



Woodbury Central
Student Handbook
2023-24

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GOOD CONDUCT POLICY

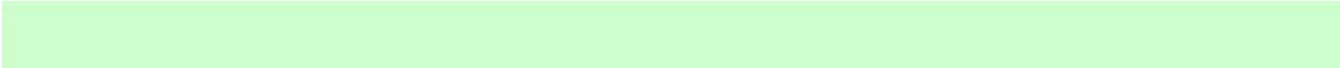
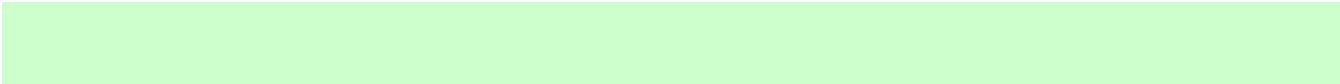
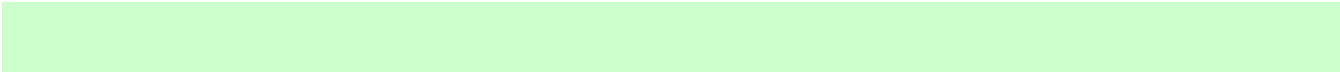
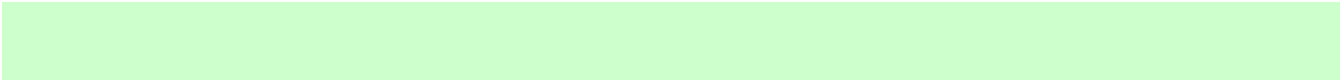
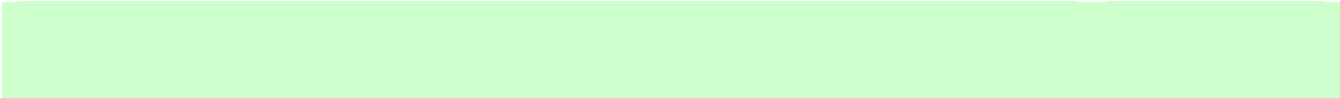
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Dear Parents:

August 2023

Welcome to the 2023-24 school year at Woodbury Central Community School. We are pleased to note that, year after year, this school's administration, teachers, staff and board of directors share and exhibit a commitment to educational excellence for every child here at our school.

By working together, we can build upon this meaningful commitment of support for our students. We offer this handbook as information to clarify the school's procedures, policies and goals that are necessary for the orderly function of educating our children. With this in mind, we expect all families to be thoroughly familiar with the contents of this handbook.

This handbook is an extension of board policy and reflects the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others.

All decisions at Woodbury Central Community School reflect the needs of students. This handbook as well as other school information is available on the school's website at www.woodbury-central.k12.ia.us.

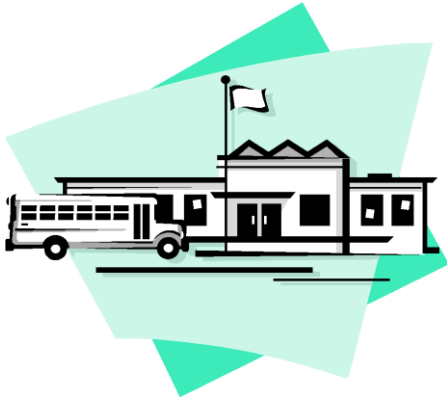
Woodbury Central's policies, rules and regulations are in effect 12 months a year. The District reserves and retains the right to modify, eliminate or establish District policies rules, regulations, and student handbook provisions as circumstances warrant, including those contained in this handbook. Parents and students will be informed of any changes. In the meantime, students are expected to know the contents of the handbook and comply with it.

Please bring your suggestions, concerns, kudos and questions to our staff and administrators. Only by working together can we truly meet the needs of our students.

Thank you for your time and considerations.

Let's have a great year!

WC ADMINISTRATION



WOODBURY CENTRAL COMMUNITY SCHOOL

Home of the Wildcats

VISION STATEMENT

STUDENTS, STAFF, FAMILIES AND COMMUNITY –
WORKING AS PARTNERS FOR A BETTER WORLD.

MISSION STATEMENT

WITH THE REALIZATION THAT ALL STUDENTS CAN LEARN, WE WILL STRIVE TO
TEACH OUR STUDENTS THE INTELLECTUAL, PHYSICAL, CREATIVE, EMOTIONAL,
AND SOCIAL SKILL NECESSARY FOR PRODUCTIVE CITIZENSHIP.

Board of Directors:

Eric Nelson (President)

Adam Lloyd

Donald Reblitz

Steve Steffen

Clint Thomsen

Jeremy Cross

Chet Verschoor



Administration

Doug Glackin, Superintendent

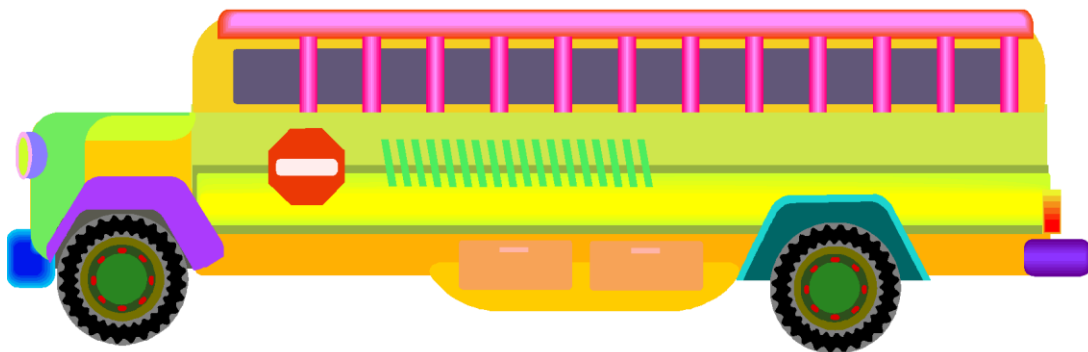
Dan Bormann, MS/HS Principal

Nicole Metcalf, Elementary Principal

Woodbury Central Community School District

280.18 Student Achievement Goals

- **The learner will use appropriate oral and written language to communicate clearly and effectively. (Speaking/Writing)**
- **The learner will demonstrate comprehension of information using appropriate reading and listening skills. (Reading/Listening)**
- **The learner will utilize appropriate learning styles to effectively develop sound study habits. (Study Habits/Learning Styles)**
- **The learner will successfully perform basic computations and use problem solving strategies to find creative solutions in the decision-making process. (Mathematics/Reasoning)**
- **The learner will develop skills to access and apply technology to enhance learning. (Technology)**
- **The learner will acquire the skills and knowledge necessary to successfully develop and pursue vocational goals. (Career Planning)**
- **The learner will foster an appreciation for the arts and model a lifestyle of physical fitness. (Arts/Physical Fitness)**



GENERAL INFORMATION

EQUAL EDUCATION OPPORTUNITY

The Woodbury Central CSD is an equal opportunity education institution and will not discriminate in its educational activities, programs or employment practices on the basis of race, national origin, gender, religion, color, marital status or disability. Students are educated in programs which 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 District's Affirmative Action Coordinator Superintendent Glackin, Woodbury Central Community Schools, PO Box 586 Merville, IA. 51039-0586. Telephone: 712 / 873-3128.

Inquires may be directed to the Director of the Region II Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114. (816) 268-0550; or to the Iowa Dept. of Education, Grimes State Office Building, Des Moines, IA. 50319-0146. (515) 281-5294.

The District, in its educational program, has a process to assist those who experience behavior and learning difficulties. The District's C.A.R.E., A.R.M.S. and S.T.A.T problem-solving teams are responsible for this process. Representatives from the Western Hills Area Education Agency may also assist the District in this process. Parents wanting access to this process should contact the school administration.

TEXTBOOK & SUPPLIES: FEES / FINES/ WAIVERS

Each student will be assessed an annually-established textbook fee appropriate to each grade level. All District-owned books and supplies are to be treated with utmost care. Students will be fined for any lost, excessively worn, or abused materials. Book rental and other fees should be paid when enrolling. Certain courses require consumable materials for which students will be assessed an appropriate fee.

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 temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent for a waiver form each year by Sept. 15. This waiver does not carry over from year to year, and must be completed annually.

EMERGENCY FORMS

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

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 District. The District may then ensure that it has a current student record.

ACCOMMODATIONS FOR HANDICAPPED STUDENTS

Wheelchair Evacuation Policy Students in wheelchairs will evacuate the building through the main entrance south doors. The alternate exit will be through the northwest doors. A student within the classroom will be designated to aid the wheelchair student during an evacuation.

Warning For Hearing-impaired Students Hearing-impaired students will be warned when the teacher in charge of that student will conduct an emergency disaster procedure. The teacher in charge at the time of the drill or disaster procedure will communicate and provide specific instructions, including where to take shelter.

If a sign interpreter has been assigned to the hearing-impaired student, that person will assume the teacher's responsibility.

CHILD ABUSE, Abuse and/or Neglect

Code of Iowa Ch. 232 requires all certified school employees to report suspected child abuse or willful neglect. Anyone reporting in good faith shall have immunity from any liability, civil or criminal. Laws providing privileged communication shall not apply in cases of suspected child abuse or neglect. Any such employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor and subjected to a fine of not more the \$100 or imprisoned for not more the 30 days; in addition, the employee is civilly liable for the damages approximately caused by such failure.

CHILD ABUSE Reporting Within the District

To comply with Iowa State Code Ch. 102, the Woodbury Central Community School District has appointed the superintendent as the Level I Child Abuse Investigator, and the school nurse as the District Alternate. This Code specifies that the Level I Investigators may be District employees; however, the subsequent investigation phase (Level III) requires a non-District employee being designated. (To be appointed at a later date) This rule governs only alleged violations by District employees in a school-related context.

HOMELESS CHILDREN & YOUTHS

The Board shall make reasonable efforts to identify homeless children and youths of school age within the District, encourage their enrollment, and eliminate existing barriers to the education that may exist in District policies or practices.

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

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school shall be where that child actually resides or the child's district of origin. The deciding factor shall be the welfare of the child. As much as possible, the child will not be required to change attendance centers within the District every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students that might affect the attendance of a homeless child or youth may be waived by the superintendent.

Special Services All services that are available to resident students shall be made available to homeless children or youth enrolled in the District. Services include special education, health services, talented and gifted and vocational education programs, English as a Second Language programs, and food and nutrition programs.

School Records For students transferring out of the District, records may be provided directly to the student or the student's parents. In addition, students transferring into the District may provide cumulative records directly to the District. The District shall not require that such records be forwarded from another district before that student may enroll. However, the school shall then request official records from the student's previous school.

Enrollment Requirements/Placement Enrollment requirements that may affect to the education of the homeless child or youth may be waived at the discretion of the superintendent. If the District is unable to determine the grade level of the student because of missing or incomplete records, the District shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Immunizations Homeless students shall not be denied enrollment for lack of immunization records if they:

1. Provide a statement signed by a physician stating that the immunization would be injurious to the child;
2. Provide an affidavit stating that the immunization conflicts with their religious beliefs;
3. Are in the process of being immunized;
4. Transferred from another school.

The District shall make a reasonable effort to locate immunization records from the information provided, or shall arrange for the student to receive immunizations.

Waiver of Fees & Charges: Fees and charges that may affect the enrollment or transfer of a homeless child or youth or family that qualifies for free or reduced lunches may be waived at the discretion of the superintendent.

The contents of this policy shall supersede any and all conflicting provisions in District policies dealing with the policy areas discussed above.

AT-RISK STUDENTS

The Woodbury Central CSD provides several programs to help students who exhibit difficulty at school. Building level teams including teachers, an administrator, and a counselor are available to meet with parents to identify difficulties children might be experiencing and to work together to develop a plan to include interventions and strategies for helping the student succeed.

WC's student assistance teams are grade level specific. Basic rights of every student include the right to participate in and benefit from school and community resources and programs. To address this problem, faculty representatives from all three levels of education are in place to provide positive behavioral supports. The grade levels and assistance teams are as follows:

C.A.R.E. = Children at Risk Elementary

Tier II = (MS/HS)

Parents or teachers can request an assistance team meeting when a student is experiencing problems in the classroom.

STUDENTS IN BUILDING BEFORE / AFTER SCHOOL

Students may be present on school grounds before 7:30 a.m. or after 3:45 p.m. only when they are under the supervision of a coach/activity sponsor, or are participating in the “Before and After-School Program”. All doors will remain locked until 7:30. If school is dismissed early, students are expected to leave the school grounds immediately. Students who are participating in activities, whether school sponsored or not, are to remain in the area of the activity.

ATTENDANCE

Regular attendance is important to every student’s total educational process and is rarely duplicated by other methods; therefore, students are expected to be punctual and present for all of their classes throughout the school year to obtain the maximum opportunity from this program. It is almost impossible for any student, regardless of ability, to *satisfactorily* pass a course with an unsatisfactory attendance record. 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. Within limits prescribed by state law, parents have the right to make decisions concerning school attendance for their children. This District, however, has the responsibility of passing judgment upon the validity of the explanation presented by the parents.

Please call the school (873-3128) each and every day that your child will not be in school, and report the reason for his/her absence. If the attendance secretary does not hear from a parent by 9 a.m., she will call the home. Parents who know in advance that their children will be absent should send a written explanation that includes a reason for the absence so that assignments can be offered.

LEAVING THE BUILDING

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student’s parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student’s parents.

INFORMATION -- INCLEMENT WEATHER

When school is cancelled because of inclement weather prior to the start of the school day, notification will be posted on local TV stations, the school website and mass emails, phone calls and/or texts will be sent. In the event of an emergency closure, Woodbury Central will mass email/text parents/students. Parents may request student notification through the JMC access portal.

Notification will be made through **JMC Parental Notification System**. District officials also provide information to local radio and television stations who usually announce all school cancellations, early dismissals and late starts.

Scheduled extracurricular activities or practices for a day when school is cancelled or dismissed early are generally canceled and re-scheduled. Updated information will be available on the website: www.woodbury-central.k12.ia.us.

STUDENT HEALTH, WELL-BEING & SAFETY

SCHOOL DAY

School begins at 8:30 a.m. and dismisses at 3:35 pm although it may begin or dismiss at different times due to specific circumstances. Students may be present on school grounds before 7:30 a.m. and after 3:45 p.m. only when they are under the supervision of a teacher or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. Students should remain in the commons until at least 8:05 unless they have made arrangements to meet with a teacher.

FIRE DRILLS: Fire, Tornado, Bomb Threats, Power Outages

In the interest of public safety, fire and tornado drills are conducted at irregular intervals throughout the school year. A list of fire and tornado drill procedures is posted in each classroom and each year faculty members notify students of exit procedures. Students are to walk briskly but in an orderly fashion when leaving the building and going to the assigned areas.

EMERGENCY ALARMS

The emergency alarm system is connected to a fire and security company in Omaha. When the alarm is pulled, it alerts a company in Omaha which notifies the fire department in Merville. Volunteer fire and ambulance people leave their homes and their jobs to respond to the call. False alarms are a serious threat to the safety of everyone in the community and are viewed as a criminal act. Any student who is caught tampering with or setting off the fire alarm or calling in false alarms will be given an automatic 3-day in-school suspension.

In addition to being disciplined under the District's policies, rules and regulations, administrators may also report the event to law enforcement officials. The second offense will be a 10-day out-of-school suspension, and criminal charges will be filed.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children ages newborn to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, hospital services, etc.

Parents may call (800) 257-8563 or <http://www.hawk-i.org> for more information.

HEALTH SCREENINGS

Throughout the year, the District sponsors health screenings for vision and hearing, and height and weight measurements; parents are notified prior to the screenings. The grade levels of students included in the screening are determined annually and students are automatically screened unless the parent submits a note asking that the student be excused from the screening. In addition, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to submit the District's physical examination form signed by the student's health care provider, stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of an exam makes the athlete ineligible for sports. Students who cannot afford the cost of the exam should contact their coaches.

COMMUNICABLE & INFECTIOUS DISEASES

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

IMMUNIZATION LAWS

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

SCHOOL NURSE

The health of the school age child, although basically the responsibility of parents, is a necessary part of education. District health services are designed to protect pupil health and to aid each child to reach and maintain his/her best possible state of well-being.

The District's nurse is available during school hours; her office is in the High School office. As a registered nurse, her main concern is to promote good health care. She keeps student health records, administers student medications brought from the student's home, deals with communicable disease prevention and control, and administers health appraisals, including vision examinations. Other services include health counseling and interpretation to parents, pupil, teachers and physicians.

MEDICATIONS AT SCHOOL

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication **ONLY** with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. When a student is to be given medication during school hours, students must provide written instructions for administration of the medication as well as parent authorization to administer the medication.

Medication forms are available during Registration and from the school nurse.

Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parent authorization: student name; medication name; directions for use including dosage, times and duration; pharmacy name and phone number; prescription date; doctor; parent emergency number and possible side effects.

Special Education Students, Medication – These students shall have plans for their medication filed with the school nurse. The medication will be in the nurse's office and will be dispensed by the nurse. There will be a copy of the medication plan in the IEP files.

ILLNESS OR INJURY AT SCHOOL

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

While the District is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary, and attempt to notify the parents where the student has been transported for treatment.

INSURANCE, General & Athletic

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. For more information, contact the school nurse or the activities director.

Student athletes must have health and accident insurance to participate in intramural or extracurricular athletics. Student must provide written proof of insurance prior to the start of the athletic activity. A letter from parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coaches.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for schools. Woodbury Central is within the guidelines of this Act.

Woodbury Central recently had its facilities re-inspected by a certified asbestos inspector as required by AHERA. The inspector located and determined the condition and hazard potential of all material in the District suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the Asbestos Management Plan.

The Management Plan contains the re-inspection report, notification letters, training for its employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials.

A copy of the Management Plan is available for public inspection in the administrative office. Those who wish to review it should make an appointment to do so during office hours.

ABUSE / HARASSMENT / BULLYING

Code: 505.7

Woodbury Central Community Schools: Policy

Harassment and bullying of students and employees are against federal, state and local policy and are not tolerated at Woodbury Central. It is the policy of this District to provide all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures and practices designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

Bullying and harassment of students by students, school employees and volunteers who have direct contact with students will not be tolerated in this District.

Woodbury Central prohibits harassment, bullying, hazing or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to and including termination. If after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying means any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- Implies or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;

- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial or other proceeding relating to the report.

Students or staff members who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion for students, and up to termination of employment for staff members.

Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to fill out the appropriate form (located in the rear of this handbook) and contact the Equity Coordinator or any other staff member. The District has named the MS/HS Guidance Counselor (873-3128) as its Level I investigator. Employees and students are advised that all reports will be kept as confidential as is possible.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of the policy. Students found to have retaliated in violation of this policy are subject to discipline by measures up to and including suspension or expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including exclusion from school grounds.

It will also be the responsibility of the superintendent, in conjunction with the investigator and District principals, to develop administrative rules regarding this policy.

COMPLAINTS ABOUT SCHOOL PERSONNEL – PROCEDURE

Should a citizen have a complaint about the action of any employee, the citizen should first be directed to consult with the individual employee concerning the complaint. Next, the citizen may give information to the employee's immediate supervisor. If the matter is not resolved, the appeal process will follow this order:

1. Other supervisors or administrators in the line of responsibility;
2. The Superintendent of Schools;
3. The Board of Directors.

The Board of Directors shall strongly encourage citizens to follow this chain of appeal.

The Board of Directors will hear no appeal, and no charges against the employee will be investigated or acted upon by the Board, unless they are reduced to writing, signed by the party bringing them, and presented to the Board through the Superintendent of Schools.

A Grievance / Complaints form is located in the final section of this handbook.

GRIEVANCE PROCEDURE

Any student or employee of the Woodbury Central Community School shall have the right to file a complaint alleging noncompliance with this policy in accordance with regulations outlined in Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

A procedure shall be available to provide for a mutually-acceptable method for the prompt and equitable settlements of alleged grievances over the interpretation and application of this policy. Representatives for the Board of Education and the grievant shall keep these proceedings as informal and confidential as may be appropriate at any level of the procedure.

A Grievance / Complaints form is located in the final section of this handbook.

Parent, Guardian, and Community Concerns

Resources for addressing concerns about the public school district or the governing body can be found on the Department of Education Website:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

STUDENT ACTIVITIES

ASSEMBLIES

Throughout the year, the District sponsors school assemblies. Programs of varying nature (from pep rallies to serious presentations) may be presented by students and outside personnel. Attendance at these assemblies is a privilege.

FIELDTRIPS

In certain classes, fieldtrips may be taken as an extension of the classroom to contribute to achieving the District's educational goals. If the fieldtrip is required for a course, students are expected to attend the fieldtrip. Absences in other classes or school activities due to fieldtrips are considered excused absences.

Prior to attending a fieldtrip, students must return a note signed by the student's parents.

While on fieldtrips, students are guests and considered ambassadors for the District. Students must treat employees, chaperones and guides with respect and courtesy.

ACTIVITY BUS

Activity buses are available to extracurricular activities when a minimum number of students have registered to ride them. Riding on the activity bus is a privilege that can be taken away; a fee may be charged to students riding the bus. Students riding to the event must return home on the bus unless prior arrangements have been made with the principal, coach or teacher, or the student's parents personally appear and request to transport the student home.

SCHOOL-SPONSORED ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the District and Board; they include but are not limited to the Spanish Club, Student Council, and Art Club. Participation in those groups is a privilege and individual sponsors or coaches may impose rules in addition to those contained in this handbook. Privileges of participation may be suspended or canceled for violating club or sponsor rules, as well as for violating District policies, rules or regulations.

STUDENT RIGHTS/SAFETY REGULATIONS

STUDENT RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the District's policy on student records or the procedure for filing a complaint, contact the Board secretary.

STUDENT DIRECTORY

Student directory information is designed to be used within the District to assist certified personnel. It shall include, but not be limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

It will also be provided to the public without parental consent unless parents notify the administration within the deadline set in the annual notice that they do not want directory information or portions of it to be released without their consent. However, 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 release general information.

The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are

1. the right to inspect and review the student's education records within 45 days of receipt of the request;
2. the right to request the amendment of the student's educational records that the parent or eligible students believes are inaccurate or misleading;
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (exceptions apply);
4. The right to inform the District that the parent does not want Directory Information to be released. Any student older than 18, or parent not wanting this information released to the public, must write the superintendent to make his/her objection. The objection must be renewed annually.

5. The right to file a complaint with the US Dept. of Education concerning alleged failure by the District to comply with FERPA requirements. Contact the District Superintendent or <http://www.ed.gov/offices/OII/pfco/> for more information.

SEARCHES

In order to protect the health and safety of students, employees and visitors to the District, and for the protection of District facilities, students and their belongings and school-owned lockers and desks may be searched or inspected.

A. Reasonable Suspicion:

A search of a student will be justified when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Factors such as the following may constitute reasonable suspicion:

- | | |
|---|--|
| 1) Eyewitness observations by school personnel; | 3) Suspicious behavior by the student; |
| 2) Information received from a reliable source; | 4) The student's past history and school record. |

B. Reasonable Scope:

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- | | |
|--------------------------------------|--|
| 1) The age of the student; | 4) The urgency requiring the search without delay. |
| 2) The gender of the student; | |
| 3) The nature of the infraction; and | |

II. SEARCHES, Types

A. Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal contraband items.

Personal, intrusive searches require more compelling circumstances to be considered reasonable.

Pat-Down Search: If a pat-down search of a student's garment (jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same gender and with another adult witness present, when feasible.

A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened.

Such a search may only be conducted in private by a school official of the same gender, with an adult of the same gender present, unless the health or safety of students will be endangered by the delay which may be caused by following the above procedures.

It is recognized that strip searches, body cavity searches, and the use of a drug-sniffing animal to search a student's body are not permitted under Iowa Statute.

B. Locker / Desk Searches

All school and physical education lockers should be kept padlocked to prevent theft, vandalism, and acts of mischief. ONLY SCHOOL PADLOCKS may be used on school lockers, and students are encouraged not to share their padlock combinations. Purchase school padlocks for \$5 in the administrative office; \$4 is refunded to graduating seniors who return their padlocks.

1) Maintenance Searches: Although school lockers and desks are temporarily assigned to individual students, they remain District property at all times. The District has a reasonable and valid interest in ensuring that they are properly maintained. For this reason, periodic inspections are permissible to check for cleanliness and vandalism.

2) Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

3) Non-Maintenance Searches: A student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches shall be conducted in the presence of another adult witness, when feasible.

C. Drug-Sniffing Animals

School officials may not use drug-sniffing animals to search a student's body. A search of a student's body using a drug-sniffing animal may only be conducted by a peace officer and is governed by statutory and common law requirements for police searches.

School officials may use drug-sniffing animals to conduct periodic inspection of school lockers. The use of drug sniffing animals to conduct periodic inspections of school lockers does not require reasonable ground for suspecting that a student has violated either the law or a school rule or regulation.

School officials may use drug sniffing animals to conduct a search of clothing worn or carried by a student; his/her pocketbook, briefcase, duffel bag, book bag, knapsack, and/or other containers used by a student for holding or carrying personal belongings; desks and other space or facility issued to, assigned to, or chosen by students in which to store their personal belongings; student work areas; and vehicles of any kind belonging to or used by students.

To use drug sniffing animals to conduct these searches, the following criteria must apply:

- a. The school official must have reasonable grounds for suspecting that a student has violated or is violating either the law or a school rule or regulation, and
- b. The search must be conducted in a manner which is reasonably related to the objectives of the search, and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

D. Automobile Searches

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

SEARCH & SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The

furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities will seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons and firearms, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

INTERROGATION by OUTSIDE AGENCIES

An outside agency or individual may not interview a student during the school day or during periods of extracurricular activities unless the principal or a parent is present. Parents will be notified and must give their permission before any questioning can take place.

Exception: The Department of Human Services may interrogate a student without parental consent.

TOBACCO, ALCOHOLIC BEVERAGES & OTHER DRUGS

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered 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 or present a threat to the health and safety of students, employees, or visitors. **All illegal items confiscated on school grounds will be turned over to local law enforcement.**

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

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

The board believes the substance abuse prevention program will include:

Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;

A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;

A statement that students may be required to successfully complete an appropriate rehabilitation program;

Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;

A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and

Notification to parents and students that compliance with the standards of conduct is mandatory.

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

Code No. 502.8

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, defaced or otherwise harmed school property are required to pay for the damage and may be suspended from school. In certain circumstances, students may be reported to law enforcement officials.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol or other drugs, or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Weapons may include but are not limited to knives, guns, and chains. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Exception: Weapons in the control of law enforcement officials; those approved by the principal and used for educational purposes. See also *WEAPONS; LOOK-ALIKE WEAPONS*.

WEAPONS

Code No. 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 the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Students who possess a weapon on school grounds will be immediately isolated from the student population. If the weapon is in a vehicle, the vehicle will be secured and the police will be notified for search and seizure. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

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

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

See also *LOOK-ALIKE WEAPONS; ILLEGAL ITEMS FOUND IN SCHOOL/ IN STUDENT'S POSSESSION*

LOOK-ALIKE WEAPONS

Code No. 502.8

Possession

“Look-alike weapon” means any item that resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, knives, toy guns, toy grenades, bows and arrows, and similar items.

Any student who possesses or uses any look-alike weapon on District property or while engaged in school-sponsored activities or while on school-owned or school-operated transportation shall be subject to disciplinary action.

First Offense & All Subsequent Offenses

The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student’s age, the actions of the student possessing and using the look-alike weapon, the student’s intent, and the nature of the look-alike weapon and proximate resemblance to a real weapon.

The disciplinary action that may be imposed includes but is not limited to conferences with the student and parent, detention, and suspension for up to 10 days.

See also: *WEAPONS; ILLEGAL ITEMS FOUND IN SCHOOL/ IN STUDENT'S POSSESSION*

POSTING OF INFORMATION

A Superintendent must approve all signs before they can be posted.

STUDENT EXERCISE OF FREE EXPRESSION

Policy 503.3

School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism. The printed materials should not encourage the breaking of laws, cause defamation of persons, or contain obscenity. All publications must identify the author and/or editor and publisher.

An administrator or his/her delegated authority shall review student publications and enforce the standards outlined above; however, it is not the duty of administrators to “censor” materials in any way except on the basis of those standards only. To protect students’ rights, administrative review of materials must be done quickly within a specific length of time, and students must be informed of the appeal procedure in case they disagree with an administrative judgment.

Non school-sponsored publications are subject to the same standards listed. Administrators may prohibit the distribution of such publications unless students submit a copy for administrative review.

The principal may designate the time, place, and manner of distribution for all student publications, school-sponsored or otherwise.

An all-school annual shall be published each year under the supervision of an appointed sponsor.

High school and junior high school newspaper staffs under the direction of appointed sponsors may submit articles to the Menville Record for publication.

SCHOLASTIC INFORMATION

GRADE REPORTS

Students receive a report card at the end of each quarter and semester; parents of middle school and high school students who wish additional, regular updates of their child’s academic standing may contact the guidance counselor for progress reports. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

District-wide Parent-Teacher Conferences are held each fall and spring.

HOMEWORK

Teachers assign homework, extra class activities, and other assignments. Homework is an opportunity for students to

- practice skills and activities
- share and discuss ideas
- review materials
- become acquainted with resources
- organize thoughts
- prepare for classroom activities
- make up incomplete class work

Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the District, and to comply with state law.

HUMAN GROWTH & DEVELOPMENT

This District provides students with instructions in human growth and development. Parents may review this curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. (ref: 279.50 Code of Iowa and Policy 602.17)

EXCLUSION FROM ACADEMICS /ACTIVITIES /PHYSICAL EDUCATION

Parents or guardians wanting their child excluded from particular study or activity because of sincerely-held beliefs should present a specific written rationale to their child's principal. This rationale must include a description of the activity or study from which they want their child excluded, the reasons for requesting the exclusion, and the proposed alternative activity or study.

Administrative disposition of such requests shall be based upon a consideration of the individual circumstances. Decisions made in regard to requests for exclusion should take into account the sincerely-held beliefs of the parents or guardians; however, resulting solutions shall not be disruptive to the educational process nor infringe upon any compelling state of educational interest. (ref: Policy No. 602.17)

PHYSICAL EDUCATION: Students seeking to be excused from PE must submit a doctor's written explanation. Those excused from PE because of a physical disorder are not to participate in any extracurricular activities such as sports, cheerleading and drill team.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one district to request transfer to another school district upon a parent's request. Students wishing to open enroll to another school district may apply at any point in time. 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 District must contact Superintendent Glackin @ (712) 873-3128 for information and forms.

SCHOOL LIBRARY

The library is for student research work and general interest reading. Students may use the library facilities when they are in study hall. Students must get permission from the study hall teacher and sign out before leaving for the library. Library and computer use rules are to be followed.

CURRICULUM

All students are given the District's curriculum requirements at the start of each year. Students are responsible for knowing District graduation requirements and must be approved by the Board of Education before they can participate in graduation ceremonies. If it becomes necessary for a student to withdraw or transfer from this District, the student and/or parents must discuss graduation obligations with the principal to insure the correct procedure.

Graduation requirements are listed on the following page.

GUIDANCE PROGRAM

The District's guidance program is divided into four categories: **Counseling Services, Information Services, Appraisal Services, and Placement Services.** Each of these categories is interdependent, and assists students with their personal, educational and career development, and in becoming well-rounded,

productive adults. Confidentiality is maintained by all of those involved. Services are available during the school day and summer by appointment.

Examples of middle school and high school services:

- a. **Counseling Services:** individual and group counseling; scheduling; career awareness and development.
- b. **Information Services:** Presentations provided by ICAN to students in grades 10-12; 8th Grade Career Fair. Summer meetings are available for high school seniors and their parents.
- c. **Appraisal Services:** testing, interest surveys, Iowa Youth surveys, Siouxland Cares surveys and referrals to the District's ARMS and/or STAT committees.
- d. **Placement Services:** Flex school services; AEA services, WIT registrations; referrals to Jackson Recovery and/or Mercy Behavioral Care; assistance to help students register for the US Selective Service System.

MISCELLANEOUS

VISITORS / GUESTS TO SCHOOL

Adult visitors are encouraged to visit Woodbury Central. All should report to the main office near the double doors on the south side of the school and register in the office.

Students are not generally allowed to bring guests to school with them. Only under extraordinary circumstances will a guest be allowed to come to class.

SCHOOL ANNOUNCEMENTS

Middle school and high school students are responsible for knowing the content of daily announcements. Announcements are posted each day in the study halls and on the "Announcements" bulletin boards throughout the middle school and high school.

They are also available on the school website: www.woodbury-central.k12.ia.us.

TELEPHONE CALLS

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

If a young student's routine is to be changed, parents should send a note to the teacher.

Parents are urged not to call their child's cell phone. If a telephone call to the student is imperative, please call the main office at 712/873-3128 as all efforts are made to give messages to students throughout the day. Calls to the office before 3 p.m. with messages for students are most helpful because last minute calls often make it difficult to locate students.

Students should not ask to use the telephone except for necessary calls.

Long distance calls cannot be charged to the school.

SCHOOL MEALS

The District operates breakfast and lunch programs. Students may either bring their own lunches to school, or purchase a school lunch. Meal tickets can be purchased for weeks at a time, or meal-by-meal. All food is to remain in the lunchroom, and proper student conduct is expected. Additional information can be found in the middle school and high school sections of this handbook.

