

# Washington Middle School

2017-2018

## Student Handbook

Curtis Mayer, Principal  
Aaron Six, Dean of Students/AD  
Emily Miller, Guidance  
Cathy Kleese- Office Assistant  
Jill Moore- Office Assistant  
Jill Doughty- Guidance Assistant  
Tish Johnson/Shelly Hoffman- School Nurses

DISTRICT MISSION STATEMENT

***Engage, Inspire, Empower***

DISTRICT VISION STATEMENT

***Engage in academic excellence. Inspire for the future. Empower all Students.***

Address: 313 South 4<sup>th</sup> Avenue PO 490  
Washington, IA 52353-0490  
Phone : (319) 653-5414  
Fax: (319) 653-7350  
Guidance: (319) 653-5416  
Attendance Line: (319) 653-1101

### DISTRICT EQUITY STATEMENT

It is the policy of the Washington 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 programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Superintendent, Jeff Dicks, or Veta Thode at 319-653-6543.

### DISTRICT MISSION STATEMENT

***Engage, Inspire, Empower***

### DISTRICT VISION

***Engage in academic excellence. Inspire for the future. Empower all Students.***

### MULTICULTURAL AND NONSEXIST EDUCATION-Board Code 603.4

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, gender, marital status, national origin, disability or sexual orientation.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African Americans, Hispanic Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board will adopt a written plan for the implementation of multicultural and nonsexist education and will evaluate this plan at least every five years. During the evaluation process, the board will involve parents, students, employees, and community members.

### GENERAL SCHOOL INFORMATION

#### School Hours

School is in session from 8:10 A.M. until 3:25 P.M. School office hours are 7:50 A.M. until 4:15 P.M. The administrative office will be open for students and parents at 7:50 A.M.

Students are expected to leave the building and grounds at 3:25 P.M. unless WAITING FOR TRANSPORTATION OR being supervised by a teacher or coach.

### MORNING GUIDELINES

1. Doors to the building will be unlocked at 7:50 am for all students to enter the building who wish to eat breakfast or wait in the auditorium. At breakfast, students will be expected to sit at the tables and remain seated until dismissed by school staff. All students who do not wish to eat breakfast or wait in the auditorium will enter the building at the 8:00am bell and move to their advisory to get their chromebook prior to classes starting at 8:10am.
2. Students who have business with the office will be able to be released from the cafeteria or auditorium at 7:50 A.M. Students should return to their seats in the cafeteria or auditorium when finished.
3. Students needing to see a teacher are required to have a pass that has been set up a day in advance.

4. **Students riding with parents should follow signs for the appropriate dropoff point on the east side of the building. Parents are not to drop off or pickup students on the north or south sides of the building. Those areas are designated for staff parking and bus drop off zones.**

**During the school hours (8:10 am-3:00pm), parents who have business with the office may park in the east parking spaces.**

#### SCHOOL CLOSINGS

If school is to be called off, or dismissed early or late, an announcement will be made on the district's website.

You can also watch or listen to the news stations listed below for announcements:

KCRG Channel 9	KCII 106.1
WHO-TV Channel 13	WMT AM 600
KGAN Channel 2	KILJ FM 105.5, 1130 AM
KWWL Channel 7	KHAK FM 98.1
KWQC Channel 6	KDAT FM 104.5
	KRNA FM 94.1
	KRQN FM 107.1

Please reference the above sources and refrain from calling school offices or staff.

School cancellation/delay announcements will generally be made before 6:30AM.

Early or late dismissal announcements will generally made by 11:30AM.

Parents who have provided a valid email address and mobile phone number as part of student e-registration will also receive an opt-in message from the school to sign up for alerts via email and text message. Other community members that do not currently have students enrolled may also sign up for these alerts through the school website.

All extracurricular activities, events, practices, rehearsals, meetings, and competition to be held will be determined by the school administration. Compulsory attendance will not be required by any student member. Distance to be traveled, location of the event, time of the event, weather forecast, means of transportation, and numbers involved would be factors to consider when making the above decisions.

#### Address / Phone Numbers

**Washington Middle School  
313 South 4<sup>th</sup> Avenue PO 490  
Washington, Iowa 52353-0490**

**Phone (319) 653-5414  
Fax (319) 653-7350  
Guidance Office (319) 653-5416**

**Central Office 653-6543  
Transportation 653-3695**

## Washington Middle School Staff

Mackenzie Adrian	SPED Para Educator	Rodney Schropp	Custodian
Toni Adrian	Social Studies Teacher	Angie Shrader	PE Teacher
Erin Almelién	Art Teacher	Katherine Sieren	SPED Teacher
Sarah Anders	WIN/Media Center Para Educator	Aaron Six	Dean of Students
Jamie Branch	At Risk Coordinator	Collin Stark	Math Teacher
Mary Bump	SPED Para Educator	Connie Svenby	Social Studies/ELP Teacher
Suzanne Delgado	Spanish Teacher	Karen Teitsworth	Cook Manager
Jill Doughty	Guidance Assistant	Cary Wagler	Custodian
Jacob Garrett	Science Teacher/Coach	Yvonne Walters	Math Teacher
Beth Goodman	SPED Para Educator	Cailee Wenger	Vocal Music Teacher
Heather Greiner	LIEP Teacher		
Dae Haskins	SPED Para Educator		
Jared Henry	Heath and Fitness Teacher		
Shelly Hoffman	Nurse		
Kayla Johnson	Read 180/ELA Teacher		
Tish Johnson	Nurse		
Megan Jones Schiebel	English Language Arts Teacher		
Jami Kauffman	SPED Para Educator		
Cathy Kleese	Office Assistant		
Erna Mahmutovic	Science Teacher		
Shawna Manz	SPED Teacher		
Barb Matheson	Math Teacher		
Curt Mayer	Principal		
Craig McClenahan	Band Teacher		
Dave McLaughlin	Industrial Tech/GTT Teacher		
Jesika McLaughlin	SPED Teacher		
Rachel Meyer	Social Studies Teacher		
Emily Miller	Guidance Counselor		
Nathan Miller	Instructional Coach		
Shari Mitchell	English Language Arts Teacher		
Beth Moravec	Media/Tech Center		
Jill Moore	Office Assistant		
Dawn Peterson	Cook		
Kathy Pfeiffer	Cook		
Rita Phipps	English Language Arts Teacher		
Lane Ranck	Science Teacher		
Katie Schneider	SPED Teacher		
Denise Schantz	Cook		

