



# **Viking Student Handbook 2015-2016**

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# OPENING STATEMENT

## School District Mission Statement

*Creating healthy, educated, ethical, and productive citizens.*

### Faculty

Ms. Renwick .....	Guidance 7-12
Mr. Capitani .....	Social Studies
Mr. Barnes .....	Band
Mr. Cotter .....	Vocational Agriculture
Miss Ross .....	Family And Consumer Science
Mr. DeArmoun .....	Social Studies
Mr. Bieth .....	Physical Education
Mr. Kessel .....	Physical Education
Mrs. Faugstad .....	Language Arts
Mrs. Butler .....	Language Arts
Mr. Hartman .....	Industrial Technology
Mrs. Knudson .....	Science
Ms. Koenig .....	Vocal Music
Mrs. Schwartz .....	Language Arts
Mrs. Nagle.....	Talented/Gifted; Curriculum Director
Mr. Welch .....	Technology
Mrs. Price .....	Science
Mr. Reindl .....	Resource Education
Mrs. Schiltz .....	Resource Education
Mrs. Willert .....	Math
Mr. Ehlke .....	Business Education
Mr. Okerlund .....	Math
Mrs. Bestul .....	Spanish
Mr. Tuthill .....	Art; Resource Education
Mr. Campbell.....	Alternative Education

## **Equal Educational Opportunity**

The school district does not discriminate in its educational programs or educational activities on the basis of sex, race, religion, color, national origin, age, sexual orientation, gender identity, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mr. Michael Crozier, Superintendent, and can be reached at 324-2021. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

## **Non-Discrimination**

It is the policy of the Northwood-Kensett Community School District not to illegally discriminate on the basis of race, color, national origin, gender, 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 of Schools, 1200 First Avenue North, Northwood, IA 50459, Phone 641-324-2021, who has been designated as the district's Equity Coordinator and to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the American with Disabilities Act (ADA), Section 504, and Iowa Code Section 280.3.--

## **Jurisdictional Statement**

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

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

district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention (before school, after school, or on Saturday), suspension, removal to the Intervention Center, probation, or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. Failure to remain for detention for any staff member who requests this may result in either doubling the time of the detention or suspension.

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

### **School Fees**

The school district charges fees for certain items, such as field trips, class materials and class dues. Students who have concerns about the fees should contact the principal.

### **Waiver of Student Fees**

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

# NORTHWOOD-KENSETT JUNIOR-SENIOR HIGH SCHOOL ATTENDANCE POLICY

Students are expected to be in class and to make attendance a top priority. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Repeat absences are a concern requiring the cooperative efforts of the Board of Education, the school staff, parents, students and other persons or agencies responsible for the welfare of school-age students.

It shall, therefore, be the policy of the Northwood-Kensett Community School District that all enrolled students shall attend all periods of each school day while school is in session unless excused by the principal/school.

## **I. ABSENCES**

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

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. The student will have two days to make up their school work for every day missed. Work missed during an unexcused absence may not be able to be made up for credit.

Students who wish to participate in school-sponsored activities must attend school by 10:00 AM or Period 3 the day of the activity. **Exception:** If a student has an unusual situation pertaining to an absence, s/he may present his/her case in advance to the principal who will make a decision regarding participation privileges.

It shall be the responsibility of the parent to notify the student's attendance center 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.

Students who are absent without the knowledge or permission of the parents or the school are truant. For those of compulsory attendance age, this is a violation of the law. The school determines whether a student is truant. These absences shall include, but not be limited to, tardiness, shopping, concerts, preparation or participation in parties and other celebrations and employment, or leaving a school-sponsored activity without the advisor's or teacher's permission (e.g. Community Connection Day). Truancy will not be tolerated by the board.

## **II. POLICY ON ABSENCES FOR ATTENDANCE AT STATE TOURNAMENTS OR MEETS**

A. If a team or individual from our school is involved in participating in the state finals of an athletic activity, students will be permitted to attend that activity as spectators on an

excused basis for the days on which the individual or team from our school participates. A student attending such an event will be required to have written permission from the parent/guardian in order to receive an excused absence. **No student with an F in any class on the day of the event will be allowed to attend.**

- B. One day's excused absence will be allowed by the school for members of athletic squads or cheerleaders to attend a state tournament or meet of the activity in which they participated during the year. The excused absence would be granted only to those who have permission from their parents/guardians to attend the event. Any absence taken by a student beyond the one day allowed will be recorded as an unexcused absence. **No student with an F in any class on the day of the event will be allowed to attend.**

#### IV. CONSEQUENCES

- A. Excused Absences - work will be made up and credit will be given for the make-up work.
- B. Truancy
1. **The sixth (6th) unexcused absence from a class, in any semester, will result in the student not meeting the minimum attendance requirement for credit. The student will not attend class. No credit will be earned for the class. The class may need to be retaken. The student will earn an "F" for that class.**
  2. Students may be suspended, in school or out of school for a period of time not to exceed ten (10) days.

