



Guaranteed Learning for Every Student

**JR./SR. HIGH SCHOOL
Student Handbook**

I. OPENING STATEMENT

A. EQUAL EDUCATION OPPORTUNITY

The Wapsie Valley Community School District offers career and technical programs in the following service areas:

- Agriculture Education
- Business
- Family Consumer Science
- Industrial Technology

It is the policy of the *Wapsie Valley* Community School District not to 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 program and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Taylor Anderson, 2535 Viking Avenue, Fairbank, Iowa, 319-638-6711 or tanderson@wapsievalleyschools.org*. Inquiries may also be directed in writing to the Director of Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Wapsie Valley Community Schools Title IX Statement

Wapsie Valley Community Schools protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other person) at Wapsie Valley Community Schools are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part or full time status, disability, race, or national origin – in all aspects of its educational programs and activities.

B. PHILOSOPHY OF EDUCATION

The Board of Education of the Wapsie Valley Community School District believes that the education of its students is its primary purpose. To that end we embrace the philosophy that each student be accepted equally into the educational program and be provided the opportunities necessary to prepare themselves for the continuing adjustments to life. The following beliefs reflect that view:

- We believe that all learning is a process whereby students with guidance from parents, teachers, administration and community create knowledge and understanding by combining instruction with prior experiences.
- We believe that learning is a sequence of building blocks in which students progress in a way that is unique to each individual.
- We believe that each student is capable of learning and that these capabilities emerge as a result of the learning experiences they receive.
- We believe that the rates of learning vary from student-to-student and from content-to-content and that awareness of these differences is essential in the teaching-learning process.
- We believe that the purpose of the school is to produce students who are creative and critical thinkers, as well as curious and active learners, which will enable them to be quality producers.
- We believe that the district must provide educational experiences which (1) address the long-term personal needs of each student, (2) relate learning to social issues, (3) equip students for multiple careers through communication and problem solving techniques, and (4) prepare students for further academic studies.
- We believe that a desirable learning atmosphere promotes the construction of ideas, provides for the development of skills, and is responsible for the growth of individual learning and thinking.

C. RESPONSIBILITIES

1. The parents/guardian of each child bears the primary responsibility for the development and maintenance of acceptable behavior on the part of their child.
2. In a school setting, it is the responsibility of school personnel to assist the parents by:
 - a. Organizing to provide an opportunity for student self-control and self-direction.
 - b. Organizing to prevent situations that may lead to disorder or the need to exercise arbitrary authority.
 - c. Taking reasonable actions to develop and maintain appropriate student behavior whenever students are at school sponsored activities.
 - d. Communicating and cooperating with parents/guardian in the development of plans and procedures to influence behavior in a positive direction.
 - e. Exercising an awareness of the influence of school personnel on young people.

Board Approved June 18, 2018

3. In a school setting, it is the responsibility of the students:

- a. To attend school daily, except when excused, and to be on time to all classes and other school functions.
- b. To pursue and attempt to complete the course of study prescribed by the state and local school authorities.
- c. To make necessary arrangements for making up work when absent from school.
- d. To assist the school staff in running a safe school for all students, staff and visitors.
- e. To be aware of all school rules and regulations and conduct themselves in accordance with them.
- f. To be aware of and comply with state and local laws.
- g. To recognize the responsibility to provide information to assist the school staff in resolving disciplinary problems.
- h. To protect and take care of the school's property and to respect the property of others.
- i. To dress and groom to meet reasonable standards of safety, health and decency.
- j. To express oneself in a manner that is not offensive, slanderous, or demeaning to others.

D. JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, Saturday school, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities,

including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

E. DEFINITIONS

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

F. SCHOOL FEES

The school district charges fees for certain items. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the junior high/senior high school office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

G. EMERGENCY FORMS

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

High Risk Suicide Student-- Parent Sign Out: If a student is determined by the suicide risk screener at a "high risk" for self-harm, the school will inform the parent/guardian of the suicidal ideation situation immediately. The school will give parents/guardians the details of the student's needs and will release the student to be taken to an ER for evaluation by a medical professional. The parent/guardians will be required to sign the student out and assume responsibility from the school.