**MIDDLE SCHOOL BELL SCHEDULES**

<b>Full day</b>				<b>1:15 Early Dismissal</b>				<b>10:10 Late Start</b>			
Period	Start	End	Minutes	Period	Start	End	Minutes	Period	Start	End	Minutes
0	7:40	8:05	25	0	7:40	8:05	25	0	9:40	10:05	25
			5				5				5
1	8:10	8:40	30	1	8:10	8:26	16	1	10:10	10:26	16
			4				4				4
2	8:44	9:11	27	2	8:30	8:46	16	2	10:30	10:46	16
			4				4				4
3	9:15	9:42	27	3	8:50	9:06	16	3	10:50	11:06	16
			4				4				4
4	9:46	10:13	27	4	9:10	9:26	16	4	11:10	11:26	16
			4				4				4
5	10:17	10:44	27	5	9:30	9:46	16	7	11:30	11:57	27
			4				4				4
6	10:48	11:15	27	6	9:50	10:06	16	8	12:01	12:28	27
			4				4				4
7	11:19	11:46	27	11	10:10	10:26	16	9	12:32	12:59	27
			4				4				4
8	11:50	12:17	27	12	10:30	10:46	16	10	1:03	1:19	16
			4				4				4
9	12:21	12:48	27	13	10:50	11:06	16	5	1:23	1:40	17
			4				4				4
10	12:52	1:19	27	14	11:10	11:26	16	6	1:44	2:01	17
			4				4				4
11	1:23	1:50	27	7	11:30	11:57	27	11	2:05	2:22	17
			4				4				4
12	1:54	2:21	27	8	12:01	12:28	27	13	2:26	2:43	17
			4				4				4
13	2:25	2:52	27	9	12:32	12:59	27	13	2:47	3:04	17
			4				4				4
14	2:56	3:25	29	10	1:03	1:15	12	14	3:08	3:25	17
	1-14 Total		435		1-14 Total		305		1-14 Total		315

## **GENERAL STUDENT INFORMATION**

### **NONDISCRIMINATION-Board Code 102, 102.E1**

The board will not discriminate in its educational activities on the basis of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sexual orientation or socioeconomic status.

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.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sexual orientation, or socioeconomic status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Students, parents, employees and others doing business with or performing services for the Washington Community School District are hereby notified that this school district does not discriminate on the basis age (except students), color, creed, disability, gender identity, marital status, national origin, race, religion, sexual orientation or socioeconomic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of age (except students), color, creed, disability, gender identity, marital status, national origin, race, religion, sexual orientation or socioeconomic status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Title: **Equity Coordinator/Veta Thode**  
Office Address: 404 West Main, Washington, Iowa 52353  
Phone Number: (319) 653-6543

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

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

It is the policy of the Washington Community School District (Board Policy 402.3) to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

The Washington Community School District has appointed a level-one investigator(s) and alternate(s), and has arranged with a trained, experienced professional to serve as the level-two investigator. All complaints must be submitted in writing to the level-one investigator. The level-one investigators for our district are Veta Thode and Curt Mayer. He/she may be reached at the administration building by calling 653-6543.

#### STUDENT COMPLAINTS AND GRIEVANCES-Board Code 502.4

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 2 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

#### STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

### ANNOUNCEMENTS

Announcements will be read to students at the end of Period 14 each day and be on the school's website. It is the student's responsibility to be aware of the information contained in the daily announcements. Student announcements must have a teacher, sponsor, or administrative approval before being read. All announcements must be written down or emailed to the office before 9 a.m. if they are to be read for that day. Students may place materials or notices in the building with permission of the principal.

### ASSEMBLIES

Our assembly programs for the most part will be held in the auditorium. All assembly seats in the auditorium will be pre-assigned by Advisory groups. The teacher is to sit with his/her assigned group.

### CLOSED CAMPUS

A closed campus will be observed at Washington Middle School. Students leaving the campus without school permission and/or properly signing out will be subject to disciplinary action. If a student wishes to leave the building for any reason, check with the office. Requests will be considered on an individual basis and may or may not be granted. **STUDENTS WHO CHECK OUT FOR LUNCH WITH A PARENT MUST BE RETURNED PRIOR TO THE START OF THEIR NEXT SCHEDULED CLASS.**

### HEALTH SERVICES

Students who become ill or are injured at school will be given available first aid. Whenever possible, parents will be notified by phone and instructions will be requested for the care of the child. When the parent has no telephone or cannot be reached, the ill or injured child may be transported home, to the hospital, or to a doctor's office by a member of the school staff.

In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient type of transportation. If possible, the family physician listed on the office records shall be contacted.

The Board assumes no responsibility for medical treatment of students. It shall be the policy of the District that no medications shall be taken by or administered to students at school except under the following conditions:

- a. Written authorization of the parent or guardian shall be on file in the principal's office. For prescription medications, written authorization from a physician for the District to administer prescription medications shall also be on file in the principal's office. The pharmacy labeled bottle may serve in lieu of the doctor's signature.
- b. Only nurses or employees who have completed training in medication administration shall administer the medication.
- c. All medication shall be administered in the office when possible. No medication is to be kept by the students in their desks, lockers, or on their persons.
- d. Prescribed medications shall be stored in the office area in a secured place in their original containers with a detailed label or authorization form clearly showing the student's name, date prescribed, name of the medication, dosage, times for administration, expiration date, prescribing physician, any special storage or administration procedures and any anticipated reactions. The designated employee may

contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.

e. Nonprescription medications shall also be stored in the office in a secure place in their original containers and shall be accompanied by a consent form from the parent or guardian giving the student's name, name of the medication, and the dosage. Telephone authorization will serve as permission, but must be confirmed by a written authorization within two school days. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.

f. Acute cases, such as asthma, diabetes and seizures will be handled individually.

g. A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of the administration and any reactions.

#### ID CARDS

All middle school students and staff will receive one ID card at the start of the year. This card will be used for the purposes of identification (security), lunch purchases, and library material checkout. A replacement fee of \$3 will be charged and payment may be made through the school office for all lost or damaged cards. Activity cards are sold separately through the HS or MS office for \$40.

#### LOCKERS & DESKS

All middle school students will be assigned a hall locker. During the school day when lockers are not in use each student is responsible for keeping his/her locker shut. Lockers will have locks. It is highly recommended that students put locks on their gym lockers. It is the student's responsibility to keep his/her combination from becoming known by other students. There will be a fine if the lock and locker are not kept in good condition. Lockers are held in joint occupancy of the student and the school with both parties possessing equal rights to access.

All desks and lockers in the school buildings are the property of the Washington School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, and possessions ordinarily used in day-to-day school activities and outerwear clothing. Food items and liquids (i.e. pop, juice, etc.) are not to be in lockers. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include nonprescription controlled substances (such as marijuana, cocaine, amphetamines, and barbiturates), apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items of contraband are not to be placed in school desks or lockers under any circumstances.

### SEARCH AND SEIZURE-Board Code 502.8, 502.8R1

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

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

### LOST AND FOUND

Any lost or found articles should be reported at once to the office. Students finding lost articles are asked to take them to the office. Lost and found items without significant value will be placed in the lost and found cans located in the school cafeteria.

### LUNCH & BREAKFAST

Washington Middle School has an automated lunch program. Students receive a plastic card with their name and a bar code number on it. When students go to lunch they give their card to the person on duty. He/she will scan the card and the computer will deduct the cost of lunch from the student's family account. The name of each student has been entered into the computer and each student has been assigned a code number. This establishes a lunch account for each student. Payment is made at the office. If a check is presented to the office, it should be written for the amount the student wishes to be deposited in his/her account. No change will be given for a check written for more than the amount to be deposited in the account. The secretary will enter all deposits in the student accounts by 10:00am each school day. Therefore, it is important that students do not run out of money in their accounts. Students will be notified when their account is at or below \$6.00.

Borrowing from another student is not an option as each student has his/her own account. Students must have money in their account to cover each day's breakfast and lunch charges. Any money left in the account at the end of the school year will carry over in the fall. There will be a \$3.00 replacement fee for lost or damaged cards. These rules apply to all adults as well. If the student does not have their ID card for lunch, they will be required to remain in their seats until late cards are announced.

