

Jurisdictional & Behavioral Expectations Statement

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and the student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to 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 record.

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

STATEMENT OF NONDISCRIMINATION

The Whiting Community School does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, physical attributes, physical or mental disability, ancestry, political party affiliation, political belief, socioeconomic status, or family status.

**Whiting Community School
"HOME OF THE WARRIORS"**

**MIDDLE SCHOOL & HIGH SCHOOL
STUDENT HANDBOOK**

Our school welcomes you and we hope that you will be conscious of the traditions and requirements that have made us an outstanding school. The school will be whatever we make it. Working together we can continue the high standards of excellence for which our school is noted.

The ultimate purpose of education is to help all students achieve the maximum success that can be attained and to help each become an effective citizen in a democracy. The development and the acceptance of the responsibilities and obligations of good citizenship will help us to participate in the world of tomorrow. Contributing to the success of this is pride in our school. The spirit of the school as exhibited by all of us best exemplifies this.

SCHOOL SPIRIT - School spirit may be divided into three categories:

1. Courtesy - toward teachers, other students, visitors and officials of school athletic activities.
2. Pride - in how our school appears to others and everything that we endeavor to accomplish and have accomplished.
3. Sportsmanship - The ability to win and lose in a gracious manner.

School spirit means loyalty to all functions of the school. Loyal students support all of the school's activities and those who participate in them in a positive manner and do their utmost to keep their academic and activity standards at the highest possible level.

WHITING COMMUNITY SCHOOL MISSION STATEMENT

*"Together, our mission is to prepare students
to become responsible citizens in today's world."*

BELIEFS

We believe that the school, family and community should be partners in the educational process.

We believe students should become life-long learners and contributing members of society.

We believe students should have a thorough understanding of the principles of democracy.

We believe there should be high expectations and high ethics by all involved.

We believe the school should foster a safe environment for learning.

We believe individuals should be accountable for their own actions.

We believe there should be mutual trust and respect by all involved in the educational program.

We believe that diversity is an important part of society.

We believe students should obtain the necessary skills and background to enable them to independently broaden and deepen their knowledge of technology.

We believe that opportunities should be made available for the staff to continue to learn through participation in workshops, credit classes, and in service meetings.

EXIT OUTCOMES

All graduates will:

- Possess a positive self-concept.
- Be self-motivated.
- Accept responsibility.
- Demonstrate concern, tolerance and respect for others.
- Demonstrate problem solving and decision making abilities.
- Demonstrate the ability to read, write, think, listen, speak and evaluate effectively in real life situations.
- Demonstrate proficiency in basic math, reading, writing, science and technology.
- Possess skills in adapting to personal and social change.
- Demonstrate behaviors that support a healthy environment.

- Demonstrate skills in expressing themselves creatively and responding to the creative works of others.
- Demonstrate understanding and appreciation of American culture, history and government.
- *Demonstrate an understanding of world cultures.

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN
Student Achievement Long Range Goals & Annual Improvement Goals

Long Range Student Achievement Goal:

By January of the 2010-2011 school year, the reading, mathematics, and science achievement of students in the Whiting Community School District will improve as measured by the Iowa Test of Basic Skills (ITBS) and the Iowa Test of Educational Development (ITED).

Annual Improvement Goals

Reading

Students in grades 4, 8, and 11 will increase in reading proficiency as measured by ITBS/ITED using one or both of the following methods:

- a. Compare data using biennium averages (2007-2009 to 2008-2010).
- b. Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Mathematics

Students in grades 4, 8, and 11 will increase in mathematics proficiency as measured by ITBS/ITED using one or both of the following methods:

- a. Compare data using biennium averages (2007-2009 to 2008-2010).
- b. Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Science

Students in grades 8 and 11 will increase in science proficiency as measured by the ITBS/ITED using one or both of the following methods:

- a. Compare data using biennium averages (2007-2009 to 2008-2010).
- b. Compare data involving cohort groups (8th and 11th grades) of the current year to the previous testing year (7th and 10th).

TESTING INCENTIVE: Whiting Community School will offer various incentives throughout the school year that we think will encourage students to give a maximum effort on these tests. These tests are critical to a districts success under the federal law “No Child Left Behind.” These incentives will be offered to all students who participate in the tests mentioned above.