II. STUDENT ATTENDANCE

A. DAILY ACADEMIC SCHEDULES

Regular Schedule

1st: 8:15-8:58

2nd: 9:02-9:45

3rd: 9:49-10:32

4th: 10:36-11:19

5th: 11:23-12:25

Lunch: 1: 11:20-11:41
 2: 11:42-12:03
 3: 12:04-12:25

6th: 12:29-1:12

7th: 1:16-1:59

8th: 2:03-2:46

WH: 2:50-3:18

2-Hour Late Start Schedule

1: 10:15-10:45

2: 10:49-11:19

5: 11:23-12:25

Lunch: 1: 11:20-11:41
 2: 11:42-12:03
 3: 12:04-12:25

3: 12:29-12:59

4: 1:03-1:33

6: 1:37-2:08

7: 2:12-2:43

8: 2:47-3:18

1:18 Dismissal Schedule

1: 8:15-8:45

2: 8:49-9:19

3: 9:23-9:53

4: 9:57-10:27

6: 10:31-11:02

5: 11:06-12:08

Lunch: 1: 11:03-11:24
 2: 11:25-11:46
 3: 11:47-12:08

7: 12:12-12:43

8: 12:47-1:18

B. STUDENT ATTENDANCE

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

Parents/guardians of students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at (319) 638-6711 on the day of the absence prior to 10:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. The school determines whether an absence is excused or unexcused.

ATTENDANCE

Two important components to ensure that your child will be successful are regular attendance and being on time. The bell for students to begin the day will ring at 8:11. Students must be in the classroom by 8:15 or will be counted tardy for the day. To be counted for a full day attendance, students must arrive at school no later than 11:40 AM or leave no sooner than 2:00 PM., otherwise he/she will be counted as ½ day absent.

Excused Absences:

Illness
Bereavement
School activities
Medical/dental appointment
Religious observance
Family emergency (i.e. accident, illness)

Unexcused Absences:

Babysitting
Haircut appointment
Missed bus
Overslept
Shopping

Family Vacations

Families are encouraged to take their vacations during summer vacation and other breaks. On occasion a student has the opportunity to accompany a parent on a trip during the school year. **Notification of a student absence under this circumstance should be made to an administrator several days in advance.**

Reporting Absence

If a student is ill or absent for any reason, it is necessary that the parent or guardian call the school office. Phone the school before 9:30 a.m. each day that the child is gone or the first day of an extended absence. If someone is not available to take your call, leave a message. If a call is not received by 9:10 a.m., we will contact the parent by phone or in person either at home or at work.

Required Attendance

Student attendance is directly related to student success. The following minimum attendance guidelines will be used:

Student is absent 10% of school days -- Letter to parents

Student is absent 20% of school days -- Parent/Student/School Meeting

Student is absent 30% of school days -- Recommendation for retention

*Valid medical excuses with remediation will be considered on an individual basis

C. BUILDING ATTENDANCE TEAM AND ATTENDANCE MEDIATION

The Building Attendance Team consists of including, but not limited to the dean of students, guidance counselor, classroom teachers, school resource officer, and administrator.

The purpose of mediation is threefold: convey to the student and parent/guardian the importance of attendance, develop a plan/contract to improve that attendance over the course of the coming academic quarter while considering extenuating circumstances such as prolonged illness, and ensure that all stakeholders have the needed resources to enact the attendance plan/contract. If the student is unable to meet the expectations of the attendance contract, the issue may be referred to the Bremer County Attorney.

D. STUDENT ABSENCES – EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. Student absences approved by the principal shall be excused absences.

For the purpose of a clear definition, a student will be considered absent if he/she misses one or more periods during the day. It will remain the job of the parents to notify the school if absences are excused. If the school is not notified by the parent/guardian (by phone, in person, or in writing) before the student returns to classes, the absence will be considered unexcused.

Significant numbers of absences—whether excused or unexcused—will lead to a referral to one or more of the following parties: the principal, building attendance mediation team, the school resource officer, and/or the county attorney.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. Students have two days per day of absence to make up missing work unless other arrangements are made with the individual instructor. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

E. STUDENT ABSENCES – TRUANCY/UNEXCUSED

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse.

*Students who leave the building during the school day without signing out and receiving permission from the main office may be considered unexcused and detention assigned.

Truancy will not be tolerated. The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school. Students who are absent without a reasonable excuse, as determined by the

principal, may be assigned to Saturday school or other appropriate disciplinary sanction.

The following is a summary of the procedures which will be followed each time a student has an unexcused absence or if he or she fails to attend one or more scheduled classes without advanced permission from the principal's office.

1. The student will conference with the principal/dean of students at which time the student will be notified of the intended punishment.
2. The student's parent/guardian will be contacted at home or at their emergency number.
3. Incident will be documented.

The following is the step process for unexcused absences:

1st unexcused absence: The student will make up the time missed, no less than one hour, as detention time, either before or after school. The student will be given the opportunity to make up the work missed as a result of the absence. Students will be allowed two days for each day missed to complete the make up work unless other arrangements are made with the individual instructor.

2nd and 3rd unexcused absence: The student will make up twice the amount of time missed (and no less than one hour) during a before or after school detention. The student will be given the opportunity to make up the work missed as a result of the absence. Students will be allowed two days for each day missed to complete the make up work unless other arrangements are made with the individual instructor.