#### V. TARDINESS

- A. Students reporting late to school must secure an admit slip from the office before reporting to their first assignment. If a student is late to the start of the school day for an unexcused reason, they will have a detention with the principal.
- B. Students late to class or study hall because of a teacher, must have a pass signed **from that teacher**. A student late for any other reason, must get an admit from the office.
- C. Five unexcused tardies per semester will count as one unexcused absence from that class.
- D. A student who has attained five (5) unexcused tardies for any reason may be assigned a detention from the principal. The next 5 tardies attained may result in community service. Tardies beyond these in a semester may result in an in- or out-of-school suspension.



## Northwood-Kensett Tardy procedures

1. If a student enters the room while or after the bell rings, they are tardy to class.
2. The teacher should then mark them Tardy Unexcused in their attendance software, unless:
  - a. The student has a pass from another staff member or the office
  - b. Special circumstances apply and the teacher decides to mark the student Tardy Excused
3. If a student is 10 minutes late or more to class this will count as an unexcused absence, unless special circumstances apply.

### **VI. LEAVING SCHOOL DURING THE DAY (SIGNING OUT)**

- A. Students may not leave school after arrival without signing out on the sign-out sheet in the office. The reason for leaving must be stated on the sign-out sheet.
- B. **Students may not sign out without first securing permission to do so from the principal, counselor, or principal's secretary.**
- B. Students signing out for prearranged appointments (doctor-dentist-court appearances, etc.) should have an excuse from a parent or guardian stating time of leaving and reason for leaving.
- D. Students who sign out for reason of illness will need to contact a parent or guardian by telephone in order to obtain permission to leave school. Verbal permission is to be given directly to the principal, counselor, or principal's secretary.
- E. Failure to follow the proper procedure will be considered an unexcused absence or truancy.

### **VII. QUESTIONS AND APPEALS**

- A. If a parent has a question regarding whether an absence will be considered excused or unexcused, that question should be directed to the Principal. The Principal will make decisions regarding special circumstances.
- B. A parent wishing to appeal the registration of an absence may do so to the superintendent.

**Parents must call, e-mail, or send a note to the school to inform us when their son/daughter is absent.**

### **Advanced Notice of Absences**

When a student knows ahead of time that s/he is going to be gone for a day or longer, the student must notify the school as soon as possible. The student is responsible for making up work missed while absent, typically before the absence occurs. The student should make arrangements with his/her teacher regarding timelines for turning in the work.

### **College Visits**

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors and seniors may be excused to visit two college campuses with the permission of the guidance counselor and with a note signed by the student's parents. Students who attend college visits must provide documentation of their visit to the guidance counselor upon their return.

### **Senior/Junior Work Release**

Juniors and seniors may be eligible for release for work for a maximum of 2 periods per day. These students must sign out in the office before leaving the campus. Students who elect to remain within the school will report to the study hall where they will remain for the entire period. Students who wish to be considered for Work Release should contact the principal.

### **Bad Weather**

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **Physical Examinations**

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

### **Emergency Drills**

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **Administration of Medication**

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must be informed of the medication a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of

the medication as well as parental authorization to administer the medication. Appropriate forms must be filed with the office.

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

### **Student Illness or Injury at School**

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

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

### **Abuse of Students by School Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Brian Costello and Mr. Keith Fritz as its Level 1 investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for

academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

## **STUDENT ACTIVITIES**

### **Assemblies**

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

### **Field Trips**

In certain classes, authorized field trips and excursions are taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

### **School-Sponsored Student Organizations**

Student Council	FFA	National Honor Society
Dramatics	Speech	Yearbook
Trapshooting	Math Club	
FCCLA	Football	Softball
Baseball	Basketball (B & G)	Vocal Music
Wrestling	Track (B & G)	Instrumental Music
Golf (B & G)	Cheerleading	

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

### **National Honor Society (NHS)**

NHS is a highly prestigious honorary organization. The selection process is outlined below.

1. Students in the 10th, 11th, and 12th grades who qualify academically (3.25 GPA) are notified of the selection criteria: scholarship, leadership, service, and character.
2. Students complete a student activity form in order to provide information for the faculty council.
3. Faculty input is solicited.
4. The faculty council is convened. After careful consideration of each student with regards to the criteria, the faculty council makes the selections. The NHS advisors facilitate these meetings but do not vote.
5. The principal reviews the selections.
6. Students are notified of the selections.