Students must show at least one years growth on his/her performance data when compared to the previous years result in order to be eligible for the incentive(s).

MANDATORY CHILD ABUSE REPORTER

Level One

Michelle Hanner

School Nurse

(712) 455-2468 (Work)

Level Two

Jeff Johnson

Whiting Community Police Department

(712) 455-2414

Student Abuse - any student who feels he or she has been abused by a school employee is to contact the Level One investigator. For additional information please contact the school at 455-2468.

ASBESTOS NOTIFICATION

There is asbestos located in the Whiting Community School The location is posted on the bulletin board in the office. The board has adopted a management plan to inspect every 6 months. The asbestos is located within the steam pipe tunnels and has already been encapsulated. It is not accessible to students, staff or the public. The plan is available in the Superintendent's office for inspection during regular school hours.

TEXTBOOK RENTAL FEES

Due to financial constraints that the State of Iowa has placed upon the public schools of Iowa, students will be assessed textbook rental fees of \$32 per pupil per year kindergarten through 12th grade. Please note the \$32 fee is for all textbooks for the school year. However, should a textbook be lost or damaged, an additional fee will be assessed. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

EQUAL OPPORTUNITY

The Whiting Community School District does not discriminate in its policies or programs on the basis of age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, physical attributes, physical or mental disability, ancestry, political party affiliation, political belief, socioeconomic status, or family status. Inquiries concerning the application of Title IX, Section 504 or Title VI may be referred to the Title IX Coordinator, Gary Schrage (455-2468) or to the Section 504 Coordinator, Gary Schrage (455-2468) at 606 West Street, Whiting, Iowa 51063.

MEDICATION

Any student who needs to take medication at school must bring a signed note from home and also the medicine in the original bottle. Only approved staff members may assist with the dispensing of medicine. Any student who needs to take aspirin-type medicine must have a form on file signed by their parents authorizing the school to dispense the medication. Forms will be available at registration. All medications must be dispensed from the office (even over-counter ones). Prescription medications also require a doctor's note.

GRIEVANCE PROCEDURES

The board recognizes situations may arise in the operation of the school district which are

of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board, it will be referred to the administration to be resolved. Prior to board action, however the following should be completed:

- (a) Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for students or licensed employees and the superintendent for classified employees.
- (c) Unsettled matters regarding students or licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding a student or an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed and the complainant has complied with this policy.

FACULTY AND ADMINISTRATION

Superintendent/Elementary Principal

Carolyn Eide

High School Principal	Gary Schrage
Transportation Director	Scott Tentinger
Counselors	Connie Smits
Pre School	Glori Hall
Kindergarten	Fran Haack
Grade One	Kim Mann
Grade Two	Molli Sammons
Grade Three	Paula Harding
Grade Four	Nick West
Grade Five	Melissa Eggerling
Title I Reading and Math	Verla Benjamin
Title V Reading/Elementary TAG	Diane Owens
Elementary Resource Room	Heather Bryan
Secondary Resource Room	Shawn Packard
Vocal & Instrumental Music	Jonathan Cole
9-12 Art	Pam Oban
Middle School Teacher	Phil Hubert
Middle School Teacher	Andrea Cain
Middle School Teacher	Alice McQueen
K-12 Physical Education/Athletic Director	Scott Tentinger
Social Studies/English/Language Arts/Speech	Lisa Hoebelheinrich
Consumer Sciences/Health/Business	Bonnie Fegenbush
Foreign Language	Gabriel Lopez
Construction Trades	Scott Willmott
Math//Computers	Bob Haack
English/Math	-----
Science	Steve Snyder
HS Business/Math	Lee Nelson
Library/Media Director	Vicki Winterlin
Library/Media Assistant	Amy O'Neal
Elementary Computer Lab Manager	Janice Neldeberg
Nurse	Michelle Hanner
Board Secretary	Lori West
Nutrition/Student Activity Secretary	Andrea Wood
Preschool/Special Education Aide	Rita Baczwaski,
	Renee Cooper, Lori Cooper,
	Lynne Deen
	Dale Cooper & John Seward
	Pat Mattingly, Skip West
	Sharon Thelander, Becki
	Rodman, Carol Zortman

