ELECTRONIC DEVICE AT SCHOOL:** Electronic devices provided by the school are intended for use at school each day. In addition to regular teacher expectations, the electronic devices can be used for school messages, announcements, calendars, and schedules. Students are responsible for maintaining a 100% working electronic device at all times and shall use reasonable care to ensure that the device is not damaged. Students are responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

- a. **Electronic Device Undergoing Repair:** Loaner electronic devices may be issued to students when their device is in need of repair due to a computer malfunction. A loaner will not be issued for any damage caused by inappropriate student use.
- b. **Charging Your Electronic Device's Battery:** Electronic devices must be ready for school each day in a fully charged condition. Failure to bring a device fully charged will result in the following disciplinary actions:
  - i. **First Offense:** Student has a "pass" and may check out a spare from the Learning Commons. This pass will be applied to the student's entire class schedule for the day and may only occur once per school year (not semester).
  - ii. **Second Offense:** Student earns a discipline referral for Not Following Instructions and reports to administration. Learning Commons personnel will notify all teachers in the student's schedule that the offense has occurred. Student will not be supplied with a chromebook but will instead work from paper copies for the day.
  - iii. **Repeated Violations:** Staff will work with the student and parent to determine the problem and find a solution.
- c. **Screensavers/Background photos:** Inappropriate media may not be used as a screensaver or background photo.
- d. **Sound, Music, Games, or Programs:** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- e. **Electronic Device Care:** Students will be held responsible for maintaining their individual electronic devices and keeping them in good working order.
  - i. Electronic devices that are damaged, broken or fail to work properly should be taken to the High School Learning Commons.
  - ii. Do not lean on the top of the device when it is closed.
  - iii. Do not place anything near the device that could put pressure on the screen.
  - iv. Clean the screen with a soft, dry cloth or anti-static cloth.
  - v. Take care not to bump the device against lockers, walls, floors, etc., as it will eventually break the screen.

**4. DAMAGE AND REPAIRS TO ELECTRONIC DEVICES:** Spencer Schools reserves the right to charge the student and parent the full cost for repair or replacement when damage/loss occurs due to gross negligence as determined by administration and/or civil authorities. Damage is considered to be, but not limited

to: broken screens, cracked plastic pieces, inoperability, etc.

- a. Chromebook Fees: Students are responsible for any and all damages to their school issued device. **Students will be allowed one repair through grades 9-12 at no fee for accidental damage.** If damage is deemed to be neglect, Spencer Schools reserves the right to revoke the one free repair option.

Chromebook Repair/Replacement Fees:

Screen Replacement	\$50
Keyboard Replacement	\$60
Screen Bezel	\$15
Top Case	\$30
Bottom Case	\$30
Charging Cable/Battery	\$30
Camera Replacement	\$40
Complete Replacement	\$200

5. FILTERING: Spencer Schools uses an Internet filtering solution that is active at all times on Spencer Schools owned Chromebook devices. District Internet filtering will be in place both on and off of the Spencer Schools network. It is the responsibility of the student to ensure they are following appropriate use on the school owned device. Internet filters are not foolproof and students should always follow good digital citizenship practices.

**Spencer Community School District - Student Pledge for Electronic Device Use**

*(This form must be signed electronically prior to student receiving device.)*

*I will*

1. Take good care of my electronic device.
2. Never leave the electronic device unattended.
3. Never loan out my electronic device to other individuals.
4. Charge my electronic device's battery daily.
5. Keep food and beverages away from my electronic device to reduce the risk of damage.
6. Not disassemble any part of my electronic device or attempt any repairs.
7. Use my electronic device in ways that are educational, appropriate and meet school expectations.
8. Follow the policies outlined in the electronic devices portion of this handbook and applicable Spencer technology policies while at school, as well as outside the school day.
9. Notify school officials in case of theft, vandalism, and other incidents impacting the electronic device.
10. Be responsible for all damage or loss caused by neglect or abuse.
11. I agree to return the District electronic device and power cords in good working condition.
12. I understand that my electronic device is subject to inspection at any time without notice and remains the property of the Spencer School District. I agree to return the District electronic device and power cords in good working condition.
13. I understand that in the event of theft or purposeful damage or damage caused by neglect to the electronic device a police report may be filed by the school.