### **Activity Bus**

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

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

### **Student Funds and Fund-Raising**

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund-raising event or the start of a fund-raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor, the principal or the superintendent to reserve a room. School district policies, rules and regulations are in effect during these meetings. A **Building Use Form** should be completed prior to the use of the event unless this event was originally placed on the school calendar. This form is available in the Superintendent's Office.

### **Dances**

School sponsored dances must be approved by the principal at least two weeks prior to the dance. Students who leave a dance are not allowed to reenter the dance. School district

policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and the school grounds.

### **Student Council**

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

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the Superintendent's Office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes NAME, 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, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

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

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

records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Threats of Violence**

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

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

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

### **Intervention Center**

An intervention center, "New Visions," is available for students in grades 7-12 when their behavior or academic problems hinder their success in school or the success in school of others.

### **Student Lockers**

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

**(Opened containers of pop, juice and food are not to be stored in lockers or carried in book bags or pockets.)**

A student's locker and its contents (coat, backpack, purse, etc.) can be searched in accordance with state law and whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated, and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

Only signs or other notices/postings from school-sponsored organizations are allowed on the outside of lockers.

### **Book Bags**

Due to the damage and hallway/classroom disruption they can cause, book bags on wheels are not permitted, unless special circumstances apply.

### **Dress Code**

The following are prohibited clothing and apparel worn at school:

- Clothing which advertises or promotes drugs, drug use, alcohol, consumption of alcohol, tobacco, e-cigs, nicotine, tobacco use.
- Clothing which contains obscene comments or designs, lewd or vulgar comments, or embodies sexual implication.
- Clothing which contains any message directed toward or intended to harass, threaten, or demean an individual or group because of gender, color, race, religion, handicap, national origin, or sexual orientation (e.g. swastika, confederate flag, etc.).
- Clothing which contains a message of illegal conduct.
- Tops which have no sleeves or any top which exposes bare skin in the abdomen area. No chains, no appearance of underwear, no headgear.
- Shorts and skirts on girls must be longer than the fingertips with the arms fully extended straight down the side.
- Costuming, such as using facial markings, Halloween-type costumes, wigs, etc.

### **Care of School Property**

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

### **Driving to School**

All students must park in the student parking lot located on 7th Street at the entrance to the main driveway. At all times there should be a clear pathway through which cars may enter and exit the parking lot. **At no time during the school hours or before school are students to be in the teachers' parking lot without permission from the office.** Students are not allowed



to park their cars next to the band/vocal rooms or by the vocational building. The student parking lot is the **only** place for student cars.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, e-cigs, nicotine, or look-a-like substances.

Weapons, and other dangerous items, are not allowed on school grounds or at school activities (with the exception of those in the control of law enforcement officials or those being used for educational purposes and approved by the principal.) Examples include knives, clubs, lighters, chains, guns, ammunition, and "homemade" devices intended to cause injury. Parents of students found in violation of this policy may be contacted, students may be suspended or expelled, and the students may be reported to law enforcement officials. Decisions in regard to this policy rest with the district administration.

### **Book/Workbook Fees**

Students pay an annual fee for workbooks that varies with courses taken. Textbooks must be returned at the end of the class. If books are not returned or if they are damaged beyond repair, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

A list of other fees is available during registration.

### **iPods**

iPods and other MP3 devices may be used in the halls during passing time, before and after school, and during lunch. The only time these devices may be on and/or in use during class time is when the teacher or supervisor has given explicit permission. This includes study hall. Failure to comply with the rule will result in confiscation and the device will be returned to parents. The school is not responsible for lost/stolen property.

### **Cell phones**

Cell phones must not be used in the classroom or study hall unless permission is granted by a staff member. Phones must be on vibrate or silent. Students are permitted to use their phones in the halls and at lunch. Failure to comply with the rule will result in confiscation and the device will be returned to parents. The school is not responsible for lost/stolen property.

### **Interferences in school**

Students may not possess laser pointers, water guns, toys, and other similar items on school grounds or at school activities. Failure to comply with the rule will result in confiscation and possible discipline, and the property returned to parents.