WARRIOR COACHING STAFF/SPONSORS

High School Football

Shawn Packard, Head Coach

Junior High Football	Lee Nelson, Assistant Coach Phil Hubert
High School Volleyball	Nick West, Assistant Coach Steve Snyder, Head Coach
Junior High Volleyball	Scott Tentinger
Boys' High School Basketball	Lee Nelson, Head Coach
Girls' High School Basketball	Nicole Christophersen, Head Coach
Boys' Junior High Basketball	Scott Tentinger
Girls' Junior High Basketball	Phil Hubert
High School Girl's & Boy's Track	Steve Snyder, Head Coach Shawn Packard, Assistant Coach Scott Tentinger & Phil Hubert
Junior High Track	Nick West, Head Coach
High School Baseball	Katie Nielson, Head Coach
High School Softball	Lisa Hoebelheinrich
Speech Sponsor	Lisa Hoebelheinrich
National Honor Society Sponsor	Andrea Cain
Annual Sponsor	-----
Junior Class Sponsor	Gary Schrage
Senior Class Sponsor	

WELLNESS POLICY

In cooperation with the federal government's requirements, the Whiting Board of Education has

adopted a local Wellness Policy. The intent and purpose of the policy is to promote student health and reduce childhood obesity.

The following three goals have been adopted by the Board of Education to promote healthy students by supporting wellness, good nutrition and regular physical activity as a part of each student's total learning environment:

- Goal #1: Nutrition Education and Healthy Nutrition Environment
 - * Through the district's classrooms and food service programs.
- Goal #2: Physical Activity and Other School-based Activity
 - * Through the district's physical education program.
 - * Through the district's before/after school extra-curricular activities.
- Goal #3: Community Sponsored Activities that Promote Student Wellness
 - * Through the district's sharing of information with all staff and after-school programs.
 - * Through the district's support of parental efforts and through community-based physical activities occurring outside of school.

Our board, administration and staff welcome the ongoing interest and support of our parents and patrons in our efforts to support and promote good nutrition and physical activity made possible through the cooperation with community-based programs.

In order to effectively implement the new Wellness Policy, Whiting Community Schools will be making several changes in the best interest of our student's health, nutrition and education as outlined above. Some of the changes being implemented include:

- The soda and other vending machines will have timers for the purpose of limiting access during the school day.
- Healthier, alternative vending will be made available to the students for their use during appropriate times of the day.
- The school district's food service program has adopted higher nutrition standards for the breakfast and lunch programs.
- Nutrition education will continue to be emphasized at all levels of the district's K-12 educational system.
- Physical education classes will continue to be designed to promote active student involvement and participation.
- Cooperation with community-based organizations will continue for the purpose of promoting good nutrition and physical activity for our community's before and/or after-school programs.

GRADUATION REQUIREMENTS

Fifty (50) credits of study are required for graduation from the Whiting Community School.

Credit requirements for each area of study are as follows:

English	8 credits
Math	6 credits
Science	6 credits
Social Studies	6 credits (American Government required)
Workplace Readiness	1 credit
Physical Education	2 credits (8 semesters)
Career and Technical Education	2 credits (Workplace Readiness counts as 1)
Speech	1 credit
Health	1 credit

Specific courses that are required will be indicated in the course registration booklet. Students must be in good standing with respect to disciplinary time owed as well as their 50 credits as described above. Students will not be allowed to take courses at a significantly lower/less challenging level if they've been successful with higher level courses. For example, students who have successfully completed Algebra I, Geometry, and Algebra II will not then be allowed to take Applied Math courses, or students who have successfully taken Advanced Composition would not be allowed to then take Basic Composition.

MID-TERM GRADUATION

Any senior who can meet the necessary requirements for graduation at mid-term may do so if he or she makes the proper application to the Board of Education. Application forms may be picked up from the office of the Principal or Guidance Counselor and returned prior to the regular April meeting of the Board of Education during his/her junior year.

COURSE CHANGES

Students will have no more than five school days to make changes to their schedule at the start of each semester. This can only be done with the consent of their parents, teachers involved, and the principal. Course change forms will be available from the office of the principal. Local administration maintains authority to approve/deny all class requests.