**General District Policy Statements**

### **Asbestos Hazardous Emergency Response Policy**

We are by law required to notify occupants of our buildings about the existence of friable and non-friable asbestos in the building. The district has had the building inspected and has received a management plan from the Institute of Environmental Assessment in Anoka, Minnesota. The district implemented the plan prior to the July 1989 AHERA deadline.

### **Corporal Punishment, Restraint, and Physical Confinement & Detention (Ch. 103)**

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### **Educational Equity Policy (Code 102)**

It is the policy of Spencer Community Schools 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, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and Section 601A of the Iowa Code.

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

It is the policy of this district to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries and grievances regarding compliance with Title IX or Title VI, Section 504 or Section 601A may be directed to Terry Hemann, Superintendent of Schools at Spencer, Iowa, 51301, phone number (712) 262-8950; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

#### **Notice of Nondiscrimination (Code 102.E1)**

Students, parents, employees and others doing business with or performing services for the Spencer Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, socioeconomic status, creed, or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability, socioeconomic status, creed, in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Terry Hemann, Superintendent of Schools  
23 East 7th Street, Spencer, IA  
712-262-8950

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

#### **Discrimination Grievance Procedures (Code 102.R1)**

Any parent, student, or employee of the Spencer Community Schools shall have the right to file a formal complaint alleging non-compliance with regulations outlined in the Title VI of the 1964 Civil Rights Act, Title IV of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

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

Any employee with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss this with his/her teacher, counselor, or building administrator.

#### **Level Two, Title VI, Title IX, and Section 504, Officer**

If the grievance is not resolved at Level One and the employee, parent, or student wishes to pursue the grievance, the employee, parent, or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the compliance officer. 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 grievance could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the compliance officer. A minor student may be accompanied at that meeting by a parent or guardian. The compliance officer shall investigate the complaint and attempt to resolve it. A written



report from the compliance officer regarding action taken will be sent to the superintendent within fifteen (15) working days after receipt of the 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/her designee. The superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504 Compliance Officer: Terry Hemann, Superintendent, Box 200, 23 East 7th Street, Spencer, Iowa, 51301, Phone: (712) 262-8950. Office hours: 8:00 a.m. to 5:00 p.m. Monday through Friday.

### **Open Enrollment Notification (Code 501.14)**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following date:

March 1, 2019 - Last date for regular open enrollment requests for the 2019-2020 school year.

September 1, 2019 - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2019-2020 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the Spencer Community Schools Central Office at 262-8950.

### **Student Abuse Notification (Code 405.6)**

It is the policy of the Spencer Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward any students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. It is the policy of the Spencer

Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigations on any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process.

The Spencer Community School District has appointed a Level One Investigator and an alternate, and has arranged for a trained, experienced professional to serve as the training in the conducting of an investigation. The Superintendent or designee shall prescribe

rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

Level One Investigators and Level One Alternate to be determined.

Addition 2009: The federal government has issued an opinion that schools are permitted to disclose information to DHS when DHS is investigating a report of child abuse, even without parent consent and notwithstanding limitations in FERPA. The Department of Education has developed guidance concerning this federal opinion.

#### **Student Records (Code 505.1R)**

The following information may be released to the public in regard to any individual student in the school district as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian not wanting this information released to the public must make objection in writing within fifteen (15) days of enrollment to the principal of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

The following information may be released without written objection: name, address, telephone listing, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school or institution attended by the student, and other similar information.

#### **Human Growth and Development Curriculum (Code 602.4)**

The Spencer Community School District provides K-12 instruction on human growth and development including instruction on the following topics in accordance with the Iowa Department of Education: human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome (AIDS).

The human growth and development topics are incorporated into the district's K-12 health curriculum, science curriculum, and family and consumer science curriculum. Information about this curriculum and procedures used for inspecting and reviewing the instructional materials are available upon request.

#### **Homeless Student Liaison (Code 501.16)**

The homeless student liaison contact for Spencer Community Schools is high school counselor, Glenn Graettinger.

#### **Visual Images of Students in School Sponsored Activities**

Students may be involved in school-sponsored activities that may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to: performing in school productions or athletic contests, displaying samples of student work, or representing a particular instructional program. These visual images may take the form of videos, photographic (film or digital) display, or pictures in newspapers, magazines, reports, or school-sponsored Internet sites. Students may or may not be identified. Parents who do not want their student's directory information and/or photograph/visual image to be given out and/or published must notify the school office in writing no later than September 30 of each school year.