Mealtimes:

Breakfast:	7:45 -8:25 a.m.
Lunch: Elementary	10:50 – 11:45
Middle School	11:58-12:23
High School	12:25-1:10

● SCHOOL PADLOCKS

- Only school padlocks may be used on school lockers, and students are encouraged to keep their padlock combination to themselves. Purchase school padlocks for \$5 in the administrative office. A \$4 refund is given to graduating seniors who return their padlocks.

FACILITY USAGE

The school facilities will be made available for a reasonable fee to all local civic, religious, fraternal, patriotic, and community welfare organizations or groups interested in promoting cultural, educational, or recreational activities. Board-approved fees will be charged. Community use of facilities is permissible when:

- The use in no way interferes with school activities;
- The use is consistent with state law;
- A custodian or some other school authority is present while the facilities are being used;
- The activity sponsored is lawful and conforms to regulations of the school;
- The renting organization is responsible and will exercise care in the use of such facilities;
- Meetings or events will end by midnight;
- A contract is signed between the renter and the Board secretary.

Groups such as 4-H, Girl Scouts and Boy Scouts may use the elementary and the middle school facilities at no charge.

It shall be the policy of the Woodbury Central Community School to allow religious groups in the district to use school facilities only for extreme emergencies. An example is a multiple funeral too large for a particular church in Climbing Hill or Merville. The judgment of the Superintendent will determine the use of the facilities.

As per State Law, and the discretion of the Board, a school bus and services of a qualified driver may be furnished to an organization sponsoring activities for senior citizens, children, or handicapped persons in this state. The Board shall charge and collect an amount sufficient to reimburse all costs of furnishing the bus and driver. A school bus shall be used as described above only at times when it is not needed for transportation of pupils.

The Superintendent may impose additional restrictions when it is deemed in the best interest of the District or the students.

LOST & FOUND ARTICLES

Students are discouraged from bringing valuable items or money to school unless necessary; every effort is made to return lost articles to the rightful owners. Please mark all outside clothing with the student's name. A box containing lost and found clothing is in the hallway by the nurse's room. Periodically throughout the school year, unclaimed clothing is given to charity.

BUS TRANSPORTATION, CONDUCT & STUDENT DUE PROCESS

Buses are primarily used to transport students to and from school. Students who ride the bus and other District vehicles to and from school, extracurricular activities or any other destination must comply with the District policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, while loading or unloading or when leaving the bus.

Every precaution is taken to see that the child arrives at his/her destination safely. Anything that happens on the bus to divert the driver's attention from his/her job endangers the safety of the riders and is not acceptable behavior. It is therefore essential that the student conduct himself/herself in a respectful manner at all times. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Meeting the school bus is the student's responsibility. Students' parents are responsible for getting the student to school if the bus is missed. Students absent from school because they missed the bus will have that absence recorded as an unexcused absence.

BUS CONDUCT

Riders' responsibilities:

- Riders must be at the designated loading point before the arrival time.
- Riders who must cross the roadway to board or depart from the bus shall wait for the bus to come to a complete stop. They must walk in front of the bus (no closer than 10 feet), look both directions, and proceed to cross the highway only on signal from the driver.
- Riders loading buses in the morning and afternoon must wait on the sidewalk until all buses are unloaded on the south side of the school.
- Riders shall load and unload through the right front door. The Emergency Door is for emergency use only. Aisles must be kept clear of books and other belongings.
- 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.
- No special stops will be made.
- Riders shall remain in a normal seated position and keep feet off seats while the bus is in motion. Riders must not extend arms or heads out of the windows at any time.
- Riders must not throw objects about the vehicle nor out through the windows. Waste containers are provided. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders who damage seats or other equipment will reimburse the District for the cost of the repair or replacement.
- Riders must refrain from crowding or pushing; roughhousing is prohibited.
- The Good Conduct Policy is in effect; the use or possession of tobacco, alcohol or other drugs or look-alike substances is prohibited.

Discipline is one of the leading factors involving school buses in accidents today. School bus drivers assume unlimited responsibility whenever they drive a busload of students.

School bus drivers shall also conduct themselves in a respectful manner. They shall notify students of the approximate pick-up times, and are expected to be on time.

The bus driver has complete authority on the bus. He may assign seats if necessary. He needs only to warn students once about their conduct. The second offense reported to the principal may result in losing the privilege to ride the bus. That student may be held responsible for his own transportation to and from school.

Participants in all school activities are expected to go on the bus and return on the bus. This policy includes those participants who are transported in any school vehicle.

Student Due Process in Transportation

The following procedure will be used when problems arise on school buses that require discipline measures with students:

1. The school bus driver is in charge of the students on the bus as students are transported between home and school, on school activity trips if a teacher or coach is not present, and when students are in transit between schools on the bus.
2. All students are responsible to the directions of the bus drivers while the students are in contact with vehicles.
3. Should problems arise, the bus driver will take appropriate action to remedy the situation. Students will comply with reasonable requests of the bus drivers and will follow District rules.
4. Normally problems on the school bus will take the following course of action:
 - A. The bus driver will bring the problem to the attention of the student. The student will comply with the request of the driver.
 - B. If the student disagrees with the driver, the student will see the building principal after the bus arrives at the school. If the problem arises on the way home, the students involved will meet with their principal the next regular day of school about the problem and discuss their concerns over the incident. The principal will follow up on the problem and give a decision on the matter.
 - C. If the problem continues, other problems arise or get worse, or the student fails to obey the driver, the driver will let the principal know of the problem. The student, the student's parents, the bus driver, and the principal may meet to resolve the problem.
 - D. If the problem/other problems continue, the student and the student's parents will meet with members of the Board of Education before the student will be allowed to ride the bus again. Depending upon the severity of the problem, the Board may take the privilege of the bus ride away from the student for a semester.
 - E. Gross disrespect and disregard for the privilege of the bus ride may result in immediate loss of the privilege for a semester. The Board of Education has the right to place conditional re-admittance to the privilege of a bus ride on a student who has lost the privilege of a bus ride for a semester.

WC ELEMENTARY SCHOOL STUDENT HANDBOOK

2023-2024

Welcome to Woodbury Central Elementary

School is a vital part of the development of the whole child, and Woodbury Central's staff welcomes all children to its safe, supportive, and engaging learning environment. We realize that all children can learn, and strive to teach our students the intellectual, physical, creative, emotional, and social skills necessary for productive citizenship.

Children's approaches to learning – their curiosity, motivation to learn, and pride in accomplishment – are the keys to success in school and beyond. This District offers high quality educational programs to foster your child's potential to become a lifelong learner. Daily attendance assures that your child receives the best education WC has to offer.

On behalf of the elementary staff, I invite you to visit our school at any time. The stronger the connection between the school and your involvement in your child's education, the greater your child's achievements will be. Volunteers are always welcome. Please call the office if you are interested in volunteering at school.

We are excited that you and your child will be part of the Woodbury Central Community School District, and look forward to a successful school year.

Nicole Metcalf, Elementary School Principal

Douglas Glackin, Superintendent of Schools

ELEMENTARY FACULTY DIRECTORY 2023-24

Mrs. Metcalf, Principal

Mrs. Krajicek.....Pre-School/ Spec. Ed

Mrs. Robertson.....Special Education

Mrs. Bengtson..... Special Education

Mrs. Monahan.....Preschool/TK

Mrs. Schossow.....Special Education

Mrs. Bremer.....Kindergarten

Mrs. Brown.....Reading Interventionist

Mrs. Gray.....Kindergarten

Mrs. Dennison.....Reading Interventionist

Mrs. Steele.....Reading Interventionist

Mrs. Countryman.....1st Grade

Mrs. Rapp.....Math Inter./Instructional Coach

Mrs. Vondrak.....1st Grade

Mrs. Blaylock.....Elementary Vocal Music

Mrs. Anderson2nd Grade

Mr. Cole.....5th Instrumental/Band

Mrs. Weaver.....2nd Grade

Mrs. LindgrenCounselor

Mrs. Paulsen.....3rd Grade

Mrs. Parks.....Library Aide

Mrs. Demarest3rd Grade

Mrs. Wulf School Nurse

Mrs. Maynes..... 4th Grade

Mrs. Wright.....4th Grade

Mr. Cotter.....5th Grade

Mr. Herbold.....5th Grade

Mr. DeStigter.....PK- 5thPhysical Education

Mrs. Lilly.....Talented & Gifted

Mr. Buckley..... Elementary Art



ATTENDANCE POLICY

Education is a vital element in the success of individuals and good attendance habits should be developed and maintained at an early age. Chapter 299 of the Iowa code outlines the requirements for Compulsory Education. The Woodbury Central School District has adopted the following Attendance Policy in support of the outlined requirements established within Chapter 299 of Iowa Code.

ABSENCES:

Absences are classified as either **excused** or **unexcused**.

Excused Absences are those that are excused by the parent, guardian, or school. (Up to 9 absences).

Examples of excused absences:

- Illness (Up to 9 total absences)
- Illness with a Medical or Dental note, or sent home by school nurse (After 9 total absences)
- Funeral services or death in the family (Upon contact with the Principal)
- Weather-related absences. (Upon school office notification)
- School sponsored activities/sporting events.
- College Visit (With a returned sign college visit form)

Unexcused Absences are those:

- In which the parent fails to notify the school office (prior to “9 Absences”)
- Without a Medical/Dental note or Prior Principal Approval (after “9 Absences”)

TRUANCY:

Truancy is the act of a student between 4 and 15 years of age on September 15, who willfully and of his/her own volition fails to attend any part of the school day without a parent’s or school official’s **knowledge** or **consent**. This absence is recorded as *Truant* in accordance with Iowa law. Students truant from any part of the day are subject to detention or suspension. Parents will be notified. Students must make up the missed school work.

COMPULSORY ATTENDANCE LAW:

Code 299.1 Attendance Requirements:

1. The parent, guardian, or actual custodian of a child who is of compulsory attendance age shall cause the child to attend school during a school year.
2. The School Board of a public school district will adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absences from school.

Code: 299.5A Attendance Mediation:

1. If a child of compulsory age is truant, administration shall attempt to find the cause for the child’s absence and use every means available to the school to assure that the child does attend.
2. If the parent, guardian or student refuses the school’s attempt to assure attendance, administration shall start the intervention process in conjunction with the county attorney’s office.

INTERVENTION POLICY FOR EXCESSIVE ABSENCES

Level I Hearing

When a student has reached 10 total absences (5%) throughout the school year, the parent/guardians will be contacted via email to express the attendance concern and inform them of the Compulsory Attendance Law.

Level II Hearing

When a student has reached 20 total absences (10 %) throughout the school year, a problem-solving meeting will be conducted with the student, parent/guardian, principal, guidance counselor, and local authorities. The parent/guardian will be notified of the meeting by phone. The problem-solving meeting allows the student, parent/guardians, principal, guidance counselor, and local authorities to strategize on educational/attendance goals for the student. During this meeting, the student and parent will be asked to sign an educational agreement. The terms of the agreement shall be monitored by administration. Failure on the student's/parent's part to comply with the compulsory attendance requirements of the agreement will result in the school notifying the County Attorney's office.

In the matter of those students who do not meet the compulsory attendance age requirements of Compulsory Attendance Age Laws (age 17 & older), but hold a valid driver's license, the principal may contact the Iowa Department of Transportation to notify the Department of the student's non-compliance of the school district's attendance policy. The student may be subject to the loss of their driver's license as a result of their non-compliance.

Level III Hearing

When a student has reached 30 total absences (15%) throughout the school year, administration will contact the County Attorney to start legal proceedings. From that point on, the County Attorney will be in charge of mediation and/or legal proceedings.

In the matter of those students who do not meet the compulsory attendance age requirements of Compulsory Attendance Age Laws (age 17 & older), but hold a valid driver's license, the principal **will** contact the Iowa Department of Transportation to notify the Department of the student's non-compliance of the school district's attendance policy. The student **will** be subject to the loss of their driver's license as a result of their non-compliance.

Code 299.6 Possible Legal Consequences:

1. County attorney can refer the truant's parents for charges.
2. First offense-a simple misdemeanor and a conviction is punishable by imprisonment not exceeding 10 days, a fine not exceeding \$100, or community service.
3. Second offense-a serious misdemeanor and a conviction is punishable by imprisonment not exceeding 20 days, a fine not exceeding \$500, or community service.
4. Third offense-a serious misdemeanor and a conviction is punishable by imprisonment not exceeding 30 days, a fine not exceeding \$1000, or community service.

Discipline Policy:

The district will select an appropriate level of discipline that will correspond to the severity of the incident. The following are examples of strategies designed to correct student behaviors and to provide for escalating levels of discipline:

- student conferencing
- loss of privileges
- parent meeting
- counseling with parent consent
- detention
- time out
- seclusion
- ISS
- OSS
- expulsion
- law enforcement

Disciplinary actions for students with individualized education plans are consistent with special education law. An IEP meeting will be held with the parent or guardian if the offending student makes a threat of violence or causes an incident of violence that results in injury, or property damage, or assault.

The following are definitions of disciplinary actions and examples of student behaviors that would trigger the appropriate disciplinary action. This list is not meant to be all-inclusive and is not based on multiple incidents of the same student behavior:

- Student Conference-A meeting between the student and a teacher/administrator-Disruption in class.
- Loss of Privileges-Withdraw of a reward-Loss of recess/playground equipment
- Parent Meeting-A Meeting with parents and a teacher/administrator-Excessive absences/Repetitive behaviors.
- Counseling with Parent Consent-Weekly counseling sessions with the school Mental Health Counselor after gaining parent consent-Emotional breakdown in school.
- Time-Out-Sitting in a safe place to de-escalate (Principal, Nurses, Counselor's Office, Special Education Room)-Student becoming agitated in class/Refusal/Non-compliance.
- Seclusion-Separating a student from contact with other students with adult supervision-Physical aggression towards adults or students/Destruction of property.
- ISS-Isolating a student for part or an entire day in the Principal's office-Insubordination.
- OSS-Banning a student from school grounds for a short period of time-Physical fighting causing injury.
- Expulsion-Permanently removed from school-Possessing a weapon on school grounds.
- Law Enforcement-Possessing an illegal substance on school grounds.

COMMUNICATIONS TO & FROM SCHOOL

When sending a note or money to school, the student should receive clear instructions from the parents that identifies to whom to deliver the note or the money. All elementary students must have a note from home if there is a change in a dismissal procedure. Please telephone the school with a change by 3 p.m.

Teachers regularly send notes and papers home with students. Because it's the parent's responsibility to know the content of all notes and papers sent home, parents must remind their child to notify them of notes or papers from school specifically for parents.

TESTING

All students in Grades 3-5 will take the Iowa Statewide Assessment of Student Progress (ISASP).

Preschool students will be screened three times a year using the IGDI's.

FAST assessments will be administered three times a year to students in Grades TK through 5th grade and results of both assessments will be shared with parents.

Special Tests for Suspected Disability

A school psychologist is available to administer special tests; parental permission is required before test may be administered. Upon completion of the battery of test, results will be shared with parents.

FIELD TRIPS

Students in grades Preschool -5 will experience a variety of educational experiences through field trips.

Parents are notified in advance, and may even be asked to help chaperone. We ask that you please sign and return the field trip/ media permission slip so your child is able to attend.

SCHOOL CONDUCT – Positive Behavior Supports and Interventions

All children have the right to learn, to develop and to succeed; it is this District's premise that the school's environment be conducive to these rights. All students have the right to come to school and return home from school safely, and without physical or verbal harassment. Students should report any incident to their teacher so proper measures can be taken to correct the incident.

Woodbury Central School implements a system-wide behavioral approach to teach expectations (PBIS) by acknowledging students for positive behavioral choices, as well as re-teaching and administering appropriate consequences when necessary. Our staff and students will pledge the following each day:

I will:

Be Caring and Cooperative

Act Safely

Think Responsibly

Show Respect (added)

STUDENT CLOTHING, General

- Students are asked to wear clean, recently-washed clothing.
- Students are asked to be clean of person. This includes clean hair and frequent bathing.
- Appropriate footwear should be worn at all times.
- **Flip-flops** and other **open-type shoes** are **not appropriate for PE or the playground** due to safety concerns. **Tennis shoes are required for P.E.**
- Nubby-soled shoes or cleats should not be worn to school or on the playground because they track mud.
- Socks should be worn with athletic-type shoes to prevent odor.
- No skate shoes these - omit should not- omit be worn due to damage to flooring and gym surfaces
- Shirts that depict alcohol, drugs, tobacco, gang references, or weapons (added) are forbidden.
- Shirts that show the midriff area are not appropriate.

Cold, Snowy & Wet Weather

To assist the custodians and staff keeping the elementary area free from mud and snow as well as keeping student's feet and clothing dry, parents are encouraged to provide students with proper clothing during cold weather.