PROGRESS REPORTS

Mid-quarter report cards will be mailed out at each mid-quarter and progress reports as needed whenever a student is working below his/her potential and/or school district expectations. Every attempt shall be made to keep the parents informed of any concerns regarding their son/daughter. Progress reports are available online and are up-to-date within one week of each assignment.

TEACHER CONFERENCES

Regular parent/teacher conferences are scheduled around November and February of each year. If you would like a conference at other times of the year, please contact the school at 455-2468 and we will arrange for a time when parents, teachers, students and other interested parties can conveniently get together during school hours. We encourage parents to communicate with the school so that any problems or misunderstandings can be cleared up. We also encourage our faculty to contact parents on matters concerning their students.

The teachers and staff are available for conferences or meetings between the hours of 7:45 a.m. and 3:45 p.m. or by appointment. These meetings or conferences may be set up by contacting the school office at 455-2468.

INCOMPLETE

A grade of incomplete may be assigned to a student at the end of a marking period if circumstances beyond the control of the student make this necessary, i.e., a long-term illness. Any mark of incomplete must be made up within two weeks or a failing grade will be registered for the course.

ACADEMIC FRAUD POLICY

Students who resort to cheating, deception and/or plagiarism in the process of completing any assignments, homework, tests or term papers shall be in violation of the district's academic fraud policy.

The following guidelines have been established to deal with academic fraud in the Whiting Community School:

- The first offense will result in an automatic zero for that assignment. The student will also receive a 1-day In-School Suspension and the parents shall receive written notice of the violation.
- The second offense shall result in an automatic zero for that assignment. The student shall receive a 2-day In-School Suspension, and a conference shall be conducted with the administration, parents, affected teachers, and the student.
- If a student is found to be in violation of the Academic Fraud Policy for a third time, that student shall lose credit for the respective class in which the third offense occurred.
- Students who accumulate three offenses shall have the option of enrolling at the Flexible Learning Center or in a summer school program approved by the district administration. Students enrolling in either of these programs shall do so at their own expense.

STUDENT RECOGNITION

GRADING SCALE

The Whiting Middle and High Schools (Grades 6th-12th) have a unified grading scale. This is done to help ensure uniformity throughout the high school and middle school. The grading scale used in both the high school and middle school is as follows:

100	A+	100-94	A	93-90	A-
89-87	B+	86-83	B	82-80	B-
79-77	C+	76-73	C	72-70	C-
69-67	D+	66-63	D	62-60	D-
59 & Below	F				

HONOR ROLL

An A and B Honor Roll will be published at the end of each quarter. The grading scale that will be used to compute this is as follows:

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

Music, physical education and junior high exploratory course grades are not included when figuring the Honor Roll.

To attain the “A” Honor Roll a student must have a minimum grade point average of 3.67. To attain the “B” Honor Roll a student must have a minimum of 2.67. Honor Roll certificates will be presented for student attainment of the “A” and the “B” semester honor rolls at the annual Awards Program.

NATIONAL HONOR SOCIETY

Members of the Whiting Chapter of the National Honor Society are selected by a faculty committee with the “advice and consent” of the entire faculty. A specific membership criterion is established by the National Honor Society and includes the following:

- Scholarship (a cumulative grade point average minimum of 3.0)
- Leadership
- Service
- Character

Initiation ceremonies will be held in the spring of the year. More details are available by contacting the faculty advisor.

POST-SECONDARY EDUCATION ACT

Students may enroll in post-secondary course work provided that they meet specific criteria outlined in the law. Parents having any questions on this may contact the counselor or the principal.

ALTERNATIVE SCHOOL PROGRAM

As a part of the educational program of Whiting Community Schools, the Flexible Learning Center (FLC) located in Sergeant Bluff is available to those high school students who may need an alternative educational setting. In addition to the criteria established for the FLC, administrative recommendation is also required. In addition, evening classes are offered to those students who have failed a required class or are in need of make-up credits to graduate.

Application forms for the FLC can be obtained from the office of the principal. The following is the District-wide grading scale for students who complete courses at the FLC.