4th unexcused absence: The student will serve time in a possible Saturday School: One day (8:00 a.m. -12:00 p.m.) of Saturday School for 1-4 missed periods, and two sessions of Saturday School for more than four missed periods. The student will be given the opportunity to make up the work missed as a result of the absence by serving time after school for four consecutive days. Students will be allowed two days for each day missed to complete the make up work unless other arrangements are made with the individual instructor.

5th unexcused absence: The student will not be allowed to return to class until the parent/guardian meets with the principal upon administrative discretion. During that conference, the student and parent/guardian will be informed of the consequences of a sixth unexcused absence. Following that conference, the student will serve two sessions in Saturday School or spend time after school for at least 5 consecutive days. The student will be given the opportunity to make up the work missed as a result of the absence. Students will be allowed two days for each day missed to complete the make up work unless other arrangements are made with the individual instructor. A copy of the letter sent to the parent/guardian will also be placed in the student's permanent file.

Students who accumulate six (6) or more unexcused absences may be removed from the course(s), resulting in a loss of credit for that semester, or face further sanctions including detention, suspension, or Saturday School specifically if work is not be made-up. Notice will be provided to the student, parent, and superintendent regarding the recommendation for removal from class(es). Continued unexcused absences will result in further disciplinary actions, up to and including notification to to eh board of education and possible expulsion.

Students must produce documentation that a given absence is excused when they return to school if phone contact has not yet been made with the parent/guardian. Absences that are not documented within that time period will be noted as unexcused. Students with unexcused absences may also be referred to the school resource officer.

F. TARDIES

The main office keeps track of tardies based on teacher attendance records. Excused tardies are recorded for school information purposes, but they may not be counted against the student. Teachers should notify students that they have been counted as tardy. A student who misses more than half of a given period will be counted as absent.

1. On the fourth unexcused tardy from a period, students will serve one half hour as a detention before or after school with the teacher.
2. On the seventh unexcused tardy for a period, students will meet with the principal and dean of students for discipline.
3. Student's' tardies restart at the beginning of each new semester.

G. SATURDAY SCHOOL GUIDELINES

1. Students are responsible for securing their own transportation to and from Saturday School.
2. Students will receive at least two days notice to serve their time at Saturday School. Exceptions will be made in extreme circumstances only.
3. Saturday School begins at 8:00 a.m. and ends at 12:00 p.m.
4. If a student misses their assigned Saturday, they will be assigned one additional hour to be served on the next possible Saturday School day. If they miss a second time, they are assigned one additional Saturday School day. If they miss a third time, they are automatically moved to the fifth step of the attendance step process.
5. Students are expected to have school work with them when they arrive at Saturday School. The time is to be used for constructive academic work.

H. STUDENT RELEASE DURING SCHOOL HOURS

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, and with the permission of the principal / dean of students. If students fail to sign out and do not receive permission from the main office prior to leaving, the absence will be considered unexcused. Students are expected to follow the sign out protocol each time they leave the building during school hours. Students may be released during a study hall if they receive permission from a parent and (the main office – administration). However, they are expected to be on time for the class period following that study hall.

I. COLLEGE VISITS

Juniors and Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors may be excused for one day to visit college campuses with the permission of the guidance counselor and the parent/guardian. Seniors may be excused up to two days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents. No college visits will be excused absences following April 30th unless administrators approve it. Students are reminded that the guidance counselor is quite willing to help arrange college visits; students are encouraged to make use of the counselor's insight when setting up college visits.

J. PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES

Students who wish to participate in school-sponsored activities must attend school one half-day the day of the activity unless permission has been given by the principal for the student to be absent. During regular school days, the second half of the day begins at 11:45 a.m. based on the school's clock. A doctor's appointment for illness is not an exemption to this rule. Further, in order for students to be eligible to participate in school-sponsored events or take part in school sponsored trips during the course of the school day, the students attendance and academic standing must be in good order.

If Wapsie Valley students return late from a school sponsored event, they are still expected to be on time for school the following day.

Students who have excessive absences or who are not in good academic standing may not be allowed to leave the building for school sponsored activities or trips. Individual teachers have the right to request that a student be withheld from dismissal for a school sponsored activity if the student's academic record and/or record of discipline is not in good standing.

K. INCLEMENT WEATHER/SCHOOL CLOSING

School cancellations or closings due to inclement weather or other emergencies will be announced via the Remind app. Remind is the only official announcement site. If time allows, it will also be posted/announced on area television stations and via the Infinite Campus Messenger System.