Appropriate clothing includes warm coats, snow pants, mittens or gloves, extra socks, and stocking caps or earmuffs.

Snow pants and boots should be worn when snow is on the ground; boots are necessary when the playground is muddy.

Recess-All students are required to go outside for recess. Students will be allowed to stay indoors for the following reasons: 1) they may stay in for one day following an illness with a note from the parent and 2) more than one day- a note from the child's doctor is required. 3) They may stay in if required by a staff member to complete an assignment due to absence or needing re-teaching assistance. Loss of recess privileges or alternative recesses may be administered as a consequence in rare instances (see discipline policy).

LOCAL WELLNESS POLICY – A GUIDE FOR PARENTS

Woodbury Central's *Local Wellness Policy* promotes healthy students by educating them about proper wellness, good nutrition and regular activity as part of the total learning environment.

Current policies for soft drinks, snacks, parties and rewards include:

- **Soft drinks** are not sold between 8 a.m. and 4 p.m. Please do not send money for this.
- **Snacks** from home should be "healthy." Please support this policy with snacks such as trail mix, cereal mix, granola bars, cereal bars, fruit bars, pretzels, popcorn, fruits, Jell-O, yogurt, string cheese, cheese and crackers, graham crackers, fresh vegetables, and sandwiches (cheese, meat).

Please refrain from sending snacks to school that have high fat or high sugar contents, including foods containing peanut products due to allergies.

- **Parties and Birthdays** are activity-based to support WC's focus of more games and fewer treats. Again, please try to make snacks and drinks nutritious. For example: rather than bring a sugary snack for a birthday celebration, please bring healthy snack and plan to play a quick game of tag.
- **Rewards** are considered for the student's good behavior or good grades; rewards are usually in the form of an extra recess or activity for those students.

HEALTH ISSUES

- **Returning to school after an illness**

Your child should be **fever-free for 24 hours** and eating a regular diet. If your child has been to a physician and is **prescribed an antibiotic, the medication must be taken for 24 hours before returning to school.**

- **Rashes and Red Eyes**

A doctor must check students before returning to school unless there is a history of a non-contagious condition and the school nurse or teacher is notified.

- **Head Lice**

Head lice continue to be a problem for Iowa school aged children. Iowa Department of Public Health (IDPH) recommends the following prevention and control measures for managing lice in Iowa schools.



1. Parents should regularly screen their child for lice. It should be assumed that head lice are in the community and schools at all times. Routine school-based screening will not be conducted.
2. If it is detected that your child has head lice at school, the school nurse will notify you by phone. Your child will remain in school for the rest of the day unless parent chooses differently. It is reasonable to expect that treatment be started before the child returns to school the next day.
3. The school will not use environmental sprays or chemical cleaners in the classroom, lockers or gym mats or other school equipment. Head lice do not live “off” the body. The head louse must maintain a constant temperature. Only ordinary cleaning, and vacuuming, and washing in hot water are needed. Sprays and chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.
4. The Iowa department of Public health advocates a two-week treatment plan including the use of an over the counter medicated shampoo which contains permethrin or a pyrethrin. A handout for parents from the IDPH can be found at www.idph.state.ia.us/hcci/common/pdf/headlice_brochure.pdf
5. If treatment with over the counter shampoos and use of nit comb fails, contact your physician. The physician may prescribe a stronger treatment for head lice. Re-infestation is more common than treatment failure.
6. Further information can be found at these websites:
 - a. www.idph.state.ia.us/idph_universalhelp/main.aspx?system=IdphEpiManual&Context=Lice_Fact_sheet_Genpublic
 - b. www.cdc.gov/head/

CELL PHONES

Many parents want their child(ren) to have cell phones for safety and to improve communication before and after school.

Cell phones have increasingly become disruptive to the academic, social, and emotional environment. While WC students can possess cell phones, they may not use their cell phones during the school day. At the beginning of the day, students will be required to store their phones in phone caddies in their classrooms. Students may take their phones with them at the end of the day. Therefore, any student who uses a phone for any reason without permission will have it confiscated by faculty or administrators. The phone will be stored in the principal’s office.



ELECTRONIC DEVICES

Electronic devices will be used for the purpose intended and will be monitored by classroom teachers. Teachers can confiscate devices when they are misused. The devices will be held in the office.

Please do not bring electronic devices (I Pad, tablet, handheld video game, phone watches, etc) to school. The district is not responsible for electronic devices brought from home to school.

COMPUTER NETWORK – *Rules & Regulations*

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. Access entails responsibility. Access privileges will be denied upon parent’s request.

Individual users of the district computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with District standards and will honor the policy that was

reviewed at the beginning of the school year. In addition to clarification of such standards, teachers will guide students toward appropriate materials. Although students will be under teacher supervision most of the time they are on the network, it is not possible to constantly monitor individual students and what they are accessing on the network.

Network storage areas will be treated like school lockers. School administrators, faculty and network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Within reason, freedom of speech and access to information will be honored. Students in grades 3-5 will have individual log in accounts for computer usage. Students in Grades 4th and 5th will be assigned a personal school email account to assist with their use of Google Docs.

The following are not permitted:

- Accessing, sending, or displaying violent, offensive, or sexually explicit messages or pictures, or that which depicts alcohol, tobacco or other drugs.
- Using obscene language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, or computer networks;
- Using the network for commercial or political purposes; includes buying & selling online;
- Using another's folders, work, or files;
- Intentionally wasting resources;
- Using material obtained over the Internet without proper citation of all quotations, references, and sources;
- Downloading or installing programs or files without proper approval;
- Chat rooms, instant messaging, or text messaging;
- Printing without approval by a school administrator, faculty member or network administrator;
- Emerging technology deemed unacceptable by school administrator;
- Email access other than an email user name obtained from a school administrator;

The student or student's parent/guardian will be responsible for these costs:

- Any service via the Internet which has a cost
- Printing for personal use or non school related material will incur a charge.
- Repairing damage to computers, computer systems, or computer networks.

HOLIDAY PARTIES / PARTY INVITATIONS

The District observes holidays throughout the school year including, but not limited to, Halloween, Christmas and Valentine's Day. All celebrations will remain secular and will not advocate or sponsor a certain religion or belief. Students who do not wish to participate in these celebrations or activities may be silent or be excused by their teacher and principal.

All students are allowed to excuse themselves from participation without penalty.

Woodbury Central students are to mail their invitations to friends for birthday parties and all other parties that take place outside of the classroom. Invitations will not be distributed at school unless the entire class or grade level is receiving to avoid hurt feelings.



WC MIDDLE SCHOOL STUDENT HANDBOOK

2023-24

WELCOME to the 2023-24 school year. On the following pages are the policies and procedures followed at Woodbury Central Middle School. The purpose of this handbook is to provide information for middle school students and their parents.

Middle school is about respect and responsibility. It's also about learning, participating in activities and having fun. We hope that your middle school years build you up academically, socially and emotionally so that you are ready for a successful high school career.

Let's all work together to make Woodbury Central Middle School the best that it can be.



Dan Bormann
Middle School Principal

Doug Glackin
Superintendent of Schools

MIDDLE SCHOOL DIRECTORY

2023-24

	Mr. Bormann - Principal		Mrs. Schramm - Guidance
<u>Core Subjects</u>		Football	Mr. Schmidt/ Mr. DeStigter
Math	Ms. Sitzmann	X-Country (G/B)	Mr. Bormann
ELA (Reading)	Mrs. Glackin	Volleyball	Mrs. Hubert/ Mrs. Schramm
ELA	Ms. Bates	Boy's Basketball	Mr. Bormann/ Mr. Compton
Social Studies	Mrs. Smit	Girl's Basketball	Ms. Reinders Mrs. Schramm
Science	Mr. Wilkerson 8th Ms. Steffen	Wrestling	Mr. Linden
		Track	Ms. Reinders/ Mr. DeStigter
<u>Other Courses</u>		MS Cheer	Mrs. Stratton
PE	Mr. Forrer	<u>Support</u>	
Art	Mr. Buckley	Media/Library	Mrs. Bauer
Band	Mr. Cole	School Nurse	Mrs. Wulf
Vocal	Mrs. Bennett	SPED Aide	Mrs. Meyer/Mrs.
TAG	Mrs. Lilly	Artz/Mr. Smith/Mrs. Lenz/Mrs. Healy/Mrs.	
Special Education	Mr. Compton	Tschirren	
	Mrs. Lux	Technology	Mr. Tomoson
Computer	Mrs. Ryan	<u>Organizations</u>	
	Mrs. Lilly/ Mrs. Smit	Student Council	Mrs. Smit
Guidance	Mrs. Schramm		

Please contact us if you have any questions or concerns. Call the school at 873-3128 and ask for the time of the teachers' prep period and call them during that time or leave a message and we will return your call. You can also contact our staff via email using our school website.

Grades, attendance, and lunch account information can be found on JMC. If you haven't been set up with a username and password, call the office!

MIDDLE SCHOOL

Disciplinary Policy:

The district will select an appropriate level of discipline that will correspond to the severity of the incident. The following are examples of strategies designed to correct student behaviors and to provide for escalating levels of discipline:

- student conferencing
- loss of privileges
- parent meeting
- counseling with parent consent
- detention
- time out
- seclusion
- ISS
- OSS
- expulsion
- law enforcement

Disciplinary actions for students with individualized education plans are consistent with special education law. An IEP meeting will be held with the parent or guardian if the offending student makes a threat of violence or causes an incident of violence that results in injury, or property damage, or assault.

The following are definitions of disciplinary actions and examples of student behaviors that would trigger the appropriate disciplinary action. This list is not meant to be all-inclusive and is not based on multiple incidents of the same student behavior:

- Student Conference-A meeting between the student and a teacher/administrator-Disruption in class.
- Loss of Privileges-Withdraw of a reward-Loss of Senior Privileges for failing grades.
- Parent Meeting-A Meeting with parents and a teacher/administrator-Excessive absences.
- Counseling with Parent Consent-Weekly counseling sessions with the school Mental Health Counselor after gaining parent consent-Emotional breakdown in school.
- Detention-Time in the office before or after school-Tardy to School.
- Time-Out-Sitting in a safe place to de-escalate (Principal, Nurses, Counselor's Office)-Student becoming agitated in class.
- Seclusion-Separating a student from contact with other students with adult supervision-Physical aggression towards adults or students.
- ISS-Isolating a student for part or an entire day in the Principal's office-Insubordination/Use of extreme profanity.
- OSS-Banning a student from school grounds for a short period of time-Physical fighting causing injury.
- Expulsion-Permanently removed from school-Possessing a weapon on school grounds.
- Law Enforcement-Possessing an illegal substance on school grounds.

District policies, rules and regulations are in effect 12 months a year. A violation of a District policy, rule, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students who fail to abide by the District's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the educational program;

conduct which disrupts the orderly and efficient operation of the District or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's records. Students or parents with questions or concerns may contact an administrator for more information.

CONDUCT

The District's Board, administrators and employees expect students to conduct themselves in a manner fitting to their age levels and maturity, and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and District policies, rules and regulations are in effect while students are:

- On school grounds, District property, or on property within the jurisdiction of the District;
- On school-owned or school-operated buses or vehicles or chartered buses;
- Attending or engaged in school activities; and
- Away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District, or involve students or staff.

RESPECT AND RESPONSIBILITY

The Woodbury Central Community School District expects that all students give total respect to their classmates, teachers, administrators and all school personnel at all times. We will treat you with respect and we want polite, respectful behavior in return.

We also believe that the middle school years are important in the formation of responsible behavior. Being organized, meeting deadlines and doing your best 100% of the time will bring you a great deal of personal satisfaction and happiness. We want the best for you and we hope you realize that being responsible results in many good things.

If a student shows a lack of respect or responsibility, we will use our system of consequences to try to change that behavior. In handing down earned consequences, we will always be fair, consistent and respectful.

Middle School Grading System:

100 – 99	A+	69-67	D+
98 – 93	A	66-63	D
92 – 90	A-	62-60	D-
89 – 87	B+	59-0	F
86 – 83	B		
82 – 80	B-		
79 – 77	C+		
76 – 73	C		
72 – 70	C-		

HOMEWORK POLICY:

Teachers will give assignments during class-time. Students are responsible for recording, completing, and submitting assignments when they are due. Assignments that are submitted after the due date are considered late. Late assignments will be accepted up to (5) five school days following the original due date according to the following procedure:

- 1) 1 day late: 90% of earned credit.
- 2) 2 days late: 80% of earned credit.
- 3) 3-5 days late: 70% of earned credit.
- 4) After 5 days: Left to teacher discretion.

Note: Late assignments must be turned in before the end of the quarter in order to receive credit.

MS CELL PHONES:

Many parents want their child(ren) to have cell phones for safety and to improve communication before and after school.

Cell phones have increasingly become disruptive to the academic, social, and emotional environment. While WC middle school students may possess cell phones in school, they may only be used before 8:25 in the commons, at lunch, or after 3:35 pm.

All teachers will have phone caddies in their classrooms, and students will be required to store their phones at the beginning of each class. Students may take their phones with them at the end of each class.

Therefore, any student who uses a phone, outside the specified times without permission, will have it confiscated by faculty or administrators. The phone will be stored in the principal's office.

ELECTRONIC DEVICES

Students will not be allowed to use iPads, iPods, electronic games, DVD players or radios, except upon teacher approval or at the designated times. Laser pointers are not allowed in school at any time due to the health related issues they could cause. Electronic devices used inappropriately, or outside the designated times will be confiscated by faculty and administrators as necessary and stored in the principal's office.

COMPUTER NETWORK – Rules & Regulations

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility.

Individual users of the direct computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with District standards and will honor the agreements they have signed. In addition to clarification of such standards, teachers will guide students toward appropriate materials. Although students will be under teacher supervision most of the time they are on the network, it is not possible to constantly monitor individual students and what they are accessing on the network.

Network storage areas will be treated like school lockers. School administrators, faculty and network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

- Accessing, sending, or displaying violent, offensive, or sexually explicit messages or pictures, or that which depicts alcohol, tobacco or other drugs.
- Using obscene language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, or computer networks;
- Using the network for commercial or political purposes; includes buying & selling online;
- Using another's folders, work, or files;
- Intentionally wasting resources;
- Using material obtained over the Internet without proper citation of all quotations, references, and sources;
- Downloading or installing programs or files without proper approval;
- Chat rooms, instant messaging, or text messaging;
- Printing without approval by a school administrator, faculty member or network administrator;
- Emerging technology deemed unacceptable by school administrator;
- Email access other than an email user name obtained from a school administrator;
- The student or student's parent/guardian will be responsible for these costs:
- Any service via the Internet which has a cost
- Printing for personal use or non school related material
- Repairing damage to computers, computer systems, or computer networks.

COMPUTER NETWORK VIOLATIONS

Appropriate Use, Notification & Consequences

First Violation

For the first violation during the school's fiscal year (July 1 – June 30), a warning notice will be issued to the student by the principal using the prescribed form.

The student will lose e-mail and Internet access privileges for a period of **3** weeks and serve a 2-hour detention.

Second Violation

On the second violation during the school's fiscal year (July 1 – June 30), a second violation notice will be issued to the student by the principal using the prescribed form.

The student will lose e-mail and Internet access privileges for a period of **9** weeks and will receive disciplinary action ranging from detention time to in-school suspension. The principal will determine this disciplinary action.

Third Violation

On the third violation during the school's fiscal year:

The student will lose all e-mail and Internet access privileges and receive an in-school suspension, the length to be determined by the principal.

Any student who has lost his/her e-mail and Internet privileges by committing a third violation may, at the beginning of the next regular school year, petition the principal to have his/her e-mail and Internet privileges reinstated on a trial basis.

Trial basis places the student on probation for one year. If, during this one-year period the student commits an additional violation, he/she will serve a five-day in-school suspension, and e-mail and Internet privileges will be permanently suspended for the remainder of his/her time as a student at Woodbury Central.

NETWORK SECURITY VIOLATION

Any action that may endanger the security or integrity of the District network and/or files may result in the following:

- Restriction to use of a stand-alone (not networked) computer;
- Loss of e-mail and Internet privileges;
- A minimum of a 3-day in-school suspension.

DRESS CODE: Grooming & Behavior

Proper dress and grooming should be a matter of pride, not only because of individual integrity, but for school integrity as well. Good clothing appropriately worn reflects a wholesome civic attitude by the student and a respect for the appearance and educational environment of the school. Emphasis is placed on encouraging and teaching proper dress, and disciplinary action is in order for those who refuse to comply.

Consideration should be given not only to what is worn, but how it is worn.