## **Initiations, Hazing, Bullying or Harassment**

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

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

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

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

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

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

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

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Date:        /        /  
\_\_\_\_\_

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Date:        /        /  
\_\_\_\_\_

# STUDENT SCHOLASTIC ACHIEVEMENT

## Grade Reports

Students receive progress reports in the form of report cards every four and a half weeks. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

**Grading:** The following grading system will be in effect. Plus and minus grades will be used on report cards and permanent records. The following is a summary of the point system to be used:

A	4.0 (95%+)	B	3.00 (85-88%)	C	2.00 (75-78%)	D	1.00 (65-68%)
A-	3.7 (92-94%)	B-	2.7 (82-84%)	C-	1.7 (72-74%)	D-	.7 (62-64%)
B+	3.3 (89-91%)	C+	2.3 (79-81%)	D+	1.3 (69-71%)	F	.0 (0-61%)

The above system will be used in determining honor roll eligibility for all classes. P.E. grades will **not** be used in honor roll or class rank determination.

Grades for Physical Education, Band and Vocal Music will be as follows: Band students will receive 1 credit per semester. Vocal Music students who attend Vocal Music all 6 days of the 6 day cycle will receive 1 credit. Those students who attend half the number of days or those in band who are out for football will receive .5 credit.

## Incompletes

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next semester. Failure to finish an incomplete will result in a failing grade and loss of credit.

## Homework

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

## Re-takes and Re-dos

Because learning is our primary mission, we want students to have every opportunity to demonstrate their mastery of a subject or concept. To support this, students will be able to re-take summative assessments for full credit, if the following criteria are met:

- Correct the summative assessment and provide evidence of having satisfactorily completed all assignments leading up to the summative assessment.

- Schedule a time with the teacher to review the summative assessment and collaborate on a plan that will help the student better understand the material and prepare for a re-take or re-do.
- Re-take or re-do the summative assessment.

Due to the time constraints that occur at the end of a grading period, re-takes and re-dos will not be allowed in the last week of a semester.

### **Make-Up Work**

Students who are absent for any reason will be required to make-up work missed in each class. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return. No credit will be given when make-up work is not turned in by the due date. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. Failure to obtain make-up work is no excuse for not doing work missed.

### **Standardized Tests**

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

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the Human Growth and Development Curriculum prior to its use and have their child excused from human growth and development instruction. Information regarding the Human Growth and Development Curriculum is available at the beginning of the school year during registration or in the principal's office during the school year.

### **Open Enrollment**

By September 30 of each school year, the district shall notify parents of open enrollment deadlines and transportation assistance for open enrollment pupils. This notification may be published in a school newsletter, a newspaper of general circulation or a parent handbook provided to all patrons of the district.

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

1. March 1 - last date for regular open enrollment requests for the 2015-16 school year.
2. June 30, 2015 - last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

For further details, contact the school office.

**Class Loads**

Students must be registered for at least 6 semester credits, plus PE, per semester unless prior permission is granted by the principal.

**Physical Education**

P.E. dress should be neat and clean and marked with the owner's name. If a student cannot participate in Physical Education, a note from the family physician is to be given to the physical education instructor. This requirement may be waived at the discretion of the principal.

**Study Hall**

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

**Dropping AP Courses**

Advanced Placement courses are often paid for through grants, and have a limited number of slots available to students. Because of their limited availability, the date by which a student may drop an AP course with no penalty is 14 school days after the start of the class. Any drop after that date will incur an "F" on the transcript and the student will pay \$350 to the University of Iowa.

**Honor Roll and Academic Honors**

The school district honors students who excel academically. An Honor Roll is published at the conclusion of each quarter. Students who have achieved a 3.4 grade average for both semesters during the school year are also eligible to receive an Academic Letter at the conclusion of that year. This letter is identical to athletic letters with the exception of a gold ACADEMIC printed on the left leg of the "N".

## NKCSD-Request for Acceleration

Please return the completed form to the building counselor.

Name: \_\_\_\_\_  
Present Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Age: \_\_\_\_\_ Grade Point or Typical Grades: \_\_\_\_\_  
Parent/ Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Type of Acceleration requested: \_\_\_\_\_ Date: \_\_\_\_\_  
**Subject Acceleration - Provides student advanced content, skills, and understandings before expected age or grade level.**

- Single-subject acceleration
- Compacted curriculum
- Distance learning (ICN, online courses)
- Talent search programs
- Independent study/Mentoring
- AP courses

**Grade Based Acceleration-Shortens the number of years a student remains in the K-12 school system.**

Forms include:

- Grade skipping
- Multi-grade classrooms, multi-grade by core subject
- Grade telescoping (2 years in one)
- Early entrance to college

How will acceleration meet academic needs?