III. STUDENT HEALTH, WELL-BEING AND SAFETY

A. SCHOOL DAY

Students may be present on school grounds before 7:45 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

B. IMMUNIZATIONS

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

C. PHYSICAL EXAMINATIONS

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

D. EMERGENCY DRILLS

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

E. ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school's nurse or another authorized school employee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

F. STUDENT ILLNESS OR INJURY AT SCHOOL

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

G. COMMUNICABLE AND INFECTIOUS DISEASE

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

H. SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school nurse at (319) 638-6711 as its Level I investigator. Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of

physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

IV. STUDENT ACTIVITIES

A. ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

B. FIELD TRIPS

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

Students who have excessive absences or who are not in good academic standing may not be allowed to leave the building for school sponsored activities or trips.

C. SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

D. STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the Board of Education at least two weeks prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Students who violate this rule will be asked to stop. Violations of this rule may result in future fundraising activities being denied.

E. USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

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

F. DANCES

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Students are expected to behave in a manner appropriate to the time and occasion; rules and expectations that apply to students while at school or other school sponsored activities apply to students at school-sponsored dances as well.

G. DANCES FOR 9-12 STUDENTS

The principal must approve all school dances at least two weeks in advance. Dances are to be held on Friday or Saturday nights and end by 12:00 midnight unless administratively approved to extend beyond. Cleaning up after the dance is the responsibility of the organization sponsoring the dance. At least two teachers must be present at the dance to help chaperone, and the names of those teachers are to be turned in to the principal at least two days prior to the dance. Once the student leaves the building they will not be readmitted to the dance. Dances are only open to students in grades 9 through 12 and their guests. Guests must be registered in the office one day prior to the dance and fill out appropriate paperwork prior to the dance. All school rules apply at a dance. Any exceptions to the above must be made by the principal.

H. DANCES FOR 7-8 STUDENTS

Dances for 7th and 8th grade students will be held after school and limited to Wapsie Valley 7th and 8th grade students.

I. CLASS OFFICERS & MEETINGS (Wapsie Valley Ambassadors)

Candidates for a class office must qualify by having earned the required number of credits for the respective grade designation. Students must have a "C" average to hold a class office or a student council position. Every high school class will have the opportunity to organize, elect officers, and function as a social and class unit. The class sponsors are to attend meetings.

J. National Honor Society

Students in grades 11 and 12 may be eligible for induction into the Wapsie Valley chapter of the National Honor Society. Students who have achieved a GPA of 3.3 or above qualify and will have the opportunity to provide information to a selection committee comprised of five members of the Wapsie Valley staff. Students may provide information on the following core areas: scholarship, character, leadership, and service.

K. STUDENT TRANSPORTATION TO SCHOOL-SPONSORED EVENTS

If students are transported to an extracurricular activity by school vehicles or school personnel, they must return to the school on school transportation or be accompanied by school personnel as well unless they are released to a parent, guardian, or an adult immediate family member. Exceptions to this rule will only be made in extreme circumstances and must be approved by the principal or activities director prior to the student leaving the school event.

V. STUDENT RECORDS

A. EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st, to the principal. The objection needs to be renewed annually. NAME, ADDRESS,

Board Approved June 18, 2018

TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION are considered to be directory information.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC, 20202-4605.

VI. STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. The Bremer County Sheriff's Office may conduct searches on school property with the aid of a certified canine. This includes random searches conducted periodically throughout the school year.

A search of a specific student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion. A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
 - the age of the student;
 - the sex of the student;
 - the nature of the infraction; and
 - the emergency requiring the search without delay. A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may

only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

a. Searches of Student Lockers, Desks and Bags

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

All bags are subject to search at any time

b. Searches of Automobiles

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

B. INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students will not be taken from school without the consent of the principal and without proper warrant.

C. THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

D. STUDENT APPEARANCE

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate. Appropriate shorts may be worn. Shirts with open backs are not permitted. Shirts with large draping arm-holes will not be permitted. Hats or other head coverings are not permitted during the school day. Exceptions can be made in emergencies. Examples are for medical reasons but are not limited to this. When worn and asked to be removed, the head covering will be given to the teacher and may be picked up at the end of the day. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

E. CARE OF SCHOOL PROPERTY

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

F. DRIVING TO SCHOOL

In order to ensure maximum student safety the following regulations are in effect.

1. Driving a vehicle to school is a privilege - not a right.
2. Students are to park only in the north parking lot only.
3. Students parking cars on grass or blocking a driveway may be towed at the parent's/guardian's expense.
4. Students are not allowed to sit in, drive, or ride in or on trucks, cars, motorcycles, mopeds or bicycles during

the school day, except in the case of emergency, work-study or tutor where approval is granted by the principal.

5. Students are not permitted to be in the parking lot area during the school day without permission from the office.

6. Students are to drive cautiously and defensively (10 miles per hour limit) while on the school grounds.

7. Student trucks, cars, mopeds, and motorcycles are to use extra caution and allow buses the right of way when they leave.

8. Students are not to park in the designated fire lane or handicapped parking areas.

9. Students are not to park behind the school building during school hours.

10. Students may apply for School Permits upon completion of Driver's Education. Students and parent(s) will present their request to the Board of Education.