This District has the authority to take disciplinary action against those in extreme violation of decorum in both dress and grooming on the basis that

1. it is proper for the school to teach appropriate dress and grooming and proper ways of wearing clothing, although it is not the sole responsibility of the school to do so;
2. extremes in dress and grooming distract and interfere with educational progress; and
3. Research shows that how a person dresses affects their attitude

INAPPROPRIATE CLOTHING

Not allowed are short shorts, tube tops, muscle shirts or tank tops, bare midriffs, or too small or low cut blouses or shirts that a student's skin can be seen when she raises her arms, clothing with spaghetti straps, any printing on clothing that suggests or promotes alcohol, drugs, tobacco, gang activity, gender, images of weapons, cults or satanic activities.

Shorts must be of appropriate length and in good condition. All pants must be worn above the hips and not droop.

Principals have the authority to determine whether clothing is inappropriate.

PHYSICAL EDUCATION – Appropriate physical education clothing is required and the PE teachers have the authority to set the dress code standards. No P.E. clothing is to be worn to any class other than P.E.

HEAD COVERINGS – Hats, bandannas, or other headgear are not to be worn in the building at any time, including during assemblies.

FOOTWEAR – The State of Iowa Health Code requires that foot apparel be worn at all times. Socks must be worn with all types of gym shoes. Leather (dress up) sandals, open heel shoes (without a back strap) or open-toe shoes may be worn without socks.

CHAINS – such as those attached to billfolds and belt loops are not allowed to be worn regardless of the length of the chains or where they are worn on the body.

SCHOOL DAY 8:30 - 3:35

Students are to remain in the Commons prior to **8:05** unless arrangements have been made to meet with a teacher. After 8:05, middle school students may either remain in the Commons or go upstairs to the middle school classroom area.

All students are to leave the building at dismissal time or stay in the Commons unless under direct teacher supervision.

ATTENDANCE

Truancy is the act of a pupil under 16 years of age on the first day of school who willfully and of his/her own volition misses any part of the school day without a parent's or school official's knowledge or consent. This absence is recorded as *Truant* in accordance with Iowa law. Students truant from any period including study hall are subject to detention or suspension. Parents will be notified. Students must make up the missed school work and their grades will be diminished because of the truancy.

*See High School Attendance Policy for remaining provisions:

TARDIES:

Students tardy to school must report to the office for an admit slip and for attendance purposes. Unless a written explanation or previous call from his/her parent or teacher is presented, the tardy is recorded as unexcused. Students who are tardy to school by 15 minutes or more will be ineligible to practice or play in extracurricular activities that day. Students will make up the time missed with a minimum of 15 minute detention increments.

BELL SYSTEM – The school day starts at 8:30 a.m. and ends at 3:35. Periods are 44 minutes in length with WIN Time scheduled the last 21 minutes of each day.

The first bell for students rings at 8:25. Any student not in his 1st period class when the third bell rings at 8:30 is recorded as tardy – however, no student is counted tardy if the school bus is late. During the day, students have 3 minutes to pass between classes.

LUNCH

Middle school students have a closed noon hour; this means that students are not to leave the school campus during lunchtime.

Students may not go home for lunch. Students will eat in the lunchroom. Food is not to be taken from the lunchroom.

MIDDLE SCHOOL DANCES

A maximum of three middle school dances are held in the evening during the school year.

Each grade (8th, 7th, and 6th) may sponsor one dance. These are considered to be MS dances but are planned by these grades.

All dances must end by 9 p.m. The principal must approve dates and times.

No students other than Woodbury Central Middle School students may attend. Middle school teachers will chaperone.

EXTRACURRICULAR ACTIVITIES and ELIGIBILITY

The middle school activities program is an opportunity for student development in such areas as leadership, citizenship and character, as well as special abilities that may be of value vocationally. In addition, much pleasure is derived from actual participation.

There is a place for every student in these activities, and each may participate according to his or her interests. At all activities, any student not adhering to the teacher's direction will not only be barred from extracurricular activities but may be suspended from school.

At the end of each mid-term and each quarter, a middle school student must be passing in four academic subjects (math, science, social studies, language arts, and reading) to be eligible for the middle school's extracurricular activities. Otherwise, that person is ineligible to participate.

- The student will remain ineligible for 2 weeks; then another grade survey is taken.
- During the period of ineligibility, the student shall not participate in games or practices.
- Regarding band or vocal music: the student will continue with private lessons.

STUDY HALL

Sign Out. For safety reasons, the study hall supervisor must know where each student is during each study hall period. Permission to leave the study hall is given only after attendance is taken. A sign-out sheet is placed on the study hall desk for the student's name, destination, the time left and the time returned. Those who desire restroom privileges should ask permission from the study hall supervisor, and then sign out on the sign-out sheet. The number of sign-outs will be kept to a minimum; only one person is permitted to leave the room at any time except for scheduled activities and library use.

Conduct. In line with good conduct, pupils are expected to enter and leave the study hall in an orderly manner. Students are not to sleep during study halls. At the close of the study period, all books are to be returned to the proper shelves and desks should be straightened.

Confined to Study Hall. Students who have earned one or more failing grades at the end of a mid-term and/or quarter will not be allowed to leave the study hall until the next grading period without a pass from the teacher to work on an academic project.

MIDDLE SCHOOL STUDENT COUNCIL

A class president, secretary, and homeroom representatives are chosen. The student handbook and student council constitution will also be read during homeroom.

CONSTITUTION for Woodbury Central's Middle School Students and their Student Council

Preamble: We the students of Woodbury Central Middle School do adopt the following constitution for our student council, which organization shall: promote unity among the students and faculty, provide for representative student expression, and encourage a high standard of achievement, interest, and participation in curricular and extracurricular activities, and foster experience in an understanding of democratic procedures.

ARTICLE I: The name of this organization shall be Woodbury Central Middle School Student Council.

ARTICLE II: The powers of this organization shall be to suggest, discuss, and recommend measures or concerns to the student body and to execute student affairs when in agreement with the policies of the Board of Education and administration of the school.

ARTICLE III: The duties of the members of this organization shall be to sincerely discuss and act upon matters of concern to the student body and keep them well informed.

ARTICLE IV: Officers of the organization shall be President and Secretary. These officers must have been a student at Woodbury Central Middle School at least one year prior to their election. Each candidate for a student council office shall place his name in nomination at least seven class days prior to the election. Each candidate for the office of President shall state his reasons for running and his hopes for the organization before an assembly of the student body. The Student Council President and Secretary shall be elected within the first month of the academic year.

ARTICLE V: The members of this organization shall consist of one member elected from each homeroom section within one week after the election of the organization. The homeroom representative must be willing to represent his homeroom and keep it informed of student council concerns.

ARTICLE VI: The Student Council shall hold a regular meeting once a week. The President with the consent of the advisor may call special meetings.

ARTICLE VII: A member of this organization shall be replaced if (A) he/she moves from one homeroom group to another (B) he/she moves into another school district (C) he/she resigns (D) he/she misses four meetings unexcused. An officer shall be replaced in A, B, C, or D of the above.

ARTICLE VIII: This Constitution shall be adopted by 2/3 vote of the student body.

BYLAWS:

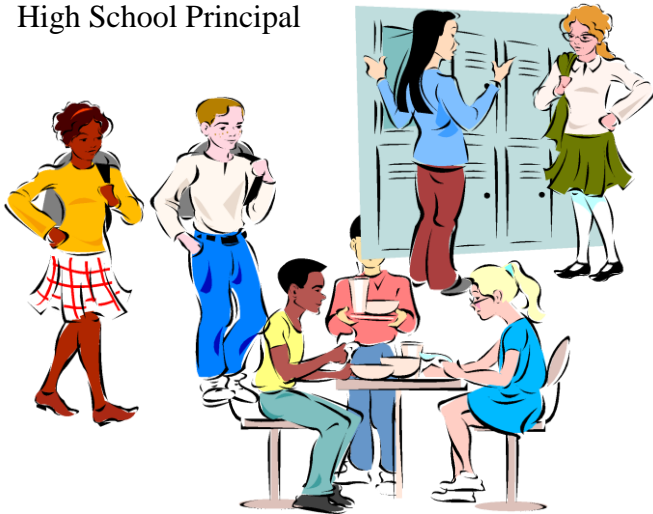
1. Three-fourths of the members must be present to hold a meeting.
2. Special committee chairmen shall be appointed by the President. The Chairmen shall appoint the respective committees.

WC HIGH SCHOOL STUDENT HANDBOOK 2023-24

Welcome to the *Home of the Wildcats*. We are excited to say that our school has tremendous community support. As students increase their knowledge and develop their skills to become lifelong learners, they understand and exemplify their responsibilities to respect their fellow students, teachers and staff members. By doing so, they receive respect from others because we all understand that no individual at Woodbury Central has the right or privilege to infringe or deny another student's right to a quality education.

We look forward to an exciting and successful school year, and have prepared this handbook to bring about a better understanding of what we do among the school's staff, students and their parents. As we provide a rewarding and enriching educational experience, we hope families will become acquainted with Woodbury Central's facilities, rules, schedules, teams and organizations, and all will strive to know other students, their teachers, and will make new friends. By taking part in all that Woodbury Central has to offer, students help preserve the tradition and spirit of the **WC FAMILY** as they create memories that are meaningful long after the end of the high school years.

High School Principal



Dan Bormann
HS Principal

Doug Glackin

Superintendent of Schools

HIGH SCHOOL FACULTY DIRECTORY 2023-24

Mr. Bormann, Principal

Mrs Schramm, Guidance

Mrs. Schultz, Activities Director

Core Subjects

Math Mr. Danner
Mr. Chmelka

Science Mr. Lilly/Mr. Groff
Mrs. Schramm

English Mrs. Schultz
Mr. Starr/
Ms. Bates

Social Studies Ms. Reinders/
Mr. Wilkerson

Activities & Organizations

Student Council Ms. Reinders
Speech/Drama Mrs. Heiman/
Mr. Starr

NASA Trip Mr. Lilly
National Honor Society Mr. Meister
Art Club Mr. Buckley
Dance Team Mrs. Franson
BBall Cheerleading TBD
Wrestling Cheerleading TBD
FBall Cheerleading Mrs. Rocha

Electives

Spanish Mrs. Stratton
Agriculture Mr. Schramm
Business Mr. Meister
Art Mr. Buckley
School to Work Mr. Meister
Health Mr. Groff/
Mrs. Wulf

Vocal Mrs. Bennett
Band Mr. Cole
Publications Ms. Bates
Yearbook Mrs. Schultz
PE Mr. Forrer
Weight Training Mr. Forrer
Industrial Tech Mr. Schramm
FCS Mrs. Trudeau

Athletics

Football Mr. Bremer
Cross Country Mrs. Forrer
Volleyball Ms. Steffen
Wrestling Mr. Thomas
Boy's Basketball Mr. Wilkerson
Girl's Basketball Mr. Forrer
Softball Ms. Steffen
Girl's Track Mr. Bormann
Boy's Track Mr. Lilly
Baseball Mr. Compton
Boy's Golf Mr. Lubbers
Girl's Golf Mr. Forrer
Prom Mrs. Schultz

Support

Special Education Mrs. Manker/Mrs. Heiman/Mrs. Lux
Media/Library Mrs. Bauer
Nurse Mrs. Wulf
Technology Mr. Tomoson

Freshmen Class Sponsors (HC/Sweetheart)
Sophomore Class Sponsors (HC)
Class Sponsors (HC/Prom)
Senior Class Sponsors (HC/T-shirt/Grad/Gift)
Homecoming
Senior Parent Nights
Graduation

Mr. Lilly, Ms. Reinders, Mr. Buckley, Mrs. Trudeau
Mr. Schramm, Mr. Meister, Mr. Danner, Mr. Groff Junior
Mrs. Stratton, Mrs. Heiman, Mr. Forrer, Mr. Chmelka,
Mr. Wilkerson, Mr. Starr, Mrs. Manker, Mr. Cole
Mrs. Stratton/Ms. Reinders
Mrs. Schultz
Mr. Bormann, Mrs. Schramm

Woodbury Central High School

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

Disciplinary measures include but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's records. Students or parents with questions or concerns may contact an administrator for more information.

Woodbury Central Community School District Graduation Requirements

46 Credits Required

English.....4 years = 8 semesters = **8 credits** **Math**3 years = 6 semesters = **6 credits**

Science3 years = 6 semesters = **6 credits** **Social Studies**3 years = 6 semesters = **6 credits**

Microsoft Office1 year = 2 semesters = **2 credits** **Physical Education** ...*4 years (see below)

ENGLISH - Required: 2 semesters each of English I (Freshmen), English II (Sophomores) and English III (Juniors)

2 semesters of English electives

MATH - Required: 6 semesters

SCIENCE - Required: 1 semester of Earth Science/ 1 semester of Physical Science (Freshmen) and 2 semesters of Biology (Sophomores)

2 semesters of Science electives

SOCIAL STUDIES - Required: 2 semesters of U.S. History (Freshmen), 2 semesters of Government (Juniors)

1 semester of Social Problems (Seniors) and 1 semester Social Studies

elective

PHYSICAL EDUCATION - Required: 2 semesters of **in-class** PE or weights and **EACH** semester, **EACH** year – either in a PE/Weight class **OR** exempt by filling out **Physical Activity Contract**

MICROSOFT OFFICE – Required: 2 semesters

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Other Important Facts

1. Students earn 1 credit per course per semester except Weights & PE (.6), and some WIT courses.
2. All students must be enrolled in at least 6 academic courses. Exceptions:
 - Band + Choir in the same semester = 1 academic course and credit
 - WIT courses vary – please see their description (starting on page 20). The number of WC credits earned = the number of academic courses on that student’s schedule. For example, 1 credit earned = 1 course, 1.5 credit earned = 1.5 courses of the 6 academic course requirement.
3. P.E./Weight Training: the State of Iowa requires that high school students get 120 minutes of physical activity per week.
 - **All** students must take 2 semesters of **in-class** PE or Weight Training, during the school day or Early Bird. We suggest the **2 semesters** of in-class PE/Weights be completed **freshman year**.
 - Students participating in sports and/or other activities such as weight lifting, marching band, cheerleading, drill team, etc.... can be exempted from PE if the activities provide 120 minutes of exercise per week.
 - To be exempt, for whatever reason, students must complete and hand in to the Counselor a parent-signed **PHYSICAL ACTIVITY CONTRACT**. This form is available in the **Counselor’s office**.
 - **Beginning with the class of 2024, Class rank will be determined using a GPA Plus Formula. Additional weighting for Advanced Placement (AP) courses will be utilized. AP classes will utilize a 5.0 scale while all other courses will utilize a 4.0 scale. The student must pass the course to receive the additional weighting**

PE Exemptions

According to the Iowa Code, all high school students must take 120 minutes of PE per week unless they qualify for an exemption. High school students do not have to take physical education courses if they are already active in a sport or other activity that requires physical exertion. Parents who wish to have their child exempted from PE for religious or physical reasons should contact the principal or superintendent. See the PE Exemption Form in the Appendix.

PE & EXEMPTIONS

IOWA STATE LAW REQUIRES THAT ALL STUDENTS MUST SHOW EVIDENCE OF BEING ENGAGED IN PHYSICAL ACTIVITY FOR 120 MINUTES OR MORE PER WEEK DURING THE SCHOOL YEAR.

The Graduation Requirement for WC is 2 semesters of in-class PE, Wt. Training or Early Bird
Students who can’t be exempted because they don’t qualify for an exemption must take PE.

All 9th graders are urged to take PE, Wt. Training or Early Bird PE for Credit

Rationale: Concepts of health, fitness, team sports and recreational sports are important and all WCHS students need to take classroom physical education for at least one year. Completing this requirement during freshmen year will make scheduling easier as the student progresses through high school.

Possible Exempted Activities (These do not count as H.S. PE Credit but will fulfill the state law of 120 minutes per week of physical activity)

1. All sports (no single sport can count as a full year of PE)
2. Early morning Wt. Training

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3. Cheerleading (One semester –cheerleading does meet state physical activity requirements for one semester)
4. Drill Team (One semester –drill team does meet state physical activity requirements for one semester)
5. Independent Workouts (Monitored by parents, such as running, walking, dance, lifting weights. Requires a PE Exemption Form to be completed)

Valedictorian/Salutatorian:

In a year when there are multiple students who are tied for Valedictorian, all students will receive the award and there will not be a Salutatorian. However, when that scenario arises, the two graduation speakers will be chosen through a faculty vote. If a faculty member has a Senior that is one of the multiple Valedictorians, that faculty member will not cast a vote.

SCHOLASTIC INFORMATION

ADD/DROP

Woodbury Central classes may not be added after the first 5 days of the semester without special circumstances. Students taking 7 or more classes may drop a class or classes within 5 weeks after the semester begins. Dropping a class after 5 weeks will normally result in a failing grade for that class/course.

STUDY HALL

Quiet and organized study halls are a great benefit to our students. Students “with nothing to do” are encouraged to bring or check out a reading book from the school library.