Pupils will be permitted to carry sack lunches if they do not wish to participate in the regular school sponsored lunch program. **Students may not bring pop or energy drinks with their sack lunches.** These lunches are to be consumed in the lunchroom only. Students are expected to return their trays and silverware to the kitchen window as well as throw away their garbage into the trash cans. Breakfast will be served from 7:50-8:10 am each school day. Breakfast will be taken from the student's lunch account.

### Lunchroom Rules

1. Students are expected to be in the cafeteria when the bell rings.
2. Once you are seated at a table there will be no moving to another table.
3. Students will be dismissed by tables to the lunch line. Students without their lunch card will be dismissed last.
4. Respect other student's rights, no pushing or crowding in line or bothering another student's food tray.
5. All members at an individual table are responsible for clean-up.
6. Return trays to windows when dismissed. Please stack trays neatly in the window.
7. No food is to be taken from the cafeteria. This includes all beverages except water.
8. No throwing food on table or floor. This will not be tolerated and you will be subject to disciplinary procedures.
9. Lunch cards cannot be borrowed or used by students other than the student to which the card has been issued.
10. Students will be expected to ask permission from a lunchroom supervisor to leave the cafeteria.
11. Lunch and snack deposits can be made anytime during the day. Lost lunch cards must be replaced at the cost of the student.

### MEDIA CENTER

The media center opens at 8:10am and remains open until 3:25 pm when school is in session. Sometimes a teacher will bring an entire class to the media center for research work. When that happens, it may be necessary to limit the number of students who may be in the media center from other classes.

Students coming to the media center or learning center during seminar must have a pass or learning center referral from the teacher and will be expected to stay the entire time.

The media center has rules designed to keep confusion at a minimum and good study situations at a maximum. We ask that you respect other people in the media center by not disturbing them with loud noises or talking.

Most materials have a two-week checkout period and may be renewed unless another student has placed it on reserve. Students who lose media center materials should report it immediately.

Students will be expected to pay for any lost materials. Students who do not return media center materials for extended lengths of time or who do not pay their media center fines may have their privileges suspended.

### MESSAGES TO STUDENTS

We would like to discourage messages to students while they are in school unless the message is important. Under no circumstances will students be called for "social" phone calls. We would ask students to discourage their friends from calling while they are at school. Messages from parents will be delivered as soon as practical, if possible, and in the case of an emergency, students will be called to the phone.

### PERSONAL/PHYSICAL CONTACT

The administration and staff will not tolerate physical contact of the following kind while at school or any school activity (i.e. hugging, kissing, body pressing, sitting on laps, etc.). If an infraction of this rule occurs, the reprimand will be as follows: first offense-administration will talk to the students; second offense-discussion of the problem with the parents involved; and third offense –detention or suspension.

### PERSONAL APPEARANCE-Board Code 502.1

1. Students are expected to dress appropriately for school.
2. The major responsibility for appropriate dress and grooming rests with students and parents.
3. Students may not wear or display at school or school activities, dress, which can be seen as disruptive to the school environment or unreasonably infringes on others.

\*If clothing is seen as disruptive or unreasonably infringing on others rights, the offending student will be required to correct the situation.

4. The following list includes examples of clothing which is considered inappropriate, disruptive or unreasonably infringes on others rights and is not allowed:

- A. Halter-style, backless or strapless attire
- B. Bare midriff, chests, and torsos
- C. Thin t-shirts worn over colored undergarments
- D. Pants, slacks or shorts worn below the hips
- E. Pants, slacks or shorts with holes in inappropriate places
- F. Hats or other head coverings in the school buildings
- G. Clothing or accessories that:
  1. Promote the use of alcohol or drugs
  2. Include profane or offensive language or pictures
  3. Include sexually inappropriate or racially biased material or references
- H. Bandannas are not allowed at school
- I. Bra straps are not to be visible

5. Students are to wear shoes or sandals.
6. Accessories that could be used as weapons are not allowed at school. This includes, but is not limited to, wallet chains and spiked jewelry.
7. The use of, but is not limited to; IPODS, cell phones, CD players, pagers, walkie-talkies, and mini TV's can be disruptive to the educational process. Temporary confiscation will result if this rule is violated.
8. If there are medical or religious reasons to make an exception to these rules, the parents must request an exception. Such an exception must be approved by the administration before the student can wear attire, which is an exception to the above policy.

## PORTABLE COMMUNICATION DEVICES

Students may use a cell phone or electronic device before 8:10 am, during snack break, lunch, and after 3:25 pm. **(NOT in Hallways or the classrooms)**

If a staff member sees a student with a cell phone or electronic devices during class or in the hallways, the staff member will take the cell phone or electronic device from the student.

The student may remove the cell phone battery before handing the cell phone to the staff member.

The cell phone or electronic device will be sent to the office:

1<sup>st</sup> offense – Student may pick up electronic device from the office after school

2<sup>nd</sup> offense or more –Parents must pick up electronic device from the office after school

Another person may pick up the electronic device with parent/guardian permission/principal approval.

The main office will keep track of student offenses.

Note: If a student refuses to give their cell phone to a staff member, the student will automatically receive 2 hours of Wednesday School. If the student is disrespectful to the staff member, more disciplinary action will be taken.

## PROFESSIONAL SERVICES

There are numerous agencies available to aid students with personal problems. If needed, you may contact them directly or ask a guidance counselor to help you. They are:

### **Family Services**

Washington Community Schools has partnered with Family Systems to provide opportunities for students and families to obtain Behavioral Health Intervention and Title XIV services. They have a home office in Washington:

**114 South Iowa Avenue**

**(319) 653-3356**

**Fax: (319-653-3121)**

**AEA Service-** Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teachers, counselors, nurse, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern in carrying out these strategies or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

## STUDENT DIRECTORY INFORMATION-Board Code 506.2, 506.2R1

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, 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 educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

The student handbook or similar publication given to each student, which contains general information about the school, will contain the following statement, which is published at least annually in a prominent place or in a newspaper of general circulation in the school district.

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 30<sup>th</sup> of the current school year to a principal. The objection needs to be renewed annually.

Name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, 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 educational agency or institution attended by the student, photograph and other likeness, and other similar information.

#### RESPECT FOR PERSONAL AND SCHOOL PROPERTY

Students will be held responsible financially for any willful damage, or damage as a result of "horse play", to any school or personal property. In addition, disciplinary action may be taken.

#### SAFETY DRILLS

Fire and tornado drills are practiced several times during the year. If a disaster should strike, the students will be prepared to move quickly to a safe place. Students should follow the directions of their classroom teacher regarding the proper procedure during these drills. The fire alarm is a continuous blast of the emergency horn. Each teacher will explain the procedures from their room when the alarm sounds. Never run, push, or crowd. Students in school fires are seldom burned, but are hurt because of panic, which can ensue. Please refrain from talking when leaving and reentering the building. Students are expected to cooperate when roll is taken while outside the building.

Tornado drills will also be held during the school year. The tornado alarm will be announced over the intercom by the office. In case a tornado or other disaster is eminent, always follow directions of the instructor. Instruction for emergency procedures for fire or tornado is posted in every room.

#### SCHOOL STAFF

All custodians, cooks, secretaries, and aides are to receive the same respect given to teachers. Any evidence of disrespect to any member of the staff is subject to disciplinary action. Substitute teachers will command as much respect as regular staff members.