G. HALL PASSES

Each student (7-12) will be issued a planner at the beginning of the year. It is the student's responsibility to record all of their assignments in their planner. Additionally, the students must have the planner with them at all times during the school day. When properly endorsed by staff, this planner will serve as the student's hall pass; therefore, any student caught without a planner during the school day is in violation of school rules and will face disciplinary action. If a student planner is lost, it is the responsibility of the student to purchase a replacement. Students must have a hall pass to be in the halls when classes are in session.

H. ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances including e-cigarettes; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

I. TEXTBOOKS

Textbooks are furnished on a rental basis for student use. Damage, misuse, or abnormal wear of books will be charged to the student. If lost, (new) - full price of new book; 1 year old - 85% of cost of new book; 2 years old -70% of cost of new book; 3 years old -55% of cost of new book; 4 years old or over - 40% of cost of new book. Damaged books (still usable) - hardbound - \$1.00 to \$5.00, paperback - \$.50 to \$1.50.

J. CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Distributing one's own work or the work of someone else may also be considered cheating. Discipline may include the loss of class credit and use of computer.

K. DISPLAY OF AFFECTION

Public displays of affection beyond holding hands will be considered as being unacceptable conduct. Parents will be contacted if students persist in such displays.

L. DUAL ENROLLMENT STUDENTS

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

M. POSTING OF INFORMATION

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

N. INTERFERENCES IN SCHOOL

Students may not possess radios, CD players, iPods (or similar devices) televisions, video cameras, water guns, toys and other similar items on school grounds during the school day. The items may be taken away from the students and returned at a later date.

O. REMOTELY ACTIVATED OR ACTIVATING COMMUNICATION DEVICE USE (“CELL PHONE” USE)

For the purposes of this handbook, “Remotely activated or activating communication devices” are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones with or without cameras, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

Remotely activated or activating communication devices (i.e. cell phones) are not to be used during the instructional periods of the school day from 8:15 a.m. to 3:18 p.m.

Remotely activated, or activating communication devices may not be used for sending or receiving text messages during any instructional period.

Remotely activated or activating communication devices may not be used in any manner that will cause disruption to the educational environment. Cell phones with camera capabilities are prohibited in restrooms and locker rooms.

Emergency calls should be directed to the high school office (319) 638-6711 or (319) 279-3458 and the school secretary will get the message to the student.

Use of remotely activated or activating communication devices on school grounds will only be allowed between instructional periods or during a student’s lunch period. Such devices should be turned off at performances.

The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic

device brought to school.

Use of remotely activated, or activating communication devices for field trips and extracurricular activities will be at the discretion of the sponsor/coach.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any personal communication devices following the incident on school property.

Consequences

1st offense

Device(s) will be confiscated by the student's teacher or other District personnel and taken to the main office. The student may retrieve the device at the end of the day.

2nd offense

Device(s) will be confiscated by the student's teacher or other District personnel and taken to the main office. A parent or guardian will have to retrieve the device.

3rd Offense and subsequent offenses

Device(s) will be confiscated by the student's teacher or other District personnel and taken to the main office. For the next FIVE school days the student will be required to turn their phone into the office at the beginning of the day, the student may retrieve the device at the end of each day. For each subsequent offense the confiscation period will add FIVE school days.

P. INITIATIONS, HAZING, BULLYING OR HARASSMENT

Wapsie Valley is an Olweus Bullying Prevention District. Below is a short description of the Olweus Program: The Olweus Program (pronounced OI-VAY-us) is a comprehensive approach that includes school-wide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, junior high and high schools (K-12). The program's goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries around the world and in thousands of schools in the United States.

The *Wapsie Valley Community School District* is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassment behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity. For further information related to Anti-Bullying/Anti-Harassment Investigation Procedures, see Board Policy Code No. 104R.1

Board Approved June 18, 2018

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

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

- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should 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 or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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, familial status, and which creates an objectively hostile school environment includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when such conduct:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Q. LOCKERS

Each student will be assigned a locker which is to be kept neat, clean and locked at all times. Personal padlocks are prohibited. School officials will cut off unauthorized padlocks if necessary. Lockers are the property of the school district and are on loan to the students. Therefore, they are subject to inspection by school staff members at any time for a reasonable cause. Students are expected to keep their books and valuables in their lockers. Anything inside the locker which displays prohibited substances, contains profanity, or shows people in various states of undress will not be allowed. Nothing is to be on the outside of the locker doors. Exceptions may be made by the principal in the case of spirit signs or other school-wide decoration. Students are responsible for paying for damages to their locker. Locks or lockers are not to be jammed. Locker agreements are to be completed prior to assignment of a locker.