- All study halls will be located in the high school study hall room
- Teachers will use a sign-out sheet to regulate student traffic.
- No students are released from study hall until attendance is taken.
- WITCC on-line students will have first priority to use the library, followed by students with teacher-signed passes-if there are computers left over, students may use the library on the seniority system.
- No permanent passes will be allowed.
- All study halls will have a teacher-implemented seating chart.
- Students are to bring reading or study materials. Electronic devices may be used in order to listen to music with headphones as they study. If a student is misusing an electronic device, the student will lose their privilege.
- Students who have earned a failing grade at the end of a mid-term and/or quarter will not be allowed to leave the study hall until they are passing the failing class without a pass from the teacher to work on an academic project.

EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

State of Iowa Scholarship Rule (Effective July 1, 2008)

If at the end of any semester, 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 contests and competitions and extracurricular activities (Band/Choir/Speech/Drama) in which the contestant is a contestant for 30 consecutive calendar days.

-There is no requirement that the student competed in the sport previously, however, the student cannot enter a sport after the official IAHSAA/IGHSAU practice starting date in order to fulfill the 30-day ineligibility requirement.

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-All concurrent enrollment courses in which a final semester grade is given, will count towards the scholarship rule. If a student “Withdraws” from a concurrent enrollment course with principal approval, and within WITCC’s specified timeframe, it will not count as a failing grade.

-Students in baseball or softball have the same penalty as all other students.

-Schools must check grades at the end of each semester.

-A “student with a disability” and an IEP is judged based on progress made toward IEP goals.

-Students who transfer to another school: All original failing grades (even those remediated for purposes other than athletic eligibility) must be reported to any school to which the student transfers.

-A student must receive credit in at least 4 subjects at all times in order to remain eligible.

-The ability to use any means to make up failing grades for eligibility purposes is not available. The rule also requires that all original failing grades (even those remediated) be reported to any school to which the student transfers.

In addition: WC traditionally calls for grades at mid-terms and at the end of first and third quarters. Parents/guardians of students not passing all classes at a mid-term or at the end of first or third quarters will be notified with a progress report in the mail.

This grade report will serve as awareness and warning, as well as a reminder about Iowa High School Scholarship rules.

As before, if a student is not passing at least four academic subjects at mid-term or at the end of the first or third quarters, that student becomes ineligible for a minimum of two weeks. At the end of two weeks, a grade check will be performed. If the grade check shows that the student is passing at least four academic subjects, his/her eligibility will be restored. If the student is still not passing at least four classes at the end of the quarter, he/she will be ineligible for at least 10 more school days starting with the 1st day of the next quarter. There will be a grade check after 10 school days are complete. If the student is passing four or more courses, he/she will regain eligibility as soon as that determination is made at the end of the 10th day.

GRADING SCALE FOR WCHS

100 – 99	A+	69-67	D+
98 – 93	A	66-63	D
<u>92 – 90</u>	<u>A-</u>	<u>62-60</u>	<u>D-</u>
89 – 87	B+	59-0	F
86 – 83	B		
<u>82 – 80</u>	<u>B-</u>		
79 – 77	C+		
76 – 73	C		
<u>72 – 70</u>	<u>C-</u>		

[Type text]

HOMEWORK POLICY

Daily Homework: (Worksheets, Section reviews)

Teachers will give assignments to students during class-time. Students are responsible for recording, completing, and submitting these assignments when they are due. If an assignment is not turned in when it is due, the following guidelines will be followed:

- 1) Students may turn in the late assignment by the beginning of the period, the next time the class is in session.
- 2) Assignments turned in within the previous timeframe may receive 60% of the earned credit.
- 3) An assignment that is not turned in within the previous timeframe may receive a zero.

Multi-Day Homework: (Research Papers, Projects)

The grading of extended homework, such as projects, essays, and research papers will be based on a rubric containing various stages of graded completion. Because of the vast differences in multi-day homework from subject area to subject area, the grading of each stage will be left to teacher discretion.

SEMESTER TESTS

All high school students will take semester tests in all subjects that count towards their grade point average. All WIT courses also have required semester tests. Second semester seniors will be required to take semester tests in a particular class if their grade is a C+ or lower in that class. Second semester seniors are required to take semester tests in Social Problems and English if that course is their 8th semester of English and needed to meet the graduation requirements. Second semester seniors may take other tests in order to improve their grade without lowering their grade. **Semester tests must be taken during the period they are scheduled-exceptions will only be made through the principal's office.**

CREDIT RECOVERY

Students who fail a core area (Mathematics, Science, Language Arts, or Social Studies) course will be given the opportunity to complete the work necessary to receive credit for the course. Credit Recovery will be done in Summer School, using Edgenuity's Online Core Class curriculum.

Credit Recovery will be offered in summer school to any student who fails a core class. If a student failed a core class with a percentage of 50% or higher, they will be assigned online work that directly relates to their missing or failing work. When the work is complete, a grade of D- will be placed on their official transcript in place of the failing grade.

Students who fail a core class with a final class percentage that is 49% or below, will be required to retake the entire class online at summer school through Edgenuity. If the student passes the online version of the course, both grades will be placed on their official transcript. Both will be included in the grade point average as well.

Students who choose not to attend summer school, will be required to retake the failed core class in-person during the next school year.

Students may also take a summer course at Western Iowa Tech Community College. Students will be responsible for the cost of the course. The course must be approved by the high school counselor and an administrator prior to enrollment. When a student successfully completes the course, it will be added to the student's transcript and will be included in the grade point average.

Summer school will also be offered to students who were unable to complete a course due to an extended excused absence. An extended excused absence is defined as 10 or more consecutive days of absence in a given semester, or five or more absences that occurred in the last two weeks of second semester.

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NATIONAL HONOR SOCIETY

New members of the local Woodbury Central chapter of the National Honor Society are chosen by the WCHS faculty on the basis of student scholarship, leadership, character and service to the school and community. Ceremonies are conducted every year in the late fall.

To apply for NHS, a student must meet the following requirements:

- 1) GPA of 3.25 or higher after their sophomore or junior year.
- 2) Attended WC for one semester. (Unless already a member of NHS at their transferring school)

The selection process is as follows:

- 1) Students who meet the requirements are identified.
- 2) Eligible students are notified by the Chapter Advisor and given the Candidate Form to be completed.
- 3) Faculty members complete the Faculty Evaluation Form on each eligible candidate.
- 4) The Faculty Council reviews all eligible candidates and votes on induction.
- 5) Candidates receiving a majority vote of the Faculty Council are invited to be inducted into the Chapter.
- 6) Candidates not receiving a majority vote of the Faculty Council are notified by the Chapter Advisor.

The Dismissal process is as follows:

- 1) A student may be dismissed for any of the following reasons:
 - a. The member falls below a 3.25 GPA.
 - b. The member violates the Good Conduct Policy.
 - c. The member has been suspended from school for the 3rd time since their induction.
- 2) The Principal will notify the Chapter Advisor that a Faculty Council meeting should be scheduled to review dismissal.
- 3) The Chapter Advisor will notify the NHS member, and their parents, of the Faculty Council Meeting. This notification will include due process rights.
- 4) The Faculty Council will vote on dismissal after reviewing the evidence.
- 5) A majority vote of the Faculty Council is required for dismissal.
- 6) The Chapter Advisor will notify the NHS member in writing of the decision. This written notification will include the appellate process.

ACADEMIC HONOR ROLL

The academic honor roll is determined at the end of each quarter and at the conclusion of each semester. To be on the honor roll, no incomplete grades are allowed.

High Honor Roll. To qualify, a student must have an “A” average (3.67-4.00) with no grade below a “B” in his/her academic subjects.

Regular Honor Roll. To qualify, a student must have a “B” average (3.00-3.66) with no grade below a “C” in his/her academic subjects.

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ACADEMIC LETTER AWARD

Award Requirements:

- Students must earn at least a 3.2 GPA on a scale of 4.0 for two consecutive semesters.
- Students earn credit by taking 6 full-credit courses each semester; a pass/fail class is considered to be a fifth course. Music grades are not used.
- Students might earn up to a letter and three chenille bars as an Academic Letter award.
- Subsequent awards are based on earning a 3.200 average for two consecutive semesters.

EARLY GRADUATION

Students who meet graduation requirements set by the Board prior to the end of their senior year may apply for early graduation. Students must apply at least one semester prior to the completion of their graduation requirements. In such cases, the student must have a recommendation from the superintendent and principal, and the approval of the Board.

All subjects must be completed and a grade submitted to the high school principal before the last day of the semester the student wishes to graduate. Students who graduate early become alumni of the District and become ineligible for athletics. Early graduates are allowed to take part in graduation ceremonies.

ATHLETIC LETTER / POST-SEASON AWARD

(*Athletic Activity* includes but is not exclusive to the following: football, basketball, volleyball, cross country, wrestling, track, golf, baseball, softball and cheerleading).

Award Requirements:

- Student must complete the season in good standing. If a Good Conduct violation occurs during the season, a student/athlete is not eligible for a letter or post-season award.

CONCURRENT ENROLLMENT COURSES (WITCC Classes) High School students have an opportunity to enroll part-time in nonsectarian courses in eligible postsecondary institutions of higher learning.

Students must meet college entrance requirements and the following standards:

1. Courses must be for college credit (no auditing);
2. Courses must be nonsectarian;
3. The District will assume the cost of tuition and books (as long as books are returned by the student at the conclusion of the course), but not be responsible for transportation
4. The District does not pay for the costs of summer school classes-except those approved through state.
5. Concurrent Enrollment courses will count towards GPA and high school graduation requirements.
6. All Concurrent Enrollment Course “Withdraws” or “Drops” must take place before the WITCC payment deadline and must be approved by the high school Principal. If the student drops a WITCC course without principal approval, the student will receive a failing grade for that course through Woodbury Central.
7. If a student is enrolled in only 6 academic courses, including a Concurrent Enrollment Course, they will not be allowed to “Withdraw” from the Concurrent Enrollment Course.
8. Students must be enrolled at Woodbury Central. Mid-term graduates are not eligible.

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WESTERN IOWA TECH CONCURRENT ENROLLMENT

This is an addendum to the Concurrent Enrollment Contract for College Level Courses for the Academic Year regarding alternative measures of proficiency for concurrent enrollment courses in the Arts and Sciences.

The Department of Education encourages a school district and postsecondary institution to establish mutually agreed upon alternative measures of proficiency for concurrent enrollment courses, utilizing the authority granted to institutions to establish such measures under Iowa section 261E.3, subsection 1, paragraph 3. If a student is not proficient in one or more of the content areas listed in this paragraph ... the school board may establish alternative but equivalent qualifying performance measures including but not limited to additional administrations of the state assessment, portfolios of student work, student performance rubric, or end-of-course assessments.

These measures should allow students to demonstrate mastery of appropriate content knowledge and align to measures of college readiness used by the postsecondary institution during the admissions and place process. Institutions should incorporate these agreed-upon measures into formal contracts to ensure transparency and consistent application across all students. These alternative measures of proficiency should be approved by the Board of the respective institutions.

High School districts, upon their Board's approval, may determine their own alternative measure of proficiency for participation in concurrent enrollment courses. For those districts who have yet to establish an alternative measure, Western Iowa Tech Community College recommends the following as an alternative measure:

Juniors and Seniors are eligible to enroll in College Now Concurrent Enrollment courses in the Arts and Sciences at Western Iowa Tech if they have the following:

- (1) *Cumulative High School GPA of 2.5 or higher OR*
- (2) *Completion of two years of science, two years of English and two years of Mathematics (Algebra 1 and higher) with a minimum 2.5 combined GPA in those courses. (Note: Seniors may use their best two years of grades in Science, English and Mathematics in calculating the combined GPA)*

GPA is based on a regular unweighted GPA grade scale. High Schools using alternate grade scales may adapt the GPA requirement to an equivalent GPA measurement.

Freshman and Sophomores are eligible to enroll in College Now Concurrent Enrollment courses in the Arts and Sciences at Western Iowa Tech if they have been identified as gifted and talented pursuant to Iowa Code Section 257.43.

No other terms or conditions of the contract are negated or changed as a result of this addendum.

AP COURSES The following guidelines will govern the process by which students take AP Courses or AP Tests:

1. Students may schedule AP Courses or AP Exams through the Iowa AP Academy with Principal approval.
2. AP Courses will be scheduled as part of the student's regular Woodbury Central class schedule, and will be taken in Mrs. Walker's office.
3. If the AP Course is "Dropped" after the Iowa AP Academy deadline, the student will incur the cost of the course.
4. If a student chooses to take the AP Exam, the student is responsible the Exam fee.
5. All AP Course grades will be on the transcript and figured as part of the student's GPA **using a 5.0 grading scale.**

STUDENT ACTIVITIES

STUDENT COUNCIL

Class officers and student council delegates are elected each fall. As a group, these students:

- provide for student activities;
- serve as a training experience for student leaders;
- give students a share in the management of the school
- develop high ideals of personal conduct
- act as a clearinghouse for student activities;
- seek to interest students in District affairs;
- help solve problems that may arise.

Members of the Council are student representatives who have direct access to the administration. Other elections are held throughout the year. Those who violate the school's Good Conduct Policy will not be eligible for nomination to any of the student elections including but not limited to class officers, student council, and royalty candidates for Homecoming, Sweetheart and Prom activities. **Class meetings** are called only with a sponsor's permission. Sponsors must be present at every class meeting.

ELECTIONS

Class officers and student council delegates are elected each fall. Other elections are held throughout the year for the following, including but not exclusive to royalty candidates for Homecoming, Sweetheart and Prom activities. Those who violate the school's Good Conduct Policy will not be eligible for nomination to any of the above elections.

CLASS MEETINGS / DANCES

Class meetings are called only with a sponsor's permission. Sponsors must be present at every class meeting. Each class is permitted one dance each year, and is allowed to sponsor one all-school dance. Permission from the principal should be secured at least five days in advance. Parties are held in the Commons or gym. District policies, rules and regulations apply to students as well as non-students at school dances. Those violating District policies will be asked to leave the event and school grounds.

- Organized groups must sponsor dances;
- Dances must end by 11:00 pm.
- Students may bring dates to specified events only as rules permit.
- Dances are for high school students and their high school dates (which may be college age)
- No middle school students allowed, either from Woodbury Central or another school;
- A signup sheet is used for out-of-school guests who attend as dates of WC students. All out-of-town guests must be registered in the principal's office before the event;
- Students must arrive at the event within one hour after it begins unless other arrangements were made with the chaperones on duty
- Administration and faculty may limit the types of dancing that students participate in during middle school and high school dances. Forms of "grinding" or "dirty dancing" are not allowed. Administration and faculty may also limit the type of music being played at dances. Those students who leave an event for any reason are not permitted to return.

CHEERLEADERS Cheerleaders are to provide leadership for the student body; their fundamental duties are to organize pep rallies and to lead the student body at athletic contests. Judged by an impartial committee chosen by an advisor, cheerleaders are selected based on their audition and the candidate's ability to represent the school in a commendable fashion.

They may choose to earn some of the costs by sponsoring other fundraising activities.

Cheerleaders must travel to games and return home in school-provided transportation. Under the sponsor's direction, cheerleaders will ride pep buses without charge to all out-of-town contests. When no pep bus is

available, cheerleaders will ride the player's bus if room is available. The school will furnish other transportation if there is no pep bus and no room on the player's bus.

STATE TOURNAMENTS

Whenever an individual or team qualifies for a state sanctioned state tournament or contest, the district will provide transportation. The district will transport the individual or participating team members, the cheerleaders, and the coach(es). After the team or individuals are eliminated from the tournament or contest, the school vehicles will return home. The chaperone will use reasonable judgment to determine when to return home taking mileage, time of day, and weather conditions into consideration.

Expenses:

Athletes, cheerleaders, and managers: Individual sport/activity fund accounts will provide lodging for cheerleaders and participating individuals or team members while they are at the tournament. These accounts may provide up to \$6 per meal for participating individuals or team members and cheerleaders. Expenses for team managers will be paid if a team is participating at a state competition. The Athletic Director will book the lodging, determine the number of meals needed, and arrange for the money to be disbursed.

All other activity participants: Individual activity accounts may provide lodging and up to \$6 per meal for participating individuals at state contests. The activity coach or sponsor will determine if lodging and meals are necessary. If necessary, the activity coach or sponsor will book the lodging and arrange for the meal money to be disbursed.

Students on free and reduced lunches may receive meal money from the general activity account when necessary. This will occur when the activity coach or sponsor's activity account cannot cover the cost of the meals.

All sponsors and coach's expenses will be paid according to board policy.