#### SUPERVISION



The liability provisions of the law and the school insurance provisions expressly prohibit students being in the gym or other parts of the school without the direct supervision of a teacher or certified athletic coach. This is a fact of life; please do not expect exceptions to be made to this policy.

#### TELEPHONE

The office telephones are for the use of school personnel. There is a telephone on the counter in the office for student use. School phones are not to be used for social calls. Incoming messages from parents will be delivered as soon as possible when the student is available without interrupting educational instruction. In case of an emergency, staff will contact the student immediately. Students wishing to use the office phone during the school day must have a pass from their teacher and the permission of office administration.

#### THEFT REPORTS

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. When materials or cash have been brought, please check them in with the office, where they can be stored in a safe place until they can be taken home.

If a student experiences a theft, please report it to the principal/dean of students. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parent's policies.

#### USE OF FIRE AND SAFETY EQUIPMENT

Students who see a fire or other hazardous situation are to call the nearest teacher immediately. If the situation requires use of extinguishers and/or the fire alarm, and teachers are not present, the student(s) involved should immediately report, or send someone to the office to report, on the condition, location of the problem, students involved and other pertinent data.

Students who improperly use fire and safety equipment will be dealt with severely, including the likelihood of referral to legal authorities for arrest and recommendation for expulsion.

Students who accidentally trip an alarm should report the accident and location to the office at once.

#### VISITORS

We ask that all visitors check in with the office for a visitor's pass. In addition, any person who is out of school and has business with a student here is asked to stop by the office first to discuss that business. Student visitors are not allowed without prior permission of office administration. Administration reserves the right to refuse guests on a per case basis.

#### 507.9 WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day

should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems and will promote the availability of meals to all students.

The school district will develop a local wellness policy committee comprised of parents, students, representatives of the school food authority, the school board, school administrators, physical education teachers, and school health professionals. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy.

#### Specific Wellness Goals

- nutrition education and promotion
- physical activity
- other school-based activities that are designed to promote student wellness

nutrition guidelines for all foods available on campus

plan for measuring implementation

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity.

#### **Nutrition Education and Promotion**

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices.
- links with meal programs, other foods and nutrition-related community services, and
- includes training for teachers and other staff.

Code 507.9 Page 2 of 6

#### **Physical Activity**

##### Physical Education

The school district will provide physical education that:

- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities. Students with special health-care needs may be provided in alternative educational settings;

•K-5, to have 30 minutes of physical activity, not physical education, per day. This requirement can be met through a combination of PE, recess, classroom and other activities. Middle and high school students must have at least 120 minutes of physical activity per week. Again this is not just physical education but can be met with a combination of PE, school and non-school sponsored athletics and other activities where the body is exerted. Should a student wish to meet the requirement outside of school, the student and school district must have an agreement (signed waiver) detailing the outside activity; and

engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

##### Daily Recess

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors; and
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

#### Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

#### Physical Activity Opportunities after School

After-school child care and enrichment programs will provide and encourage—verbally, and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity for all participants.

### **Other School-Based Activities that Promote Student Wellness**

#### Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
  - discourage sedentary activities, such as watching television, playing computer games, etc.;
  - provide opportunities for physical activity to be incorporated into other subject lessons; and,
  - encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.
- Code 507.9 Page 3 of 6

#### Communication with Parents

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide information about physical education and other school-based physical activity opportunities before, during and after the school day;
- support parents' efforts to provide their children with opportunities to be physically active outside of school; and,
- include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials, special events or physical education homework.

### **Nutrition Guidelines for All Foods Available on Campus**

#### School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- offer a variety of fruits and vegetables, legumes and whole grains; and,
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives as defined by the USDA.

#### Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

#### Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- utilize electronic identification and payment systems; and
- promote the availability of meals to all students.

#### Meal Times and Scheduling

The school district:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 15-20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods (in elementary schools) when the schedule allows; and
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks. Code 507.9 Page 4 of 6

#### Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

#### Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law. For current state guidelines, click here [http://www.fns.usda.gov/cnd/Governance/Legislation/allfoods\\_flyer.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/allfoods_flyer.pdf)

#### Fundraising Activities

There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

The school district encourages fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

#### Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of

healthful snack items to teachers, after-school program personnel and parents. The District requires pre-packaged snacks for the safety of the students.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

#### Sack Lunches

The District encourages healthy sack lunches brought from home. Pop will not be allowed as part of a sack lunch. However, students will be allowed to bring a pop for a sack lunch if required for a field trip.

#### Rewards

The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior.

#### Birthday Parties

Birthday Parties may be celebrated in the student's homeroom. Parents will receive a list of healthy snack suggestions to use for ideas in a variety of ways such as newsletters, district web site etc. Parents will be encouraged to provide pre-packaged items and follow the guidelines set by the district. Code 507.9 Page 5 of 6

#### Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to homeroom parents and teachers. Each party should include no more than one food/beverage that does not meet nutrition standards for Foods Sold Outside the Meal (above). Parents will be encouraged to provide pre-packaged items.

#### School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events outside the school day, such as, but not limited to, athletic events, dances or performances will offer nutritional food options when possible.

#### Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

#### Summer Meals

Schools in which more than 50 percent of students are eligible for free or reduced-price meals will sponsor the Summer Food Service Program for at least four weeks between the last day of the academic school year and the first day of the following school year, and, preferably, throughout the entire summer vacation.

### **Plan for Measuring Implementation**

#### Monitoring

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- the principal will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent; and,
- food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent.

In the school district:

- the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible.
- the Wellness Committee will revise the Wellness Policy and will report to the school board for approval every three years; and,

- the policy will then be distributed to all school principals, parent/teacher organizations, and health services personnel in the school district, posted on the district website and distributed in school handbooks.

#### Policy Review

To help with the revision of the wellness policy, each buildings principal will review and assess the policy each year to determine compliance, progress and areas in need of improvement. As part of that review, the building principal will also review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The results of those school-by-school assessments will be compiled at the school district level to identify and prioritize needs and will be reported to the wellness committee every three years unless immediate action is required. Code 507.9 Page 6 of 6

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq. (2005)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.,

Iowa Code 256.7(29), 256.11(6)

281 IAC 12.5(19), 12.5(20), 58.11

Cross Reference: 504.5 Student Fund Raising

504.6 Student Activity Program

710 School Food Services

#### FREEDOM OF EXPRESSION-Board Code 502.3

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy.

#### W.I.N Room (What I Need)

Students will be referred to the learning center by staff for makeup, late, or absent work. Upon work completion, students will return to their regular classroom. Student misbehavior or refusal to complete assigned work will result in removal from the learning center and a referral to administration for behavior violations. Food, drinks, and **electronic devices** (unless assigned by classroom teacher) are prohibited in the learning center.

#### OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's 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 as defined by the law. 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 Jeff Dicks, Superintendent of Schools for information and forms.

#### DUAL ENROLLMENT

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 Aaron Six, MS Athletic Director.