R. LOCKER COMBINATION AGREEMENT

In the past some students have found it more convenient to not lock their lockers. They have accomplished this by either “jamming” the lock or “bending” the pegs so that it will not lock or close properly.

Either method results in damage to the locker. We can and will, upon request, arrange for the locker to not have a lock. It will appear as if it does have a lock. It will open and close properly. However, if you make this choice be reminded that unfortunately, we have had thefts from lockers. We have had pranks done to unlocked lockers. If you choose to have a lock on your locker your contents should be safe. Only you and the office will have your combination unless of course you share your combination with someone else.

S. PROM

The junior class shall raise money, as approved by the administration and sponsors, for the purpose of presenting the annual Junior-Senior Prom. A banquet may be served where juniors, seniors, and faculty may be invited. Juniors and seniors may invite guests from outside of the school (high school or older) to the prom by registering them in the office at least one day prior to the prom. Students are expected to behave in a manner appropriate to the time and occasion; rules and expectations that apply to students while at school or other school sponsored activities apply to students at Prom as well.

T. SCHOOL RESOURCE OFFICER

Wapsie Valley Jr./Sr. High School is privileged to be supported by Bremer County Law Enforcement, and specifically by a School Resource Officer who works regularly within the building. When acting as the School Resource Officer (SRO), that individual holds the same rights to interview students and access their records as any staff member, so long as the access to that student and his/her records is related to their academic and behavioral well-being. Any questions

Board Approved June 18, 2018

regarding the work of the School Resource Officer can be directed to the jr./sr. high school office.

U. STUDENT COMPLAINTS

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

- If an employee is involved, discuss the complaint with the employee within five days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within five days of the superintendent's response. The board determines whether it will address the complaint.

V. STUDENT CONDUCT

Wapsie Valley is a PreK-12 PBIS (Positive Behavior Intervention Supports) school. Below is a brief explanation of PBIS:

Positive Behavioral Intervention and Supports (PBIS) is a systemic approach to proactive, school-wide behavior based on a Response to Intervention (RtI) model. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Schools implementing PBIS build on existing strengths, complementing and organizing current programming and strategies. The PBIS model has been successfully implemented in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. Data-based decision making is a hallmark of PBIS, allowing successes to be easily shared with all relevant stakeholders. The "Warrior Way" is the trademark slogan for all Wapsie Valley Schools PreK-12.

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered 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. Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Students involved in physical fighting on school grounds or at events involving Wapsie Valley Community Schools students may face disciplinary actions up to and including expulsion. Students who are found to be engaging in such behavior will face an in-school suspension, depending upon the circumstances surrounding the incident and the

Board Approved June 18, 2018

student's discipline record. Students who engage in physical fighting a second time can expect more stringent punishment. Referrals to Bremer County Law Enforcement through the Bremer County School Resource Officer may also be made.

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

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

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

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student. Students who do not report to the office following being removed from class (or lunch room) by a staff members will receive an automatic detention.

Typical Disciplinary Protocol for Students Removed from Class:

1st removal: One half hour detention.

2nd removal: One hour detention.

3rd removal: One hour detention.

4th removal: Parent conference prior to return to class.

Subsequent removals from the same class may result in the loss of credit.

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

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities—before, during, and after school hours—that occur during the course of the student's suspension. An out-of-

Board Approved June 18, 2018

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

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

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board. Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

W. SPORTSMANSHIP AND GOOD CONDUCT POLICY

Philosophy: The purpose of a good conduct rule is to help each individual student involved in a co-curricular activity to take responsibility for his or her actions. Students who participate in activities serve as role models for peers and younger students, therefore, their attitudes and actions have an important impact on others. Co-curricular activities are offered as an option and a privilege. Those who participate are expected to assume responsibility for maintaining high standards of behavior. Therefore, the Wapsie Valley School District has set up standards for students who wish to participate. Included are provisions to promote honesty and cooperation in order for each student to have a positive learning experience as a participant in the co-curricular activity program. Students who violate the good conduct rules may be suspended. This policy does apply to student's habits and conduct in and out of school and during the school and summer months.

I. Sportsmanship

a. One of the primary goals of athletics is the development of positive sportsmanship characteristics. Likewise as role models and representatives of our school, it is imperative that our student athletes display good sportsmanship. Acts that are unsportsmanlike are to be dealt with immediately by the head coach. It is up to the head coach to determine the appropriate corrective behavioral measures.

II. Good Conduct Policy

a. Violation of Policy

1. Violations shall include, but not be limited to, the use and/or possession of tobacco, alcoholic beverages, and controlled substances. Violations would also include breaking the law (not including traffic citations). A founded case of bullying or harassment that results in a student suspension will also be considered a violation. Any student who commits an offense, or is placed under the supervision of

juvenile court services, shall be considered in violation of the policy.