TRANSPORTATION TO ACTIVITY EVENTS/PRACTICES

Student activity events must be approved by the superintendent unless it involves unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations. The general guideline for travel and transportation to school sponsored or shared activities will be:

- a. The district will incur the cost of travel and provide the transportation for participants in an activity when the number of participants is greater than 4.
- b. Individual participants will be responsible for their own transportation when the number of participants in an activity is less than or equal to 4. The Activity Director will notify parents of individuals involved in these activities of this cost.
- c. The district will incur the cost of travel and provide the transportation for students that qualify for state sponsored activities to include honor/recognition events, IHSAA and IGHSAA sponsored tournaments, and activities sponsored by recognized state of Iowa Associations. In each case, participants will be accompanied by a sponsor for the program that qualifies.

ATTENDANCE

ATTENDANCE, Loss of Credit

Students with **SIX (6) or more unexcused absences per semester** may be subject to loss of credit in that class. Parents are notified when a student has accumulated 3 unexcused absences, and again at 6 unexcused absences in any given class. Students have to make up time for every unexcused absence from the first occurrence to the last. Students need to sign in and out of the main office, and bring notes from parents and/or doctors to the office to make absences legitimate.

Grade reductions may result from unexcused absences in the following situations:

- * Failure to attend makeup sessions as assigned for the completion of makeup work.
- * If points or percentages for attendance and participation are given, the denial of those points or percentages for absenteeism is a reasonable practice.
- * Additional work may be assigned to compensate for class time lost due to absences. The failure to complete makeup assignments within a reasonable time constitutes grounds for reduced or no credit.

This attendance policy may provide that students will receive no credit after accumulating 6 or more unexcused absences. WC offers the following provisions for alternative classes or activities within the parameters of the district's resources:

- Credit Recovery through Edgenuity

ATTENDANCE, Extracurricular Activities

Any student not attending all classes for a full day of school (including required study halls and WIN Time) will not dress or practice in any sport or activity that day, nor dress and play in any interscholastic event or activity that night. **This rule will apply to any student who is "Tardy to School" or "unexcused absent" for 15 minutes or more from any period throughout the day.**

Exception: Students who have legitimate commitments that are cleared through the principal prior to the absence. Students with medical appointments must bring a doctor's note to school verifying their appointment.

TARDY/ABSENT AND RECORD KEEPING

Being in attendance at school is extremely important for the educational progress, and parents are urged to cooperate with school officials to keep student absences and tardiness to a minimum.

- 1) Students absent two, three, or four periods in one day are recorded absent for a half-day.
- 2) Students missing five periods or more are recorded as absent for the full day.

It's the student's responsibility to contact each teacher to request missed assignments.

Absences which may be questionable in nature should be discussed between the parents and administration before the absence is taken.

MAKE-UP WORK

Students who know that they will be absent should get their assignments from their teachers before they leave. Students are responsible for arranging to make up school work and are allowed to make up school work only upon the approval of their teachers. Students who know they will be absent prior to the absence must make arrangements with their teachers in advance to make up schoolwork.

Following an *excused absence*, students are allowed two days to complete work for each day absent unless the student presents a valid reason to the principal or teacher for an extension. Assignments not completed during this time period are considered to be late.

Following an *unexcused absence*, students are allowed one day to complete work for each day absent unless the student presents a valid reason to the principal or teacher for an extension. Assignments not completed during this time period are considered to be late, and the teacher may apply the normal penalties for late assignments

TARDY Students tardy to school must report to the office for an admit slip and for attendance purposes. Unless a written explanation from his/her parent or a teacher is presented, the tardiness is recorded as unexcused.

An underclassman who is tardy to school four times in one quarter will receive one day of In-School-Suspension for each day tardy thereafter. A Senior who is tardy to school four times in one quarter will lose their Senior Privilege for a period of one week for each day tardy thereafter. If they have already lost their Senior privilege, the student will receive one day of In-School-Suspension.

Students who are tardy to school will make up the time, with a minimum of 15 minutes. Classroom tardies for periods 2-8 are determined by the teacher.

TRUANCY:

Truancy is the act of a student between 4 and 15 years of age on September 15, who willfully and of his/her own volition fails to attend any part of the school day without a parent's or school official's **knowledge** or **consent**. This absence is recorded as *Truant* in accordance with Iowa law.

Students truant from any period including study hall are subject to detention or suspension. Parents will be notified. Students must make up the missed school work.

COMPULSORY ATTENDANCE LAW:

Code 299.1 Attendance Requirements:

1. The parent, guardian, or actual custodian of a child who is of compulsory attendance age shall cause the child to attend school during a school year.
2. The School Board of a public school district will adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absences from school.

Code: 299.5A Attendance Mediation:

1. If a child of compulsory age is truant, administration shall attempt to find the cause for the child's absence and use every means available to the school to assure that the child does attend.
2. If the parent, guardian or student refuses the school's attempt to assure attendance, administration shall start the intervention process in conjunction with the county attorney's office.

INTERVENTION POLICY FOR EXCESSIVE ABSENCES

Level I Hearing

When a student has reached 10 total absences (5%) throughout the school year, the parent/guardians will be contacted via email to express the attendance concern and inform them of the Compulsory Attendance Law.

Level II Hearing

When a student has reached 20 total absences (10 %) throughout the school year, a problem-solving meeting will be conducted with the student, parent/guardian, principal, guidance counselor, and local authorities. The parent/guardian will be notified of the meeting by phone. The problem-solving meeting

allows the student, parent/guardians, principal, guidance counselor, and local authorities to strategize on educational/attendance goals for the student. During this meeting, the student and parent will be asked to sign an educational agreement. The terms of the agreement shall be monitored by administration. Failure on the student's/parent's part to comply with the compulsory attendance requirements of the agreement will result in the school notifying the County Attorney's office.

In the matter of those students who do not meet the compulsory attendance age requirements of Compulsory Attendance Age Laws (age 17 & older), but hold a valid driver's license, the principal may contact the Iowa Department of Transportation to notify the Department of the student's non-compliance of the school district's attendance policy. The student may be subject to the loss of their driver's license as a result of their non-compliance.

Level III Hearing

When a student has reached 30 total absences (15%) throughout the school year, administration will contact the County Attorney to start legal proceedings. From that point on, the County Attorney will be in charge of mediation and/or legal proceedings.

In the matter of those students who do not meet the compulsory attendance age requirements of Compulsory Attendance Age Laws (age 17 & older), but hold a valid driver's license, the principal **will** contact the Iowa Department of Transportation to notify the Department of the student's non-compliance of the school district's attendance policy. The student **will** be subject to the loss of their driver's license as a result of their non-compliance.

Code 299.6 Possible Legal Consequences:

1. County attorney can refer the truant's parents for charges.
2. First offense-a simple misdemeanor and a conviction is punishable by imprisonment not exceeding 10 days, a fine not exceeding \$100, or community service.
3. Second offense-a serious misdemeanor and a conviction is punishable by imprisonment not exceeding 20 days, a fine not exceeding \$500, or community service.
4. Third offense-a serious misdemeanor and a conviction is punishable by imprisonment not exceeding 30 days, a fine not exceeding \$1000, or community service.

ABSENCES:

Absences are classified as either **excused** or **unexcused**.

Excused Absences are those that are excused by the parent, guardian, or school. (Up to 9 absences).

Examples of excused absences:

- Illness (Up to 9 total absences)
- Illness with a Medical or Dental note, or sent home by school nurse (After 9 total absences)
- Funeral services or death in the family (Upon contact with the Principal)
- Weather-related absences. (Upon school office notification)
- School sponsored activities/sporting events.
- College Visit (With a returned sign college visit form)

Unexcused Absences are those:

-in which the parent fails to notify the school office (prior to "9 Absences")

-without a Medical/Dental note or **Prior Principal Approval** (after "9 Absences")

DRESS CODE: Grooming & Behavior

Proper dress and grooming should be a matter of pride, not only because of individual integrity, but for school integrity as well. Good clothing appropriately worn reflects a wholesome civic attitude by the student and a respect for the appearance and educational environment of the school. Emphasis is placed on encouraging and teaching proper dress, and disciplinary action is in order for those who refuse to comply.

Consideration should be given not only to what is worn, but how it is worn.

This District has the authority to take disciplinary action against those in extreme violation of decorum in both dress and grooming on the basis that:

1. it is proper for the school to teach appropriate dress and grooming and proper ways of wearing clothing, although it is not the sole responsibility of the school to do so;
2. extremes in dress and grooming distract and interfere with educational progress; and
3. student conduct correlates with proper dress and grooming.

INAPPROPRIATE CLOTHING

Not allowed are short shorts, tube tops, muscle shirts or tank tops, bare midriffs, or too small or low cut blouses or shirts that a student's skin can be seen when she raises her arms, clothing with spaghetti straps, any printing on clothing that suggests or promotes alcohol, drugs, tobacco, gang activity, gender, images of weapons and cult or satanic activities.

Shorts must be of appropriate length and in good condition. All pants must be worn above the hips and not droop.

Principals have the authority to determine whether clothing is inappropriate. Students who refuse to comply with the Principal's request to change clothing will serve detention time and may lose privileges.

PHYSICAL EDUCATION – Appropriate physical education clothing is required and the PE teachers have the authority to set the dress code standards. No P.E. clothing is to be worn to any class other than P.E.

HEAD COVERINGS – Hats, bandannas, or other headgear are not to be worn in the building at any time, including during award ceremonies, and drama and music events.

FOOTWEAR – The State of Iowa Health Code requires that foot apparel be worn at all times. Socks must be worn with all types of gym shoes. Leather (dress up) sandals, open heel shoes (without a back strap) or open-toe shoes may be worn without socks.

CHAINS – such as those attached to billfolds and belt loops are not allowed to be worn regardless of the length of the chains or where they are worn on the body.

DISCIPLINE

Discipline Policy:

The district will select an appropriate level of discipline that will correspond to the severity of the incident. The following are examples of strategies designed to correct student behaviors and to provide for escalating levels of discipline:

- student conferencing
- loss of privileges
- parent meeting
- counseling with parent consent
- detention
- time out
- seclusion
- ISS
- OSS
- expulsion
- law enforcement

Disciplinary actions for students with individualized education plans are consistent with special education law. An IEP meeting will be held with the parent or guardian if the offending student makes a threat of violence or causes an incident of violence that results in injury, or property damage, or assault.

The following are definitions of disciplinary actions and examples of student behaviors that would trigger the appropriate disciplinary action. This list is not meant to be all-inclusive and is not based on multiple incidents of the same student behavior:

- Student Conference-A meeting between the student and a teacher/administrator-Disruption in class.
- Loss of Privileges-Withdraw of a reward-Loss of Senior Privileges for failing grades.
- Parent Meeting-A Meeting with parents and a teacher/administrator-Excessive absences.
- Counseling with Parent Consent-Weekly counseling sessions with the school Mental Health Counselor after gaining parent consent-Emotional breakdown in school.
- Detention-Time in the office before or after school-Tardy to School.
- Time-Out-Sitting in a safe place to de-escalate (Principal, Nurses, Counselor's Office)-Student becoming agitated in class.
- Seclusion-Separating a student from contact with other students with adult supervision-Physical aggression towards adults or students.
- ISS-Isolating a student for part or an entire day in the Principal's office-Insubordination/Use of extreme profanity.
- OSS-Banning a student from school grounds for a short period of time-Physical fighting causing injury.
- Expulsion-Permanently removed from school-Possessing a weapon on school grounds.
- Law Enforcement-Possessing an illegal substance on school grounds.

CONDUCT

The District's Board, administrators and employees expect students to conduct themselves in a manner fitting to their age levels and maturity, and with consideration for the rights of others. **Taking responsibility and accepting consequences for one's actions are also very important.**

Students are expected to treat teachers, employees, students and visitors with courtesy. They may not use abusive language, profanity or obscene gestures or language.

Aided by programs such as Character Education, WC students are encouraged to be good citizens at school as well as throughout the community; in short, *respect* of others is a top priority.

This handbook and District policies, rules and regulations are in effect while students are:

- On school grounds, District property, or on property within the jurisdiction of the District;
- On school-owned or school-operated buses or vehicles or chartered buses;
- Attending or engaged in school activities; and
- Away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District, or involve students or staff.

SUSPENSION FROM SCHOOL

In most discipline cases, an in-school suspension substitutes for the customary out-of-school suspension. In severe cases, an out-of-school suspension may be used.

During an in-school suspension, a student

1. reports to the principal's office upon arrival at school;
2. is placed in an isolated room. During the day, sufficient time for restroom use is allotted. Students may bring a lunch or eat the school's lunch during their supervised lunch breaks;
3. is given an assignment from each teacher. This completed assignment must meet teacher approval or it is reassigned. Students receive credit for work completed during an in-school suspension.

DETENTIONS

Detentions are assigned by any staff member to students whose behavior does not meet the standards of conduct conducive to a positive learning situation. Notices regarding a student detention are in writing – one copy goes to the student, one copy goes to the principal, and one copy sent to the parents. The principal may adjust this policy due to unforeseen circumstances.

- Teachers will keep students after school or have students report early to school

OFFICE-DETERMINED DETENTIONS

Detentions are served with the Principal before or after school.

Detention Rules:

- Student must bring homework to be completed or reviewed during this time.
- No talking; no sleeping.
- No leaving seats for any reason other than an emergency.
- Students are expected to serve detention within three days after it is assessed. Failure of a student to serve a detention on time will result in In-School-Suspension and the possibility of loss of additional privileges including suspension from school activities.

Fighting in school or on school property is not allowed. Depending upon the severity of the aggressive act or violence, disciplinary action may range from detention to expulsion.

- **Verbal abuse & minor shoving and/or scuffling**
- **Physical abuse (physical contact) – a fight where punches are thrown = suspension**

Belligerent, physical abuse/contact with punches will result in at least a one-day in-school suspension, and may be turned over to local law enforcement.

Repercussions for subsequent offenses include a 3-day out-of-school suspension **or** a possible appearance before a discipline board, depending upon the discipline record of the student(s) involved.

PLAGIARISM & CHEATING

Plagiarism is a form of copying another's work and using it as one's own. Plagiarism is considered an academic offense in any Woodbury Central class:

Students are plagiarizing if they

- present, in writing or in speaking or with computer designs, the ideas, words and works of others as their own without giving credit to the source;
- paraphrase without crediting the source; use direct quotes with no quotation marks, footnotes, or textual citation of the source;
- submit material created by someone else as their own (i.e. purchasing a research paper or using another student's computer design/drawing);
- submit a paper or assignment for which they have received so much help that the writing or style of submission is different from their own;

Any students found guilty of plagiarism shall be penalized. Penalties may include a conference with the student, parent, teacher and principal; a failing grade for the assignment, a failing grade for the course, an edict that they take that class's semester test, and/or other appropriate penalties.

Cheating: It is expected that students are of strong enough character that they will not cheat.

A student is cheating if he/she;

- copies someone else's exam, graded homework, or laboratory work;
- refers to a text, notes, laboratory, or other materials during an exam without authorization;
- purposefully allows another student to copy his work, to use his computer disc or access to files, or allows another student to submit as his own work that which was created by the first student;
- submits a paper or assignment for which the student has received so much help that the assignment is different from his own designs, writing ability or style of work.
- Intentionally falsifies a source or quote.

Incidents of cheating on homework and/or daily work assignments are subject to appropriate action as determined by the teacher. Students who choose to cheat on homework and/or daily work assignments will suffer disciplinary action to include but not necessarily to be limited to a conference with the student, parent, teacher and principal; a testing or retesting of student knowledge/skills in the area(s) where the cheating took place; and/or an adjusted grade.

PDA – Public displays of affection between students are not permitted at school.

TECHNOLOGY

CELL PHONES

ELECTRONIC DEVICES

Electronic devices may be used in class when directed by the teacher. The device will be used for the purposes intended and will be monitored by the teacher. When electronic devices are misused, they will be confiscated by faculty and administrators and stored in the principal's office until the end of the day.

FLASH DRIVES

Teachers have the right to limit flash drive usage in the classroom or library. The school has to have limitations because of potential viruses that could be on a student's flash drive. Using a personal flash drive without permission may result in the flash drive being turned in to the office.

COMPUTER NETWORK – Rules & Regulations

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility.

Individual users of the direct computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with District standards and will honor the agreements they have signed. In addition to clarification of such standards, teachers will guide students toward appropriate materials. Although students will be under teacher supervision most of the time they are on the network, it is not possible to constantly monitor individual students and what they are accessing on the network.

Network storage areas will be treated like school lockers. School administrators, faculty and network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Within reason, freedom of speech and access to information will be honored.

While computer usage and internet access is a vital component to several classes at Woodbury Central, if a parent does not want their student to have internet privileges while at school, they must notify the principal's office.