## 2018-19 CLASS SCHEDULES

### Regular Schedule

1 <sup>st</sup>	8:35 – 9:25
2 <sup>nd</sup>	9:30 – 10:25 (Announc.)
3 <sup>rd</sup>	10:30 – 11:20
4 <sup>th</sup>	11:25 – 12:40
	11:20-11:50 Lunch wave A
	11:50 – 12:40 Class A
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	11:25 – 11:45 Class B
	11:45 - 12:10 Lunch wave B
	12:10 – 12:40 Class B
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	11:25 – 12:15 Class C
	12:15 - 12:45 Lunch wave C
5 <sup>th</sup>	12:45 – 1:35
6 <sup>th</sup>	1:40 – 2:30
7 <sup>th</sup>	2:35 – 3:25

### 12:30 Dismissal

1 <sup>st</sup>	8:35 – 9:00
2 <sup>nd</sup>	9:05 – 9:30
3 <sup>rd</sup>	9:35 – 10:00
4 <sup>th</sup>	10:05 - 10:30
5 <sup>th</sup>	10:35 - 11:00
6 <sup>th</sup>	11:05 – 11:30
7 <sup>th</sup>	11:35 – Noon
Lunch	Noon – 12:30

### 2:30 Dismissal (No HR or WAA)

1 <sup>st</sup>	8:35 - 9:15
2 <sup>nd</sup>	9:20 – 10:05 (Announc.)
3 <sup>rd</sup>	10:10 - 10:50
5 <sup>th</sup>	10:55 - 11:35
4 <sup>th</sup>	11:40 - 12:05 Lunch wave A
	12:10 – 1:00 Class A
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	11:40 - 12:05 Class B
	12:05 - 12:35 Lunch wave B
	12:40 – 1:00 Class B
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	11:40 - 12:25 Class C
	12:30 – 1:00 Lunch wave C
6 <sup>th</sup>	1:05 - 1:45
7 <sup>th</sup>	1:50 – 2:30

### Weekly Academic Assistance Schedule - 2:35

#### Dismissal (Every Tuesday)

1 <sup>st</sup>	8:35 - 9:15
2 <sup>nd</sup>	9:20 – 10:00 (Announcements)
3 <sup>rd</sup>	10:05 - 10:45
5 <sup>th</sup>	10:50 - 11:30
4 <sup>th</sup>	11:35 - 12:00 Lunch wave A
	12:05 – 12:45 Class A
	-----
	11:35 – 11:55 Class B
	11:55 - 12:20 Lunch wave B
	12:25 – 12:45 Class B
	-----
	11:35 - 12:15 Class C
	12:20 – 12:45 Lunch wave C
6 <sup>th</sup>	12:50 - 1:30
7 <sup>th</sup>	1:35 – 2:15
HR	2:20 – 2:35
WAA	2:35 – 3:25

#### 2 Hour Late Start

1 <sup>st</sup>	10:35 – 11:05
2 <sup>nd</sup>	11:10 – 11:45 (Announcements)
4 <sup>th</sup>	11:45 – 12:15 Lunch wave A
	12:20 – 12:50 Class A
	-----
	11:50 – 12:20 Class B
	12:20 – 12:50 Lunch B
3 <sup>rd</sup>	12:55 – 1:30
5 <sup>th</sup>	1:35 – 2:10
6 <sup>th</sup>	2:15 – 2:45
7 <sup>th</sup>	2:50 – 3:25

#### 2 Hour Late Start with WAA

1 <sup>st</sup>	10:35 – 11:00
2 <sup>nd</sup>	11:05 – 11:30 (Announcements)
4 <sup>th</sup>	11:30 – 12:00 Lunch wave A
	12:05 – 12:35 Class A
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	11:35 – 12:05 Class B
	12:05 – 12:35 Lunch B
3 <sup>rd</sup>	12:40 – 1:05
5 <sup>th</sup>	1:10 – 1:35
6 <sup>th</sup>	1:40 – 2:05
7 <sup>th</sup>	2:10 – 2:35
HR	2:35 – 2:40 (homeroom walk-by)
WAA	2:40 – 3:25