#### ACADEMIC DISHONESTY\*

When teachers assign papers and projects to assess student learning, they assume that the work they evaluate was produced by the student whose name appears on that assignment. Sadly, each year, some students will violate the rules of academic honesty and will cheat in an attempt to improve their grade. These instances of academic dishonesty are taken very seriously by the faculty and administration because it is our responsibility to maintain the fairness of the system as far as possible. These guidelines are intended to clarify what student behaviors are considered academically dishonest:

- A. Obtaining a copy of a test or scoring devise
- B. Copying another student's answers during an examination
- C. Providing another student answers to an examination
- D. Having one student impersonate another student to assist them academically
- E. Representing as one's own work the product of someone else's creativity**
- F. Using notes or other unauthorized materials during a "closed book" examination
- G. Duplicating another student's project for submission of one's own work
- H. Having someone other than the student prepares the student's work where credit is given
- I. Permitting a student to copy another student's work other than teacher approved (group)
- J. Any other action intended to obtain credit for work not one's own

#### CHEATING AND PLAGIARISM\*

Students at Washington Middles School are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, etc. will result in loss of credit for the assignment, which could result in the loss of credit for the course. An additional offense will result in the loss of credit for the entire course. Teachers may use appropriate resources such as [www.turnitin.com](http://www.turnitin.com) to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

**\*Reprinted with permission from Lisa Remey, Des Moines Valley High School**

#### REPORT CARDS

Reports cards are given to students approximately one week after the end of the term or at parent/teacher conferences. Plus, and minus grades may be given for any term grade. End of the year and term report cards may be picked up at an announced date. The number of absences from classes will be recorded on

the report card. This indicates to parents a student's attendance in a class, which could affect the outcome of his/her grade.

### SPECIAL EDUCATION- Board Code 603.3

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

### SPECIAL EDUCATION STUDENT RECORDS

The Washington Community School District maintains confidential special education records for all students who receive special education and related services. Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to the record content; to request an amendment or deletion of record content which they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; and to be informed of who has access to records and to whom records have been disclosed.

Requests to exercise these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building to which the student is attending.

Special education student records contain information generated in determining a student's need for special education services in planning and providing educational programming and related services throughout the course of the student's educational career. These records include the Cumulative Record folder, the IEP folder, and any psychological reports generated by AEA personnel or external agency personnel. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent or student aged 18 or over.

Parents will be informed when personally identifiable information is no longer needed to provide for a student's educational services and how such information is to be destroyed.

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of education services are removed and destroyed. All special education records maintained by the Washington Community School District will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

### 504 PLAN

The law requires the Washington Community School District to provide to eligible students a free appropriate education; including individually designed instruction. Section 504 does not require a written IEP as in IDEA; however, it does require a plan. "Appropriate" means an education comparable to the



education provided to non-handicapped students. When identified, a handicapped student can expect that reasonable accommodations will be made so that the student receives an appropriate educational experience. The Act requires that buildings and programs be made accessible through reasonable accommodation for individuals identified as handicapped and eligible. Students who are eligible or believe they are eligible for a 504 plan should contact Nathan Miller in the guidance office at 653-5416. Parents or teachers may, also, request a 504 Plan by contacting the guidance office.

#### STUDENT PROGRAMS-Board Codes 604.3

Talented and Gifted Students- Washington Middle School, in accordance with the above code, recognizes some students require programming beyond the regular education program and will identify students with special abilities and provide education programming (ELP). Connie Svenby is our WMS ELP Coordinator.

At-Risk Students- Washington Middle School, in accordance with the above code, recognizes some students require additional assistance in order to graduate from the regular education program and will provide a plan to encourage and provide opportunity for at-risk students to achieve their potential and obtain their high school diploma. Our At-Risk Coordinator is Jamie Branch.

#### TEACHER CONFERENCE TIME

All students should have access to teachers between 7:45 and 8:10 in the morning and between 3:25-3:45 in the afternoon, and are encouraged to discuss their progress in individual courses. Teachers do have conference time during which students should have the opportunity to visit about problems in given classes. Students who wish to meet with a teacher before school need to make arrangements a day ahead of time.

#### WITHDRAWAL

**If a student must withdraw from Washington Middle School, we ask that you notify the guidance department and office so that the necessary forms can be completed. When withdrawing from school, turn in all books and materials furnished by the school, and pay all outstanding bills.**

## **ACTIVITIES**

### **ACTIVITY TICKETS**

Middle school students may purchase an Activity Ticket at the beginning of the year for \$40.00. This card, when shown at the gate, will admit students to all home middle school and high school activities except events held at the Community Center and state sponsored tournaments. This ticket is non-transferable.

### **ATHLETICS & CO-CURRICULAR ACTIVITIES**

Much of the enjoyment you will receive from attending Washington Middle School will be the result of your involvement in your athletic and co-curricular activities programs. Although it is difficult to provide something for everyone, we believe that we do offer a variety of athletics and co-curricular activities. We know that students who really enjoy school are the ones who find pleasure and success through the many programs offered. You will find a welcome relief from the daily academic routine, and you may have some really great times if you participate in some of these activities. No student organization shall exist which is not approved by the Board of Directors, the Superintendent, and the Principal. Faculty representatives, with the help of students, shall determine the qualifications and regulations of student groups.

Application for organizing a student group shall be relayed to the Principal through a faculty sponsor. Students are encouraged to join and participate in the many extracurricular activities and athletics that are available at Washington Middle School. Participation in any of the following activities/organizations enhances education and provides an opportunity to work with other students toward mutual goals:

Builder's Club	Marching Band (8 <sup>th</sup> grade)
Dance Team	Honor Choir
First Tech Challenge	Drama
Honor Band	Student Council
VREP	

The following athletic programs are offered:

FALL	WINTER
Football	Basketball
Volleyball	Wrestling
Cross Country	Cheerleading
Cheerleading	

SPRING	SUMMER
Track	Softball
	Baseball

Students in interscholastic athletics are provided with the opportunity to:

1. enhance their natural abilities and learn sport-related physical and mental skills;
2. strive for superior confidence and a desire to excel;
3. develop qualities of teamwork, sportsmanship and leadership and;
4. practice self discipline, cooperation, and responsible behavior.

### **Conduct at Activities**

Students will conduct themselves in an appropriate manner at school activities. This will include exhibiting respect; during our National Anthem; toward spectators, coaches, contestants, and officials; toward event sponsors and fellow students; and for property of others. Constructive enthusiasm and vocal support for fellow students is encouraged. However, actions or words that are offensive or abusive will not be tolerated. Reprimand may include suspension and exclusion from attendance at school events.

If a student leaves a school-sponsored event, including dances and parties, before it is over, the student may not return unless prior permission is granted by the sponsor. Following school-sponsored events, it is the responsibility of the parent as to the whereabouts and conduct of the student.

### **Good Conduct Policy**

#### **6-8**

In order to maintain consistency with the Good Conduct policy at the high school level, Washington Middle School has a modified version to include all extracurricular activities offered to 6<sup>th</sup>-8<sup>th</sup> grade students. All policies that are in effect according to the Washington Middle School Handbook remain in effect except for the following addition.

\* Any student who violates the Good Conduct Policy will miss the next scheduled contest or event. A student who is in two activities at the same time will not miss two events but the first event that should occur. The student will continue to practice with the team or extra curricular activity until they can return to competition.

This policy encourages good sportsmanship and citizenship throughout our district and reflects the positive values of abstaining from alcohol, tobacco, drugs or negative student choices.

### STUDENT APPEAL

A student may contest the Principal's determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code. All appeal hearings shall be informal and a student may be accompanied by his/her parent or guardian. A student may be represented by legal counsel in any hearing before the School District's Board of Directors.