Expected Benefits:

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

Parent/Guardian Signature: \_\_\_\_\_

Data Reviewed by: \_\_\_\_\_ **Yes or Not at this time**

Acceleration Process :

Contacts: \_\_\_\_\_

Follow up: \_\_\_\_\_

\*Please attach the Revised Personalized Education Plan and Four Year Plan.



## Academic Eligibility for Extracurricular Activities

**Note: All school sponsored activities fall under the following two rules, including but not limited to trapshooting and cheerleading.**

### Local rule:

If a student is failing any class at midterm or the end of the quarter, the student is required to attend the after school study center Monday through Thursday from 3:30 to 4:00 PM until he/she earns a passing grade in those classes he/she failed. A student who is still not earning a passing grade in those class/es at the end of two and a half weeks' time in the study center will be ineligible for participation in extracurricular activities until the next marking period.

The study center instructor must excuse all absences from the study center in advance. Any unexcused absences will result in immediate ineligibility from participation in extracurricular activities for a period of one week.

### State rules:

#### -----Athletics-----

The new state rule from the IHSA (36.15(2) Scholarship Rules) states that, "Each contestant shall be passing all course work for which credit is given and will be making adequate progress toward graduation requirements at the end of the each grading period. The grading period shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for a passing grade. If, at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions in which the contestant is a contestant for 30 consecutive calendar days."

This means that, if a student fails any class at the end of a semester, the state penalty of ineligibility for 30 consecutive calendar days applies to athletics.

#### -----Speech-----

For speech competitors, the IHSSA states, "If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSSA or IHSSA sponsored event within a period of 30 consecutive calendar days. The period of

ineligibility will begin with the first school day following the day grades are issued by the school district.”

-----Music-----

According to the IHSMA Constitution ARTICLE VI, Eligibility, Section 1 “If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn’t affect course GPA) within a period of 30 consecutive calendar days.”

Due to the fact that the music curriculum culminates in a public performance, there must be a distinction between curricular and extracurricular activities wherein students are ineligible only from the extracurricular events and competitive events.

Performances that have been prepared for primarily during class time (excluding pep band) that affects the course GPA would be considered curricular. Those events would include Marching Band for football games and parades, Fall Vocal Concert, HS Christmas Concert, Fine Arts Awards/Spring Concert, State Large Group Festival, POPS performances by the whole band/choir, and Graduation. These are considered graded, non-competitive events. These performances are our main opportunity to assess progress as an ensemble.

Events considered extracurricular that do not affect the course GPA (prepared outside of class time) would include Jazz Choir, Jazz Band, All-State, Pep Band, State Solo/ Ensemble Festival, the Fall Musical, any solo or small group event at any concert including POPS, and all Honor Choirs and Honor Bands. These are considered non-graded or competitive events.

**Junior High School:** 7<sup>th</sup> and 8<sup>th</sup> grade students’ academic status will be monitored weekly. Students with two or more failing grades will be ineligible to participate in all extracurricular activities the following week. The coach or advisor will notify the student of their ineligibility, and will notify parents by letter.

**Junior High Completion**

A junior high student failing two semesters in an academic course in a given school year will be required to successfully complete that course in the next school year.

**Post-Secondary Enrollment Options**

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. Students must meet the “Senior Year Plus” requirements outlined in the registration handbook.

The school district may pay up to \$250 of the cost of a course taken by 9<sup>th</sup> and 10<sup>th</sup> grade talented and gifted students and 11<sup>th</sup> and 12<sup>th</sup> grade students. The school district pays

only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students must reimburse the school district for all costs directly related to the course paid by the board if they fail the course or don't receive credit. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

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

### **Early Graduation**

Students who meet the graduation requirements set by the board may apply to the counselor for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal and receive approval by the Board of Education.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities except for prom and graduation ceremonies.

### **Graduation**

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

Academic standards for graduation at Northwood-Kensett are successful completion of 49 credits, to include 4 years of English, 3 years of math, 3 years of science (including Science 9), 3 years of social studies (including American History, American Government and Economics), and 1 Life Skills credit.

## **MISCELLANEOUS**

### **Telephone Use During the School Day**

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

telephone call. Students may use the telephone in the office only with the permission of the principal's secretary, the counselor or the principal.

### **School Announcements**

Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements are made as needed.

### **Visitors/Guests**

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

### **Legal Status of Student**

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

### **Cafeteria**

The school district operates a closed campus lunch program. Students may either bring their own lunch to school or purchase a lunch and other items, including milk. When a family's lunch balance is negative \$15, a sandwich and a milk will be provided until such time as it is brought to a positive balance.