A = 98-100%	A- = 96-97%
B+ = 94-95%	B = 92-93%
B- = 90-91%	C+ = 88-89%
C = 84-87%	C- = 82-83%
D+ = 80-81%	

Students who are attending the Flexible Learning Center while under an action by the Board of Directors will not be eligible for participation in extra-curricular activities.

If a student has taken and failed a class being offered at Whiting High School, that student may, pending administrative approval, enroll in an approved summer school program. ALL summer school classes/locations must be approved in advance by school administration. Failure to gain administrative approval could result in the credit(s) not being accepted by Whiting High School. Credits received by Whiting High School from an outside source such as the Flexible Learning Center and/or the Individualized Learning Center (ILC) will be noted on the official transcript.

GENERAL POLICIES

STUDENT SUPERVISION

Students are not to be in the building unsupervised whether during the day or during before or after-school hours. Students must be directly supervised by a teacher, aide, or coach. Students are expected to leave the building after school within 5-10 minutes unless in an adult-supervised activity or otherwise supervised by a staff member.

AUTOMOBILES

The motor vehicles of students are to remain parked during the school day. Special permission may be obtained from the offices of the principal or superintendent if there is a need to move the vehicle. **All student vehicles must be parked behind the school in the student designated parking area.** Cars must be parked in appropriate rows facing north and south. This does not include the area by the weight room or along the bus barn/industrial tech building. Students are to drive slowly while in the parking lot (10 mph max.) since safety issues are involved. If the situation warrants, the privilege of parking on school grounds can be suspended or revoked.

INTERNET USAGE

The teachers and other staff members may use the Internet as an instructional tool in the classroom. The intent is to make information available to the students and to increase their knowledge of technology. Secondary students as a part of their classes will be using the Internet and other related electronic sites for exploratory classes or research topics. Students are to be on the Internet only with the supervision of a teacher and/or a pass from a specific teacher for a specific purpose. Students who are exploring sites not deemed appropriate will have their lab privileges suspended for a period of time up to the possibility of the school year. **Students do not have e-mail accounts and will not be allowed to use school computer workstations to send or receive e-mail.** The only exception will be for classroom course work. Parents who do not wish their child to participate in these activities must notify the office in writing.

Misuse of the computer/internet will result in the suspension or termination of computer use privileges as per the following occurrences:

- 1st Offense: The student will lose his/her unsupervised computer usage for one 9-week period. This includes the server and/or internet.
- 2nd Offense: The student will lose his/her privileges for two 9-week periods. All server cache capabilities will be denied. Computer usage will be allowed only with the supervision of the computer teacher or

computer coordinator's discretion.*

3rd Offense: The student will lose his/her privileges for the remainder of the year.

Access will be limited by the computer teacher or computer coordinators' discretion to any computer server or the Internet. All server cache capabilities will be denied. Computer station use will be limited to in-classroom supervised use.*

4th Offense: The student's further offenses will be dealt with as a Class IV offense, with possible long-term suspension or expulsion from school.*

* Additional disciplinary action may be enforced at any time in the consequence process and may be carried over into the next academic year. Should any student violate the law while using computers, referral will be made to civil authorities. Should any student's computer usage result in other legal action, such as action to recover civil damages and penalties, etc., the school district may pursue legal action.

SCHOOL CANCELLATION OR DELAY POLICY

The school day will be from 8:20 a.m. to 3:22 p.m. In case of bad weather, unsafe road conditions, or other reasons requiring a cancellation, early dismissal, or a late start, the school will contact the Woodbury County Disaster and Emergency Services office who will relay the cancellation notification to area TV and radio stations. These cancellation broadcasts should be aired between 6:00 and 8:00 a.m. on the morning of any cancellation or delay or you will get notification if you sign up for Snowcap.

Use of EMERGENCY BUS ROUTES will be announced over TV, radio and internet. IF WE START THE DAY WITH EMERGENCY BUS ROUTES, WE WILL END THE DAY WITH EMERGENCY BUS ROUTES AND SCHEDULES. Snow emergency bus routes require parents/guardians bring their children to pre-determined roads and bus stops for each bus route or to the school. Parents are required to pick their children up from the same location.