### APPEAL

When a student's behavior results in a violation of the Good Conduct Code, the decision of the Principal or designee may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal or designee and the student's objections of the written request for appeal. The Superintendent shall provide a written decision to the Principal or designee, the student and/or the student's parents within five days of considering the appeal. If necessary, the decision of the Superintendent may be appealed to the Board. Such appeal shall be filed within five (5) school days after

the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final.

**NOTE:** During the appeal process, the student will remain ineligible pending a decision of the student's appeal.

#### STUDENT TRANSFERS

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

#### SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT

If a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, the student will not be allowed to participate for the comparable period of time in any extracurricular activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in school suspension, the coach/sponsor will determine whether attendance at a practice, meeting and/or competition/performance is permitted during the length of the in school suspension.

#### FAMILY NIGHT

In cooperation with the churches of the Washington School District, to assist in facilitating their youth oriented activities, except for unusual circumstances, the merit of which shall be determined by the Building Principal, it shall be the policy of the Washington School District to refrain from requiring student attendance and participation of school sponsored activities after 7 P.M. on Wednesday evenings.

#### FUND RAISING PROJECTS

All co-curricular fund raising projects must be approved by the principal prior to their beginning. All athletic fund raising projects must be approved by the athletic director prior to their beginning.

#### SCHOOL ATTENDANCE PRIOR TO ACTIVITY PARTICIPATION

Students must be present at school by 11:30am and stay in school the remainder of the day in order to practice or participate in a practice or competition/performance held that day. Medical appointments, dental appointments, and illness are excusable if the Principal so deems. The Principal has the sole discretion in determining whether an absence will be excused.

#### SPORTSMANSHIP

A good sportsman plays fair. He/she does not cheat, but plays the game hard according to the rules. He/she treats opponents with courtesy. When he/she plays in a group game, he/she plays not for his/her own glory, but for the success of the team. In his/her work as well as in his/her play, he/she is sportsmanlike, generous, fair and honorable.

## TRANSPORTATION TO ACTIVITIES AND FIELD TRIPS

Whenever Washington Middle School provides transportation for any school-sponsored event of any kind, all participants in the event must travel by way of the school transportation or with a parent.

Arrangements to ride with parents following an event must be made with administration in writing prior to the team's departure for the event. Exceptions will be allowed only on principal approval.

## DISCIPLINE

**Be Respectful, Be Responsible, and Be Safe**

**Everyone has a right to, and should expect to, LEARN**

**Each individual is worthy of respect**

**Classroom orderliness is necessary for an effective classroom**

**Hard work is necessary for learning**

### ATTENDANCE POLICY (Code No. 501.9-501.10R1)

**Philosophy:** The entire process of education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activity under the direction of a competent teacher are vital to a student's educational success. Frequent absences of students from regular classroom learning experiences disrupt this instructional process. The benefit of regular classroom instruction is lost and cannot be completely regained even by extra outside instruction. All absences from school or class shall be recorded by school personnel. The building principal/designee will inform parents/guardians or majority age independent students of attendance concerns which may lead to disciplinary action.

Chapter 299.1 and 299.1A, Code of Iowa, stipulates that "a child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. In addition, "the parent or guardian of a child who is of compulsory attendance age, shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction."

**Definition of Absence:** The failure of a student to attend school or class. If a student is not in school, then he/she is absent. **The determination of whether an absence is excused is made by the school, not by the parent.**

### Excused Absences- Board Code 501.9

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 will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside of the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit for the missed schoolwork. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students at Washington Middle School will be asked to complete all makeup work equal to the number of days absent.

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.

It is the responsibility of the parent to notify the student's attendance center or attendance line, 319-653-1101, as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

### **Truancy-Unexcused Absence- Board Code 501.10, 501.10R1**

Regular attendance by the students at school 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 will attend school unless excused by the principal of their attendance center.

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. These absences will include, but not be limited to, tardiness, shopping, concerts, and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

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 limits 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, will be assigned detention(s), in-school suspension, or other appropriate disciplinary sanction. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations with prior approval of the building principal.

A student who is unexcused for one or more classes and/or the whole school day, will be assigned to detention(s), in-school suspension or other appropriate disciplinary sanction. Parents are expected to telephone the school office to report a student's absence prior to 8:30 a.m. on the day of the absence. Students with unexcused absences may also be referred to Student Assistance Team.

**Non-Absence:** Any student participating in a school sponsored activity which requires an absence from the regular school day will be counted present for the duration of the school sponsored event. The student's absence from school will not be counted against the student. In the case of school dismissal for the event, no absence will be recorded for any student.

**Notifying the School of Absences:** It is the responsibility of the student's parent/guardian to notify the principal/designee of the circumstances regarding an absence from school/class. Only when a student is of majority age (18 years old or married) and is not residing with the student's parent or guardian, may a student provide his or her own excuse for an absence. The principal/designee should be notified of the absence before the absence occurs. **It is the responsibility of the parents or guardians to telephone the Middle School office on or before the day of an absence prior to 9:00am.**

**Excessive Unexcused Absences:** Students with excessive unexcused absences will be subject to disciplinary sanctions as determined by the principal/designee. These may include:

1. Remaining in the course on a probationary status subject to improved attendance, behavior, and academic patterns;
2. Loss of credit for the course;
3. Attendance contracts;
4. Office detentions;
5. In school suspension;
6. Out-of-school suspension;
7. Wednesday schools;
8. Expulsion by the Board of Education.

Any student facing expulsion by the Board of Education has the right to use the appeal process as outlined in the Board of Education policies.

**Guidelines for Students on a Four Term Schedule:** Teachers may consider participation as part of a student's overall course grade. Lack of participation in class may result in a reduction of a student's course grade. Unexcused absences in excess of five (5) days per term may result in loss of participation credit or loss of course credit in any given class. Participation credit may not count for more than one-fourth of a student's overall grade except in the case of physical education.

Consideration will be given to the following:

1. School sponsored events/activities
2. Medically related absences as approved by the principal/designee. Any absences beyond five days in a term will require a doctor's excuse for all subsequent absences.
3. An Individualized Attendance Plan may be put into effect for students with excessive excused or unexcused absences.
4. Other special circumstances as approved by the principal/designee or other Board policy.

**Make-up Work:** Any student not completing work to the satisfaction of the teacher, and/or not completing work within the time limits, shall receive a failing grade for the portion of the work deemed not satisfactory or not timely. All makeup work assigned to a suspended student will be due upon reentry. Make-up work time allotment for extended illness will be handled on an individual basis.

**Unexcused Tardies:** An unexcused tardy is defined as any student entering the classroom after the bell has rung and does not have a pass stating the tardy is excused. Detention will be assigned for unexcused tardies.

**Late to the First Class of the Day:** Students who arrive to school late and miss 1/2 or more of a class, will be counted as absent for that class. The reason for the lateness will determine whether the absence will be categorized as excused or unexcused.