**Conduct during the lunch period:** The following items are behavior standards expected of each student during the lunch period:

1. Students will line up for lunch in the back (west) hall outside the gym.
2. Excessive noise will not be tolerated. It is not necessary to shout or yell at any time, either while waiting in line or in the lunch room.
3. Lunch tables are to be left in an acceptable condition. This means picking up food or other debris immediately surrounding your area.
4. All students are to report to the Student Center for lunch unless requested to remain with a teacher or other staff member.

### **Buses and Other School District Vehicles**

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

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

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

### **Library (Media Center)**

The school library (Media Center) is available to students during school hours. The library is a place for study and research; it is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library, or they may be denied access to the library for a period of time to be determined by the library aide or principal.

### **Guidance Program**

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

**Citizenship**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

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

**Inspection of Educational Materials**

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

Northwood-Kensett Jr./Sr. High School  
Silver Cord Program

The purpose of the Silver Cord Program is to instill within the students the importance of community service and encourage students to be accountable for investing in their own education and in the community on a regular basis during their school years.

The Silver Cord Program recognizes students for their community service during their high school years. Students volunteering 100 hours by April 30th of their senior year will have the distinct honor of wearing a silver cord during their graduation ceremony.

The program will be managed by the secondary school principal.

Examples of acceptable volunteer activities. Examples of acceptable service include after school tutoring, nursing home or senior center, volunteer for church projects or for community blood drives, the volunteer work you may do with your 4-H club, Relay for Life, work for a political party, an other similar activities.

Service that is not recognized by the NKHS Silver Cord Program.

School activities such as selling merchandise, homecoming events, music or athletic practices, work for your own family or babysitting for a single family except with special approval, and service which is part of an academic, court-ordered, or discipline requirement.

You may not miss a class or classes to work on a qualifying service project.

Can I count work that I do for school for an organization's project?

Yes, as long as no school credit or grade is given and the work is above and beyond what is expected as a requirement or responsibility of the class or organization. For example, hours required for National Honor Society membership may not be counted because they are required for NHS membership. Group service projects where participation is encouraged but not required as in a football team project, math club project, or similar event may provide hours toward a Silver Cord.

Students engaged in voluntary activities that fulfill other needs a club or team may have, such as team videographers or managers, are allowed 15 Silver Cord hours per year for these activities.

# **STUDENT PERSONNEL**

## **Good Conduct Rule**

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g. Homecoming King/Queen and court, class officer, student government officer or representative), cheerleading, or any other activity where the student represents the school outside the classroom.

Any student who is found to have violated the school's Good Conduct Rule will be ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, e-cigs, or nicotine regardless of the student's age
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband)
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

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 the 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.

### **Penalties**

Any 7-12 student who, after a hearing before the administration, is found to have violated the Good Conduct Policy, during the school year or the summer, is subject to loss of eligibility as follows:

***First offense***—3 days suspension to the Intervention Center, 25% ineligibility from all activities the student is currently involved in or the next activity the student is involved in, and seek, if appropriate, evaluation from a counselor at the student's expense and complete the recommendations



**Second offense**—3 days suspension to the Intervention Center, 50% ineligibility from all activities the student is currently involved in or the next activity the student is involved in and seek, if appropriate, evaluation from a counselor at the student's expense and complete the recommendations

**Third offense**—3 days suspension to the Intervention Center and one year suspension from all activities from the date of the hearing before administration

Additional penalties will incur the same penalty as the third offense.

Honesty provision: The penalty will be reduced by 10% if a student admits violating the policy in person to the principal within 5 calendar days of the violation.

### **Rules and regulations affecting this policy**

1. If a student accumulates any violations in junior high, these violations are erased from the records when the student enters high school. All high school violations are cumulative for a four-year period and are not erased at the end of each school year.
2. The first day of an athletic season is defined as the first official date of practice as determined by the Iowa High School Athletic Association.
3. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty will attach when the student next seeks to go out for an activity.
4. All service and/or evaluation must be completed before a student resumes eligibility.
5. Students serving penalties under the Good Conduct Rule must continue to attend all practices and follow all rules and regulations of the program to be eligible to participate at the end of the ineligibility.
6. Any student violating the Good Conduct Policy *on school grounds or at a school event (either home or away)* will have their penalty doubled. (A third offense will remain at one year's ineligibility, but will add 20 hours community service.)

### **Due Process Provision**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

# Northwood-Kensett



## **Alternative Program Student Handbook**

## **Purpose**

The purpose of the Northwood-Kensett Alternative Program is to allow students who may not have been successful in a traditional high school to earn a high school diploma.

## **Mission**

The goal of the program is to educate all students to be healthy, educated, ethical, and productive citizens.