The following are not permitted:

- Accessing, sending, or displaying violent, offensive, or sexually explicit messages or pictures, or that which depicts alcohol, tobacco or other drugs.
- Using obscene language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, or computer networks;
- Using the network for commercial or political purposes; includes buying & selling online;
- Using another's folders, work, or files;
- Intentionally wasting resources;
- Using material obtained over the Internet without proper citation of all quotations, references, and sources;
- Downloading or installing programs or files without proper approval;
- Chat rooms, instant messaging, or text messaging;
- Printing without approval by a school administrator, faculty member or network administrator;
- Emerging technology deemed unacceptable by school administrator;
- Email access other than an email user name obtained from a school administrator;

The student or student's parent/guardian will be responsible for these costs:

- Any service via the Internet which has a cost
- Printing for personal use or non school related material
- Repairing damage to computers, computer systems, or computer networks.

COMPUTER NETWORK VIOLATIONS

Appropriate Use, Notification & Consequences

First Violation

The student will lose e-mail and Internet access privileges for a period of **3** weeks and serve a 2-hour detention. A copy of the notice will be mailed to the student's parent/guardian by the principal and a copy will be kept on file in the principal's office.

Second Violation

The student will lose e-mail and Internet access privileges for a period of **9** weeks and will receive disciplinary action ranging from detention time to in-school suspension. The principal will determine this disciplinary action.

Third Violation

The student will lose all e-mail and Internet access privileges and receive an in-school suspension, the length to be determined by the principal.

Any student who has lost his/her e-mail and Internet privileges by committing a third violation may, at the beginning of the next regular school year, petition the principal to have his/her e-mail and Internet privileges reinstated on a trial basis.

Trial basis places the student on probation for one year. If, during this one-year period the student commits an additional violation, he/she will serve a five-day in-school suspension, and e-mail and Internet privileges will be permanently suspended for the remainder of his/her time as a student at Woodbury Central.

NETWORK SECURITY VIOLATION

Any action that may endanger the security or integrity of the District network and/or files may result in the following:

- Restriction to use of a stand-alone (not networked) computer;
- Loss of e-mail and Internet privileges;
- A minimum of a 3-day in-school suspension.

GOOD CONDUCT POLICY

Woodbury Central Community School (Code No. 503.9-R)

PHILOSOPHY

The District's philosophy and mission for the Activities Programs is to complement the academic achievements of the students involved. Activities are an integral part of the total educational process and should support the school's overall curriculum, goals and objectives.

A well-balanced program provides opportunities for physical, social, and emotional development to complement intellectual growth. Programs should also provide valuable lessons in teamwork, sportsmanship, winning and losing, competition, hard work and self-discipline. Students involved in activities have opportunities to learn sacrifice, consideration for others, the difference between privilege and right, to accept wins and losses, and the need for regulations and respect for them.

It is important for everyone, including staff, students and parents, to realize that participation in an activity is not the right of all students, but a privilege that is afforded to those individuals who possess the ability, attitude, disposition, cooperative spirit and desire to represent their school and community.

The following policy applies to all students who participate in any of the District's extracurricular activities including the following: football, basketball, volleyball, wrestling, track, baseball, softball, instrumental and vocal music, drama, plays, speech activities, student council, cheerleaders, drill team, cross country, golf, soccer, etc. **School officials** include administrators, coaches, teachers and other District employees as well as some volunteers.

Policy: If the violation occurs before the start of the season, the date of the first contest is used as the starting date of suspension. All code of conduct violations will be served during the activity's competition season, not during the weeks of preseason practice.

* Students who are serving a violation of the Good Conduct Policy and are required to sit out a graded performance must attend the performance to receive the grade.

* Those who violate the District's Good Conduct Policy are not eligible for nomination to any student elections, including but not exclusive to class officers, student council, and candidates for Homecoming, Sweetheart Dance, and Prom activities.

A. Any student who is observed by a school official or a law enforcement official, or admits to, or at a judicial or administrative proceeding is found by substantial evidence to have:

1. Possessed or consumed alcoholic beverages with knowledge, intent, and control thereof;
2. Possessed or consumed controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof;
3. Used or possessed tobacco, in any form, including e-cigarettes and vaporizers;
4. Been charged and either convicted in District Court or adjudicated in Juvenile Court or subjected to a Consent Decree in Juvenile Court or subjected to an Informal Agreement by Juvenile Court Services as a consequence to being found to have committed or as a result of having admitted committing any violation of the Iowa Criminal Code or the law of any other state or any federal law or any local ordinance which would constitute a public offense if committed by a person eighteen years of age or older.

It is WC's belief that such violations – whether simple misdemeanor or felony, either of which would subject an adult to the possibility of even minimal incarceration – renders a student unworthy to publicly represent the ideals and standards of this school and is in violation of the Good Conduct Policy.

B. The due process afforded a student in the event of a suspension shall be afforded a student who is charged with violating the Good Conduct Policy. School administrators reserve the right to suspend students from attending school activities.

C. A student who has been found to have violated a Good Conduct Policy shall be penalized as follows:

- **First Offense –**
 1. The **high school** student is suspended from all extracurricular activities for **4 Weeks**.
 2. The **middle school** student is banned from athletic competition but not from practice for half of the season. If he does not participate in a sport at the time, he will miss half of the next season in which he plans to participate. Students involved in non-athletic activities will miss six weeks of participation other than practice.
- **Second Offense –** The **high school** student is suspended from all extracurricular activities for **8 Weeks**
- **Third (and subsequent) Offense(s) –** The **high school** student is suspended from all extracurricular activities for **One Calendar Year**.

Other Details:

- If the violation occurs before the start of the season, the date of the first contest is used as the starting date of suspension. All code of conduct violations will be served during the activity's competition season, not during the weeks of preseason practice.
- If the violation occurs during the season, the day of the **next contest** will become the first official day the penalty starts. **The exception to this provision would be Winter break. Winter break days will not count towards the suspension.** If the student is not participating in an activity when the infraction occurs, the suspension will start at the beginning of the next activity in which a student participates and a full season can be completed;
- If a season ends before the time of ineligibility is used up, the remaining time will not count until the next participating season begins.
- **The Code of Conduct and Fine Arts –** A student who is in music or drama **only** will serve their suspension starting on the day that school officials are notified of the violation. If the student does not have any performances during the suspension period, the student will have to sit out their next contest or performance. A 2nd violation means longer suspension time and will be treated on a case by case basis.
- **Fine Arts and Graded Performances –** If the student has performances or contests during the suspension time, he/she will be graded according to their attendance and will be given a duty to perform during the activity. He/she will not be allowed to perform on stage/field while under suspension.
- **Students involved in No Extra-Curricular Activities–** If a student is not involved in any extra-curricular activities, they will not be eligible for Prom King/Queen or be allowed to participate in the Grand March.

Student athletes cannot join a team in season in order to serve a suspension – they must participate the entire season. A team is “in season” from the first day of official practice to the last day of competition. Students must complete a season to use up eligibility.

REDUCTION IN PENALTY

I. Evaluation & Treatment

A student who has a first violation of the Good Conduct Policy may elect to seek an evaluation and, if recommended, treatment from a recognized counseling facility at the student's or student's parent/guardian's expense.

If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or his designee regarding recommendations for treatment or follow-up care, the student's penalty for the violation will be reduced by one week.

II. Admission Prior to Determination

If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy within 72 hours of the offense or prior to the next scheduled activity or contest, whichever comes first, the student's penalty is reduced by one week for a first violation, two weeks for a second violation and three months for a third violation.

This admission must be made before a school staff member or law enforcement officer notifies the District's administrators.

Combined Reduction: The reductions available in Items **I** and **II** of this section may be combined. For additional high school reduction information, see the high school section in this handbook.

GOOD CONDUCT POLICY: Reduction in Penalty PART TWO

Penalty reductions are available for **Evaluation & Treatment** and **Admission Prior to Determination**. In addition, **an option is available for high school freshmen and sophomores to remove their *first offenses*** from their records after they undergo the consequences and then serve 10 hours of community service. This provision allows for a high school freshmen and sophomores to resort back to "no violations" status.

Parameters for the community service are as follows:

- Students must make school officials aware of their intent to do community service within 7 days *of the suspension*.
- Students must complete their community service project by the end of the suspension period.
- Student will serve 10 hours of community service plus meet with the high school athletic director, principal and head coach.
- A student must also complete one calendar year without any further violations for their first offense to be officially removed.

Further details are available from the principal or athletic director.

CONDUCT, EXTRACURRICULAR ACTIVITIES

To prevent student problems at extracurricular activities, the following policy is in force:

Immediately following any game or contest where hostile feelings are exhibited, players will leave the playing area and head straight to the locker room. They will remain in the locker room until their coach dismisses them. Any player inciting trouble, either with verbal insults or by attempting to inflict bodily harm upon anyone else, is dismissed for a period of four weeks from athletics at Woodbury Central. If the incident occurs at the end of a season, the penalty is imposed during the student's next planned activity.

Likewise, any student as a participant in a game or contest who attempts or becomes involved in a fight is barred from all extracurricular activities for a period of four weeks.

If the incident occurs at the end of a season, the penalty is imposed during the student's next planned activity. In addition, any student other than a participant in a game or contest who attempts or becomes involved in a fight is banned from all extracurricular activities for a period of four weeks.

DRIVING TO SCHOOL

To park on school grounds is a privilege. Students must park in designated student-parking areas and those who park in areas not-for-student-use will be required to move their vehicle. Students must not access their vehicles during the day without permission from an administrator. No driving or riding in or on any type of motor vehicle is allowed during a school day. Any high school student who is driving a motor vehicle or riding with an unauthorized driver is subject to the same penalties.

High School Parking Lot

High school students are to park only in the designated student areas. Seniors only may park on the south side of the building across from the locker rooms. All students who want to park in the WC student lot will register their cars in the main office.

LICENSE to drive to school

The superintendent must approve all school licenses. The following rules and regulations apply to all students who desire a minor's school license:

- Applicants must obtain the proper application form from the Iowa Drivers License Testing Center.
- Applicants must have completed an approved driver education course. The Board of Education may waive this rule, but only under an extreme emergency situation.
- The student must meet all state requirements regarding need, distance from school, driving a direct route to and from school, and traffic violations.

SCHOOL PUBLICATIONS / SENIOR INTERVIEWS

Parents may proofread senior interviews prior to being published in the Merville Record.

Parents must contact the journalism teacher by the end of the first quarter of each year with a written request to proofread the article. If the written request is not received by the end of the first quarter, it will be assumed that the parents do not want to proofread the article and it will be published as written.

Senior Privilege

Rationale: Giving seniors with passing grades and good behavior is not only a reward and an incentive, but a way to give them an opportunity to manage their time effectively. Effective time management will be very important in our graduate's 1st year of college.

Criteria for Senior Privilege

1. Must be passing all classes.

2. Behaviors that would remove a student from senior privilege:

ISS or OSS

Truancy (period or full day)

Disrespect to faculty or staff member

Repeated Dress Code Violations

Repeated Tardies

Not signing in and out

Other violations of WCHS Handbook (including cell phones, etc.)

3. Senior Privilege allows:

Students with study halls at the beginning or end of the day to come to school when their first academic class starts (late arrival) and leave school after their last academic class (early dismissal).

4. Other Considerations:

Students with study halls in the middle of the day (periods 2-8), including WITCC students taking online classes, are required to attend.

Students who have late arrival need to sign in at the main office and should not

come to school extra early to walk around the halls – stay in the commons or don't come too early.

Students who have early dismissal need to sign out and then leave the building immediately.

Parent/Guardian Good Conduct Acknowledgement Form
2023-24

We the undersigned hereby acknowledge and state that we have been in receipt and read in full the Woodbury Central Community School District Good Conduct Policy as stated in the WC Student Handbook.

We further acknowledge and state that we are aware of the following:

- (1) The Good Conduct Policy is in effect at all times and all places throughout the calendar year.
- (2) The punishment(s) that result from a violation of the Good Conduct Policy.
- (3) The due process rights each student has as set forth in the letter attached.

2023-24

Date _____

Student's Name(s) _____

Parent(s), Guardian(s)

Signature _____

Physical Activity Contract

2023-24 School Year

In 2008, the Iowa Legislature enacted the “Healthy Kids Act”, requiring that all students in grades 10-12 take a Physical Education course or engages in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement.

If your child is not enrolled in a PE course for the upcoming school year, please fill out the items below, sign (both student and parent/guardian), and return to school by August 19th. If you have any questions, please call 712-873-3128.

Name of Student _____ Grade (2023-24) _____
1st Semester _____ 2nd Semester _____

School activities that student will be involved in during the 2023-24 school year (include estimate of minutes per week).

Cross Country _____	Basketball _____	Track _____
Football _____	Wrestling _____	Golf _____
Volleyball _____	Soccer _____	Drill Team _____
Cheerleading _____	Softball _____	Baseball _____

*Non-School Activities (what, when, how many minutes per week) May include non-school sports teams, gymnastics, dance, or individualized exercise programs that student will be involved in during the 2023-24 school year.

Signature of Student _____ Date Signed _____
Signature of Parent _____
Signature of Principal _____

**WOODBURY CENTRAL COMMUNITY SCHOOL DISTRICT FORM FOR
EMERGENCY FORMS/ PARENTAL NOTIFICATION**

At the beginning of each school year, parents must file an emergency form with the school which provides their emergency telephone numbers as well as that of another person to contact in the event the school is unable to locate the parents. As a parent, your signature allows the District to release your child to this other person in the event the parents cannot be reached. **Please return your completed form to school as soon as possible.**

Parent/Guardian Name _____.

Parent Home phone: _____ Parent Work Phone: _____.

Parent Cell Phone: _____.

Alternate Person / Phone _____ / _____.

In an effort to improve the District's School / Parental communication, we are creating a foundation of **email addresses to quickly notify parents** of the District's "special announcements" that may arise during the school day. This notification would be used only in unforeseen circumstances such as early closings, lockdowns, etc. It will be yet another way to get the word out quickly when something comes up; it is not intended to replace the District's information hotline or the school bulletin.

If you would like to be part of this list, please return the lower portion of this sheet with your primary and secondary email addresses. Your primary address is the one you might access during school hours; however, the message will be sent to both addresses.

Please return the requested information as soon as possible to be included on this year's list.

Thank you.

Your Name _____

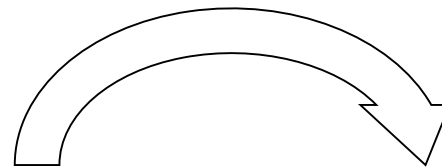
Primary Email

Secondary Email

Woodbury Central Community Schools

Acceptable Use Policy for Student E-mail

2023-24



It is the policy of the Woodbury Central Community School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Woodbury Central Schools and will be under the supervision of WC school staff and faculty. These policies regarding use of Woodbury Central resources are in effect both inside and outside of the school environment and for the duration of a student having a WC email account.

A responsible e-mail user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Keep his/her email password private and not share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.
- During school hours, email may only be accessed during study halls or under teacher supervision.

School email may NOT be used for the following:

- Any type of harassment of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the Woodbury Central Schools or that of any other agency.
- Attempts to perform mass mailings.
- Any unlawful activity.
- To deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- To deliberately set forth to interfere with the reception of e-mail by an individual.
- To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

Woodbury Central email incorporates a virus scanning system and spam filter to help protect students from email propagated viruses and excessive junk-mail. WC takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts and filters all received and sent email content for offensive and excessive junk mail.

Woodbury Central does not; however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account.

Student email accounts will be deleted six months after student graduation or upon the student leaving the district.

Code No. 102

EQUAL EDUCATIONAL OPPORTUNITY (All Handbooks)

It is the policy of the Woodbury Central 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 Doug Glackin at 408 S. 4th Street, Menville, IA, phone: 712-873-3128, dglackin@woodbury-central.k12.ia.us.

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.

ANNUAL NOTICE OF NONDISCRIMINATION

The Woodbury Central Community School District offers career and technical programs in the following areas of study:

Family Consumer Science

Business

Marketing

Industrial Technology

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NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Woodbury Central Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Woodbury Central 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 Doug Glackin at 408 S. 4th Street, Merville, IA, phone: 712-873-3128, dglackin@woodbury-central.k12.ia.us.

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

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

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):

Date and place of alleged incident(s):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

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

Description of incident witnessed: _____

Additional information: _____

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

Signature: _____

Date: _____

GRIEVANCE PROCEDURE

It is the policy of the Woodbury Central 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 Doug Glackin dglackin@woodbury-central.k12.ia.us or Laura Sailer lsailer@woodbury-central.k12.ia.us, 408 South 4th Street, Merville, IA, 712(712) 873-3128.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 90 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

EQUAL EMPLOYMENT OPPORTUNITY (Coach's/Staff Handbooks)

The Woodbury Central Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national

origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Woodbury Central Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Woodbury Central Community School District, 408 S. 4th Street, Merville, Iowa 51039; or by telephoning (712) 873-3128 ext. 104.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII, Office for Civil Rights, Citigroup Center, 500 W Madison Street, Suite 1475, Chicago, IL 60661 (312) 730-1560, email: OCR.Chicago@ed.gov or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.