**Interventions:** Students who are truant and/or whose absences negatively impact their academic performance will be subject to disciplinary sanctions/interventions as determined by the principal/designee. These may include:

1. Contact with parents/guardians/majority age independent by phone, e-mail, or letter.
2. Personal visits at home or the work site to report and or discuss the absences.
3. Intervention strategies by principal/guidance counselor/at-risk coordinator to develop a plan to improve attendance.
4. Assignment of makeup time or make up work.
5. Notification of law enforcement officials in the Department of Transportation. Iowa law stipulates that "a person who does not attend a public school, an accredited nonpublic school, competent private instruction, an alternative school, adult education classes, or who is not employed at least twenty hours per week shall not receive a motor vehicle operator's license until age eighteen. A person under eighteen who has been issued a motor vehicle operator's license who does not attend any of the above mentioned school settings "shall surrender the license and be issued a temporary restricted license."
6. Notification of the Washington County truant officer where appropriate. It is up to the truant officer to contact the Department of Human Services to inquire if the child's family is receiving FIP benefits. If the family is determined to be receiving these benefits, the Department of Human Services will schedule a meeting with the family to develop a plan for improving school attendance before the FIP benefits are reduced.
7. Possible scheduled appearance of student and parent/guardian with the superintendent of school or the Board of Education.
8. Referral to the county attorney for action, which may include mediation.
9. Meeting with parent/guardian, student, and principal/designee to determine the continuation of the educational program. For any student, this could include expulsion with the Board of Education.
10. An IAP (Individualized Attendance Plan) will be put into effect for students with excessive excused and unexcused absences.



### PERFECT ATTENDANCE

In order for a student to maintain perfect attendance they must be present every day that school is in session and have no more than two tardies for the entire school year.

### AUTHORITY OF SCHOOL PERSONNEL

All school employees, which includes all district staff, have the responsibility to correct any student while at school or a school sponsored event. If in any situation school personnel judge it necessary to correct a student, the student should accept the correction without argument. If the student feels the correction is unnecessary or unfair, he/she should pick an appropriate moment, usually at the end of a class period or activity, to discuss the problem with the teacher/employee.

If after discussion the student still feels he/she has been mistreated, he/she should bring the problem to the Principal. Ninety-nine percent of routine, everyday problems can be resolved in this manner. But a problem can only become greater if a student argues with a teacher/employee or challenges his/her authority during a class/activity or at the moment he/she is corrected.

### CLASSROOM EVICTIONS

A student will be sent out of class by a teacher when the student's conduct would keep the class from continuing in a safe, respectful, and responsible manner. The student must immediately report to the office as directed (Please note that alternative procedures will be used for students involved in Special Education.)

A. On the first offense the student will have a conference with the Dean of Students and he will follow up with the classroom teacher to determine the necessary actions (unless the student's action is a suspendable offense as described in the handbook). Teachers will notify parents of subsequent actions.

B. The second offense from the same classroom will result in assignment to detention with the classroom teacher and the student's parents will be contacted by the Dean of Students.

C. The third and all subsequent offenses within a 90-day period will result in the student being removed from the class until one of the following occurs:

1. Parent meeting is held with administration and referring teacher, administration and grade level team, or administration and outside agency.
2. Suspension- ISS or OSS is served
3. Behavior plan is developed and implemented

### CLASSROOM PROCEDURES

In all classes, classrooms, and activities, including the gym, the teacher in charge will establish procedures for the function of the class or activity. The student is expected to accept and follow these procedures.

### DETENTION GIVEN BY A TEACHER

Detention may be assigned at the teacher's discretion as punishment for classroom misconduct or other good reasons. A one-day notice will be given before the detention is to be served. Attendance is required. Failure to serve the detention may result in a parental contact and/or a suspension.

### DISCIPLINE- STUDENT CONDUCT-Board Code 503.1

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct 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.

**Breach of Discipline.** Any conduct by a student, which interferes with the maintenance of school discipline shall be considered a breach of discipline.

Breach of discipline includes but is not limited to the following:

- a. The use or possession of tobacco or any tobacco product;
- b. The use or possession of alcoholic beverages;
- c. The use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- d. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- e. The distribution of, transmittal of, or sale of any tobacco product, alcoholic beverage, or controlled substance to other persons;
- f. Disorderly conduct: including temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by others; or any other behavior intended to interfere with the rights of others;
- g. Refusal to conform to policies, rules, regulations, directives or requests of the district or of its officers, employees, or agents of the district when acting within the scope of their employment or duties;
- h. Physical attacks on or threats of physical attack to other students, officers, employees, visitors, or agents of the district;
- i. Extortion;
- j. Possession or use of dangerous weapons or objects;
- k. Display of racial bigotry or intolerance;
- l. Criminal or illegal behavior;
- m. Committing a theft or robbery or attempting to commit a theft or robbery;

- n. Damaging, altering, injuring, defacing, or destroying any building fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures;
- o. Gambling;
- p. Intimidation, harassment, bullying;
- q. The use of obscene, lewd, or profane language;
- r. Initiating, circulating, or participating in the circulation of a report or warning of fire, epidemic or other catastrophe knowing such report or warning to be false;
- s. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property;
- t. Unauthorized leaving of the school grounds during the school day.;
- u. Tampering with safety equipment in the school;
- v. Demonstrations, disturbances, walkouts, or skipping school in mass;
- w. Unauthorized possession or use of school keys;
- x. Reckless vehicle management on and around school property;
- y. Any student vandalizing school or school employees' property will be subject to a 3-day out-of-school suspension and barred from school activities for a period of 7 calendar days. This includes the throwing of toilet paper ("TP-ing") and any other act that would be considered vandalism or harassment. Any incident to a person or their property that is not directly related to school, a school function or a school activity shall be the responsibility of the local police and court system;
- z. Forgery or cheating.

**Sanctions:** Students who violate the policies, regulations, rules, or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, will be disciplined by one or more of the following plans:

- a. Denial of extracurricular activities or privileges;
- b. Temporary removal from class to the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings;
- c. Probation: conditional attendance during a trial period;
- d. Detention: a requirement that a student remain after school, or come to school early;
- e. In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension;
- f. Removal from class for the remainder of a term: the isolation of a student from a specific class for the remainder of a term while under proper supervision where the misconduct does not warrant removal from school by expulsion;
- g. Out-of-school suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days;
- h. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time;
- i. Physical restraint to protect property, other persons, and/or the student (CPI);
- j. Referral to other agencies;
- k. Conference with the Counselor;
- l. Parent conference with the Principal;
- m. Informing the parents of the undesirable behavior;
- n. Restoration of property damaged at the student's expense;
- o. Denial of special privileges a student may have been given;

- p. The parents will be notified and the student turned over to local law enforcement authorities
- q. Wednesday school;
- r. Other, as determined by the Principal.

**Possession of Weapons & Dangerous Instruments- Board Code 502.6**

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

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

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

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

**Tobacco-Drinking-Drugs- Board Code 502.7**

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

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

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

**Suspension-Board Code 503.1R1:** A student suspended either in or out of school is also suspended from all school activities and may not be at school, on the school grounds, or in the building without permission of the Principal.

a. Upon verification of the facts, suspension may occur on first offense for any of the breaches of discipline described.

b. When suspension occurs, a written notice of the fact will be mailed to the student's parents, Superintendent, Guidance Counselor, and to the President of the School Board.

c. When a student has been suspended, he may be readmitted by the administrator who suspended him on first offense. On the second suspension, the student may appear before the Superintendent and on the third suspension the Board. When expelled by the Board, a student may be readmitted only by the Board or in the manner prescribed by it.