## **Approach**

The school's approach is to reward responsible conduct with flexible scheduling, individualized instruction, and a low teacher/student ratio.

## **Graduation Requirements**

To receive a diploma each student will complete the courses necessary to fulfill the graduation requirements from the home high school. To receive credit for a course, assignments must be completed with 70% accuracy. Courses to enhance employability may also be required. Courses are graded on a pass - fail basis.

## **Eligibility**

To be eligible, a student must:

- have started high school
- be recommended by school administrator
- meet with a school administrator, counselor, alternative program teacher, and parent/s at an intake meeting before starting

## **Enrollment**

Eligible students may enroll in the N-K Alternative Program upon the written recommendation of their home high school.

The local school districts will identify students who meet the criteria and who wish to study in the alternative high school setting. The school district will arrange an initial meeting with the student, a school administrator, school counselor, the alternative program teacher, and the student's parent/s. This meeting's agenda will include the philosophy and expectations of the alternative school, the courses needed by that student for graduation, the schedule that will meet the student's needs, and other relevant concerns. After this meeting, students are welcome to make an appointment to visit the alternative program if they wish. With the agreement of the

alternative high school instructor and the local school district representatives, students may register for the alternative program.

### **Policies Related to Attendance**

This attendance policy provides a student with the framework for management of time. It is a student's responsibility to accept these policies and manage their time. Time management is a critical job skill. It is particularly critical for Alternative Program students who must complete their learning assignments in half the time given to students in traditional high school programs. The alternative program's teacher feels students who are unable to manage their time under these guidelines are not ready to be successful. Such students are encouraged to re-apply when they are ready to make a commitment to success in their education.

Length:

The school year is divided in to 8 terms in the Alternative Program.

Days:

We will follow N-K's regular school calendar.

Time:

8: 30 AM – 11:30 AM **or** 12:30 PM – 3:30 PM

Arrival:

No more than 10 minutes before a regularly scheduled session

Departure:

No more than 10 minutes after a regularly scheduled session.

### **Policy related to delayed starts and early dismissals**

When classes are canceled at Northwood-Kensett, classes in the alternative program will also be canceled. In the event of a 2 hour late start, class sessions will run at the following time: Morning session 10:30 – 12:30. Afternoon session 1:30 – 3:30.

### **Tardiness**

A student must be in the classroom and ready to work at the beginning of a scheduled class period and upon return from a work break. Being later than that in either case is a tardy.

1. Students who are tardy will have added to their school day not less than 5 minutes extra work time and not more than the amount of time they were late.
2. Students who accumulate in one day more than 30 minutes of added time must immediately leave the school facility and arrange a meeting with the principal to determine what disciplinary actions are appropriate.

3. Chronic tardiness even If less than 30 minutes can result in the removal of a student from the Alternative School Program.

## **Absences**

An absence is not attending school or being more than 30 minutes late to school on any day that N-K Schools are in session.

1. A student must call the Alternative Program at 324-2142 within 1 hour of his or her scheduled class time if the student will not attend class that day. As an alternative a parent or legal guardian may call the Alternative Program at any time during the school day to indicate the student will not attend school that day.
2. A student who fails to call or arrange for his or her parents or legal guardian to call will earn an unexcused absence. Bringing a note from a doctor's office allows an absence to be excused.
3. Students who are absent more than 3 times in an academic term will be suspended from the Alternative Program for the balance of the current academic term. Readmission to the Alternative Program must be approved by the Alternative Program teacher and the administration of the student's home school district.
4. Any absence due to unusual circumstances such as vehicle break downs en route or inclement weather conditions can only be approved by the alternative program teacher or principal. In such cases the student must contact the alternative program on the same day the absence occurs.

## **Policies Related to Conduct and Discipline**

The behavior or discipline policies are intended to insure a learning environment that is not only safe but also conducive to students achieving their educational goals. Standards of behavior are strict so that each student has the opportunity to receive individual help from the staff and can use group and individual study time effectively. No behavior code can anticipate every possible situation; if a student creates through his or her actions a situation that disrupts the learning environment for either students or staff, the student has violated the behavior guidelines and is subject to discipline. Discipline ranges from permanent removal from the alternative program, removal for 1 academic term, removal for 1-6 days from the program, and assignment of extra work time from 10-30 minutes. Removal for 1 day or the assignment of 10-30 minutes of extra work time are at the discretion of the classroom teacher. Application of the other disciplinary measures are at the discretion of the administration of the student's home school district .

The following are examples of behaviors that would automatically result in permanent removal, removal for 1 academic quarter, or removal for 1 to 6 days.