2. A school administrator or designee through information from staff members, law enforcement officials, courts, and self-admissions will determine violations. The student will become ineligible for the specified amount of time if evidence is produced to establish a violation. However, students need not be involved in the court system to be considered in violation of the Good Conduct Policy.

3. Separate penalties shall be applied for athletics and non-athletics. A student will be ineligible for the specified number of performances in both athletics and non-athletics.

4. Any offense of the Good Conduct Policy committed after the completion of the eighth grade will be treated as a first offense. Junior high students will have the same three levels during junior high.

b. Consequences for Violations of Good Conduct Policy

1. Completion of season provision: If a student is found to have violated the school's Good Conduct Policy, in order to serve off any suspension of activities, the student must complete the season as a member in good standing to be eligible for the next activity. For example: A student/athlete who has previously only been a participant in volleyball violates the good conduct policy in December. She elects to go out for track so as not to be suspended from volleyball. Her suspension will occur during track; however, she must complete the track season in good standing. If she complies, she will not be suspended from volleyball. However, if she does not comply, she will still be suspended when she goes out for volleyball. Suspensions that cannot be fulfilled due to the lack of remaining scheduled contests shall carry over to the next activity in which the student participates. If the student does not fulfill the requirements for the subsequent activity, suspension time will still need to be fulfilled at a later date before the student is eligible again.

1. First Offense

There will be two levels of consequences for all first offense violations of the Good Conduct Policy. The consequences will be dependent upon the level of cooperation received by the alleged offender. The purpose of this is to encourage students to take responsibility for their actions. The number of performances/games to be missed is outlined below, based upon the number of scheduled performances/games in a given year. The two levels will be:

a. Student Confession Within 48 Hours: If a student voluntarily and within 48 hours makes a school administrator, coach, or sponsor aware of the fact that they have violated the Good Conduct Policy, the student will be suspended from competition for the next one scheduled contest.

b. Student Confession Not Within 48 Hours: If a student is found in violation of the Good Conduct Policy and hasn't reported in 48 hours, he/she will be suspended from competition for 1/3 of the season's contests.

2. Second Offense

a. Student Confession Within 48 Hours: If a student voluntarily and within 48 hours makes a school administrator, coach, or sponsor aware of the fact that they have violated the Good Conduct Policy, the student will be suspended from competition for the next 1/3 of scheduled contests.

b. Student Confession Not Within 48 Hours: If a student is found in violation of the Good Conduct Policy and

hasn't reported in 48 hours, he/she will be suspended from competition for 1 season, which may be divided.

3. Third Offense

a. The consequence for all third offenses of the Good Conduct Policy may be suspension for the remainder of the student's high school career from all extracurricular activities.

Violations of the good conduct policy that occur on schools grounds may also result in further punishment of the student including, but not limited to in-school or out-of-school suspension or expulsion. Referrals to Bremer County Law Enforcement and to the school resource officer may also be made.

Suspension & Participation in Extracurricular Activities

1. In-school and out-of-school suspension

a. Participants in activities who receive in-school or out-of-school suspension will not be eligible to participate in extracurricular activities during the course of the suspension.

X. SPORTSMANSHIP

Students representing Wapsie Valley Schools as extracurricular participants or supporters are reminded that their conduct reflects upon the school, its students, and staff. Students who demonstrate poor sportsmanship as determined by a staff member or administrator will be subject to discipline. This policy is in force whether the incident takes place on Wapsie Valley Schools' property or at an event hosted by another district or institution.

Y. STUDENT PUBLICATIONS

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

- obscene;
- libelous;
- slanderous; or
- encourages students to: commit unlawful acts; violate school district policies, rules or regulations; cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program; interrupt the maintenance of a disciplined atmosphere; or infringe on

Board Approved June 18, 2018

the rights of others.

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

Z. FREEDOM OF EXPRESSION/ STUDENT WALKOUTS

- Under the U.S. constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is reasonably done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.
- From time to time social issues impact student lives and they are motivated to participate in student walkouts. WVCSD supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walkouts or other protests could come with consequences. WVCSD does not initiate or endorse any student led walkouts, however we support students who choose to peacefully assemble and use their voices for positive change. Students who choose to participate in a walkout are encouraged to discuss their plans with administration prior to the walkout, in which a plan can be created to keep students safe and allow them to show support. It is the district's obligation to keep students safe and minimize disruptions to the learning environment. Students who choose to participate and create a substantial disruption to the learning environment will be marked unexcused and consequences will be applied to the existing attendance and discipline policy.

AA. SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Wapsie Valley Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Wapsie Valley Community School District has the responsibilities under Section 504, which include the obligation to identify, evaluate, and, if the student is determined eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact the building administrator, or Mr. Chad Garber, section 504 Contact Person for the Wapsie Valley Community School District at (319) 638--6711.