**Expulsion- Board Code 503.2:** Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

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

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

**Student Rights (Due Process):** Before a decision is made to suspend a student, the student will be allowed to speak in his/her own defense, explaining the facts from his/her point of view. The student has the right to call his/her parents at any time during the initial conference.

In cases when expulsion has been recommended, the student has the right to have counsel of his/her own choice present at any hearings, the right to have his/her parents present, the right to hear testimony of witnesses against him/her, the right to present his/her own witnesses and testimony, the right to testify in his/her own behalf, and the right to a fair and impartial decision based on the evidence.

#### INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

#### STUDENT-TO-STUDENT HARASSMENT (502.10, 1R1)

##### **Washington Middle School's Anti-Bully Rules**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will include, not exclude.

4. We will tell an adult when somebody is being bullied.

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management of the school district and directly affects the welfare of the student and school district.

Harassment prohibited by the school district includes, but is not limited to, harassment, including bullying, on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy after an investigation be disciplined, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

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

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

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

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

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

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

## STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES (502.10R1)

Students who feel that they have been harassed should:

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

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

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser did;
  - witnesses to the harassment;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser responded.

## HARASSMENT COMPLAINT PROCEDURES

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

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

**Sanctions:** Students who violate the policies, regulations, rules, or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, will be disciplined by one or more of the following plans:

- a. Denial of extracurricular activities or privileges;
- b. Temporary removal from class to the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings;
- c. Probation: conditional attendance during a trial period;
- d. Detention: a requirement that a student remain after school, or come to school early;

- e. In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension;
- f. Removal from class for the remainder of a term: the isolation of a student from a specific class for the remainder of a term while under proper supervision where the misconduct does not warrant removal from school by expulsion;
- g. Out-of-school suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days;
- h. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time;
- i. Physical restraint to protect property, other persons, and/or the student;
- j. Referral to other agencies;
- k. Conference with the Counselor;
- l. Parent conference with the Principal;
- m. Informing the parents of the undesirable behavior;
- n. Restoration of property damaged at the student's expense;
- o. Denial of special privileges a student may have been given;
- p. The parents will be notified and the student turned over to local law enforcement authorities;
- q. Other, as determined by the Principal.

**Bullying and harassment reporting forms are available on the school website at [www.washington.k12.ia.us](http://www.washington.k12.ia.us)**

#### INTERNET POLICY- Board Code 401.20

### **For The Washington Community School District For Students, Employees, And Guests**

#### Purpose

Part of the Washington Community School District's responsibility in preparing students for the 21st century is to provide access to the tools they will use as adults. We believe that the district computer network and the Internet are some of those tools. These tools can give our students the competitive skills necessary to perform well in higher education and the marketplace.

By allowing students to participate on the Internet, they will have access to electronic communication with people all over the world, public domain software, shareware, many university library catalogs, the Library of Congress and ERIC (Educational Resources Information Center).

#### The Internet

The Internet is a worldwide network of computer networks. It is comprised of thousands of separately administered networks of many sizes and types. Each of these networks is comprised of as many as tens of thousands computers; the total number of individual users of the Internet is in the millions. This high level of connectivity fosters an unparalleled degree of communication, collaboration, resource sharing, and information access.

While the district will take precautions to restrict access to controversial material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, parents should be aware of the existence of such materials and also monitor home usage of the Internet. The Washington Community School District firmly believes that the valuable information and interaction



available on this worldwide network far outweighs the possibility users may procure material that is not consistent with the educational goals of the district.

### Acceptable Use / Limited Educational Purpose

The purpose of the Internet is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. This also includes the school district computer network. The use of all accounts must be in support of education and research consistent with the educational objectives of the Washington Community School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or Iowa state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited. Students requiring access for class-related activities will have priority over others.

### Internet / Computer Network Access is a Privilege

Use of Internet and computer network access through the Washington Community School District is a privilege, not a right. Any inappropriate use will result in the cancellation of those privileges, suspension/expulsion, discipline up to and including termination, and/or possible legal action. Based upon the acceptable use guidelines in this document, the system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty, and staff of the Washington Community School District may request the system administrator to deny, revoke, or suspend specific user accounts. A user account will be issued upon completion of the Acceptable Use form. Any user that is not part of the school district must complete an Acceptable Use form.

### Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your home address or phone number or those of students, staff, or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading large files during prime usage time, downloading material that is not related to education, sending mass email messages, or annoying other users by using the talk or write functions).

### **Note:**

**No electronic communication is private. Do not send private information such as credit card numbers or personal information over the Internet. People who operate the Washington Community School District's system do have access to all mail, documents, and Internet access logs. Messages or material found relating to or in support of illegal or inappropriate activities is required to be reported to the proper authorities by district personnel.**

## Safety

For the safety of all staff and students, there will be no personal meetings arranged via the Internet. Student names shall not be published on the Internet except for the following:

- Any official school publications such as a school newspaper.
- Content that requires authentication of authorized individuals.

Any student that identifies himself or herself on the Internet shall only use their first name. This would include the use of district email.

Student pictures may only be published on the Internet if permission is obtained from a parent.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator. Security problems are only to be identified to a district technology staff member. Passwords shall not be given to another user for any reason. A user's account is only to be used by that individual. Attempts to log on to any device as a system administrator or other user will result in cancellation of user privileges. Any user that is identified as a security risk may have access privileges revoked.

## Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any deliberate attempt to harm or destroy data, or any deliberate action that causes physical impairment to equipment. This includes, but is not limited to, the uploading or creation of computer viruses and theft or attempting to bypass Internet filtering software.

## Software and Files

Only software that is purchased by the Washington Community School District can be installed or used on district computers. Other software is not supported and will be deleted during regular maintenance and troubleshooting. The use of encryption software that is not part of district operations is prohibited unless a building administrator knows the key or password. Student use of chat, instant messaging, ICQ, or other similar software is prohibited. The use of chat, instant messaging, or ICQ software is not prohibited for staff use, but it is not supported by any district technology staff or district computer systems. It will be removed during the troubleshooting of a computer problem and not be re-installed by district technology staff. The Washington Community School District makes no guarantee that this type of software will work now or in the future.

## Copyright / Plagiarism

The Washington Community School District Staff and Students will respect copyright laws by citing sources and not representing the work of others as your own. Do not make copies of copyrighted software or allow copies to be stored, transferred or used on the district computer network. This includes the currently popular mp3 music files, and other shared files and/or programs that have been copied and shared.

### Updating User Information

The Washington Community School District may occasionally require new registration and account information from you to continue the service. You must notify the Washington Community School District of any changes in your account information (address, phone, etc.). Acceptance forms will be required to be signed by student and staff members once per year and will follow the school district fiscal year. Upon the new fiscal year, a new form must be signed and returned for services to continue.

### Liability

In no manner shall the Washington Community School District be held responsible in any way for information accessed via the Internet, district computer network, data loss, or costs incurred that results from its use. The school district makes no guarantee that the Internet or computer network services will be up at all times.

### Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to staff, students, and other individuals using computer equipment in the Washington Community School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Iowa and the United States of America. These forms may be transferred and formatted, in a way that the text remains the same.

**PLEASE NOTE THAT WASHINGTON MIDDLE SCHOOL 1:1 GUIDELINES FOR APPROPRIATE USE ARE POSTED ON THE WASHINGTON MIDDLE SCHOOL WEBSITE, [www.washington.k12.ia.us](http://www.washington.k12.ia.us)**