1. the use or threat of violence against another student or staff member
2. intentionally damaging school property or the personal property of other students or staff

3. possessing or using alcohol or drugs other than medicine prescribed by a doctor to the student
4. tobacco use, e-cigs use, nicotine use or possession on the school grounds
5. refusal to complete work assignments or follow the instructions of the alternative program teacher related to work assignment or refusal to comply with instructions intended to maintain a safe and productive learning environment
6. leaving the area of the school building designated for use by alternative school students

The following are examples of behaviors that could result in permanent removal, removal for 1 academic term, or removal for 1 to 6 days if the behaviors are frequent or severe. If occasional and minor in nature, these behaviors could result in assignment of extra work time. Remember, any student who accumulates extra work time for tardiness or behaviors in excess of 30 minutes must immediately leave the alternative program and arrange for a meeting time to discuss the situation.

1. lack of productivity during group or individual study
2. the use of profane language
3. arguing with the staff or another student
4. socializing during group or individual study

Again, it is not possible to anticipate and list every behavior that would distract other students and staff from their work. Be polite and productive during class and you will have a good experience at the Alternative Program and graduate as well.

### **Policies Related to Productivity**

Ultimately a student is placed in the alternative program because his or her school and parents or guardians have decided that the student will have the best chance of earning high school credits in a more individualized learning environment. The alternative program has high expectations. Put into plain language, the alternative school does not give away academic credit or high school diplomas for attendance alone. Students must be productive not only to earn a diploma, but also to be prepared for success in the workplace.

For graduation every student must earn the same number of credits required by their home high school. At N-K, that number is 49 credits.

### **Course Goals**

Each course has a checklist of required reading, assignments, and assessments. At the beginning of each term, the student and instructor will review the checklist. Each week, the student and instructor will set a weekly goal for each course based on the required work for each class.

If a student does not show satisfactory progress toward achieving the goals, he/she may be dropped from the alternative program and referred back to the high school.

### **Work Credit**

For 30 hours of successful employment at one job, you can earn a ½ credit per quarter. For 60 hours of successful employment at one job, you can earn 1 credit per quarter. You must be employed by a non-family member, and your employer must deduct the appropriate federal and state taxes from your wages. You may also earn an employment credit over summer vacation.

To enroll in the Employment Credit Course, you must write a letter of application requesting placement in the course. In the letter you need to provide the following information: your employer's name, address and telephone number, your normal work days and hours, and a brief description of your job and responsibilities.

Your employer will be sent a form to both evaluate you as an employee and to verify the number of hours you have worked. If your employer does not return the form, you must verify the number of hours you have worked by providing the alternative program staff with copies of the part of your paycheck that show the hours you work and the deductions your employer made.

The goal of the employment credit is to establish a positive work record while earning elective credits.

Students who show a special interest, and are in good academic standing, in a specific subject or area of interest may request to take an independent study course. The student and instructor will work together to create the course and set expectation and learning goals.

### **Classroom Responsibilities** – general guidelines to help you be successful

1. To treat everyone with respect and care as an individual. Respect yourself, our school, and our classroom.
2. To attend classes regularly. Be where you are supposed to be. Be on time.
3. To be cooperative and not disruptive. Be polite and courteous.
4. To study and do your work. Try every assignment, even if you don't want to, don't know how, or haven't done it before.
5. When in doubt, ask first. Follow all general regulations of the school.



## Summer Credit Recovery Program

- Credit Recovery is held in the Intervention Center at the secondary building, and is available to 9-12 students who have been identified by the counselor and/or principal as needing to recover credits.
- Students will be enrolled in one course at a time, with the potential to earn up to three credits.
- Students will be allowed to take only those courses they failed. This program is not designed to advance credit completion requirements.
- The session begins on Monday, June 1st and runs Monday-Thursday, through Thursday, July 9th. Class is from 9 AM to noon and is staffed by a certified teacher.
- All courses should be completed by July 9th at noon.
- Note that Summer Credit Recovery is a closed campus. Students are expected to arrive on time and promptly leave the premises when class is dismissed.
- Students who leave the building or are absent for more than 3 days may be dropped from the class.
- Students attending Summer Credit Recovery are expected to adhere to the N-K Student Code of Conduct.
- Credit Recovery is a self-paced program. You may finish a course before the deadline.
- Please bring headphones or earbuds with you.
- To earn credit, students must pass the course with an overall grade of 62% or higher.
- All tests will be taken on campus and proctored by a staff members

# NORTHWOOD-KENSETT SECONDARY SCHOOL

## Multi-Tiered System of Supports