VII. STUDENT SCHOLASTIC ACHIEVEMENT

A. GRADE REPORTS

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students may apply for an incomplete grade by having an Application for Incomplete Grade filled out and signed by the teacher, the student's parent/guardian and the principal. Students who are granted an incomplete grade in a class must complete the class within five days after the end of the quarter. Extensions may be granted by the principal for extreme circumstances. Failure to finish an incomplete may result in a failing grade and loss of credit.

B. HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

C. CLASS AUDIT/REPEATING A COURSE

A senior may, at the teacher's approval, be allowed to take a course for audit (no grade). No credit will be given, but the report card will denote the audit. Auditing needs to be declared at the beginning of the course. The student must complete all assignments and take quizzes or tests involved.

If a student receives a D or F in a class, the student may repeat that semester. The new grade will be recorded and the previous grade will be deleted.

D. COLLEGE REPRESENTATIVES

Various college counselors call at our school and any senior interested may be given time to visit with the counselor. Passes are to be obtained from the counselor and signed by the classroom teachers for the time of visitation. Teachers are to be given a two-day notice of this visitation request. Juniors may request in-school visitations. The counselor will decide if your intentions are serious.

E. STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

F. HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development during various courses. Parents may review the human growth and development units prior to their use and have their child excused from human

growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

G. OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

H. CLASS LOADS

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

I. ADDING/DROPPING COURSES

Students who wish to add or drop a class must do so within five days after the start of the semester. The teacher, parent, and guidance counselor's permission are necessary to add or drop a class.

J. STUDY HALL

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

K. HONOR ROLL AND ACADEMIC HONORS

The school district honors students who excel academically. An honor roll is published each nine weeks. Students who achieve a grade point average of 3.5 or higher for a given quarter will be noted in the honor roll.

L. ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Under Iowa law students must receive passing grades in all courses in which they receive credit to be eligible participate in co- or extracurricular activities. Students who do not meet this requirement are not allowed the privilege of participating in co- or extracurricular activities for the first thirty calendar days of competition in their particular activity. For additional information regarding the eligibility policy, please see the building principal.

M. APPLICATION FOR INCOMPLETE EXTENSION

Students who have experienced extenuating circumstances such as prolonged illness or other circumstance beyond their control may apply for an incomplete extension at the end of the grading quarter. This extension allows students five (5) school/office days to complete the work for that particular quarter. Incompletes will not be carried through the summer months. The request for extension must be approved by the parent, teacher, and principal or counselor. If the incomplete is not remedied at the end of the five days, the grade may turn to an F for the grading period in question. Students who have simply failed to turn in work during the course of the grading period may not necessarily be

approved for an incomplete extension.

N. CONCURRENT ENROLLMENT OPTIONS

Students in grades nine through twelve may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges. Students must show proficiency on Iowa Assessments to be eligible for concurrent enrollment options. The school district will cover the cost of a course taken by high school students. Students who register for courses are responsible for the cost of books and materials associated with the class. If the course is taught by a Wapsie Valley teacher books and materials will be provided by the district. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. Courses available are subject to change each year and are agreed to by the district and Hawkeye Community College in The Joint Educational Service Agreement signed each year. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit. Students final grade(s) will be posted to their college and high school transcript. The final grade received for the course will be factored into the students college and high school grade point average. Students who fail the course, fail to receive credit or withdraw from the course early after the college or universities drop deadline will receive no high school credit and receive a failing grade on their high school transcript. Students will be subject to the same consequences for failing a high school course and will be in violation of the Good Conduct Policy. Students interested in participating in this program should contact the school counselor and adhere to registration timelines set by the colleges and universities.

O. EARLY GRADUATION

Students who meet the graduation requirements set by the Board prior to the end of their senior year may apply to the principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal and appear before the board for its approval. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies and Prom.

P. GRADUATION

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

VIII. MISCELLANEOUS

A. TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

B. SCHOOL ANNOUNCEMENTS

School announcements are read over the intercom every morning when needed otherwise they are recorded daily onto the school website. Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the office.

C. VISITORS/GUESTS

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

D. LEGAL STATUS OF STUDENT

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

E. Lunch Program

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk.

MEAL CHARGES

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

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00, a student may charge no more than \$500.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families can add to their school lunch account electronically, or by bringing a check to school.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an

alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

Employees may use a charge account for meals, but may charge no more than their current balance to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance reaches \$5.00. Negative balances of more than \$500.00 will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

MEAL CHARGES

Communication of the Policy

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

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

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy

F. BUSES AND OTHER SCHOOL DISTRICT VEHICLES

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

Video cameras may be in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.

- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

G. MEDIA CENTER

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center.

H. GUIDANCE PROGRAM

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

I. CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

J. INSPECTION OF EDUCATIONAL MATERIALS

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