LEAVING SCHOOL

Whiting has a closed campus. No student will be permitted to leave the building during the day without expressed permission from the principal or, in his absence, the superintendent. When leaving the building, students must sign out in the office prior to leaving. Permission will only be granted if the student has a note from parents/guardians requesting that the student leave the building or via a confirmed phone message with the parent/guardian. Any time that a student is sent home the parents will be notified prior to the student leaving. A student will not be allowed to leave the building until the parent/guardian or the student's emergency contact has been notified. Even with parental permission, school personnel must be informed by the student prior to leaving school property. If administration is not informed prior to leaving, it shall constitute "Leaving without permission" and a suspension is warranted.

ENTERING SCHOOL LATE

Students who are reporting late to school or are returning from leaving school must sign in at the office prior to receiving a pass to class. **An admit slip is required and can be issued by the secretary in the front office or by the principal.**

VENDING MACHINES & CONTAINERS IN BUILDING

Vending machines can be used by students for water and juice during the day at teacher discretion. Whatever drinks are in the vending machine in the lobby may be used during the day and from the machine in the lunchroom during breakfast and at lunchtime. Pop is not allowed during the day or during breakfast and lunch. If students carry in their own containers, they must be clear containers and contain healthy drinks (water, juice).

CONDUCT DURING THE NOON HOUR

All students are expected to report to the lunchroom during their scheduled lunch periods. Students must remain in the lunchroom/designated areas during the noon hour. Students will not be permitted to leave the lunchroom or the school grounds during the noon hour without permission. Congregating in the office area, locker rooms, or in any unsupervised location is not permitted. Students will not be permitted to drive or be a passenger in a motor vehicle during the noon hour without special permission.

TRANSPORTATION/BUS DISCIPLINE POLICY

The students are responsible for their behavior on the bus and their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents/Guardians are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided.

Behavior Guidelines and Consequences for on the Bus

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious misbehavior will result in harsher consequences. The behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

Unacceptable Behaviors on the Bus

Minor Infractions: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, waving, yelling or hanging out windows or others.

Major Infractions: assault, fighting, blatant profanity, vandalism, insubordination, possession of a weapon or look alike weapon, possession or use of tobacco, possession or use of alcohol, possession or use of illegal drugs or look alike or others.

Minimum Consequences for Infractions

Minor - First Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s)/guardian(s) and the appropriate administrator. The parent/guardian copy of the referral must be signed by the parent(s)/guardian(s) and presented to the driver by the student before he/she can ride the bus the next day.

*If the infraction is a violation of the law the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before the riding privileges are reinstated.

Minor - Second Offense: Driver conferences with the student identifies the infraction, and writes the behavior referral with copies to the parent(s)/guardian(s) and the appropriate administrator. The appropriate administrator contacts the parent(s)/guardian(s), reviews the child's behavior record, and suspends the riding privileges for three days. All succeeding offenses in the minor category will be treated as a Major Infraction - first offense, second offense, and then third offense. Detentions may also be administered.

Minimum Consequences for Major Infractions

Major - First Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s)/guardian(s) and the appropriate administrator. The appropriate administrator contacts the parent(s)/guardian(s), reviews the child's behavior record, and suspends the student's riding privileges for five days. The parent(s)/guardian(s) and student must attend a conference with the appropriate administrator and driver before the riding privileges are to be reinstated.

Major - Second Offense: The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for ten days.

Major - Third Offense: The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for the semester. Any succeeding offenses will result in immediate suspension of riding privileges and the case will be presented to the school board with a request for action by the school board.

HEALTH SERVICES

If a student becomes ill during the school day, they should report to the nurse or the principal, who will decide what action should be taken. Students are not to leave the building because of illness without authorization. **Students that request or are directed to lie in the nurse's office are considered absent from their designated class.**

VISITORS

The policy of the Whiting Community School is to accept only those visitors who have legitimate business at the school and all visitors must register in the central office. Parents are always welcome to visit the school and their students' classrooms, but are required to check in with the office and to provide advance notice whenever possible.

TELEPHONE AND OTHER UNAPPROVED ELECTRONIC DEVICES

A telephone for student use is located at the reception desk in the main office. Students will use this phone only with staff permission. When a call is received for a student, a message will be taken. Students will be called out of a class only if an emergency exists. **The telephone will not be used to set personal appointments, place lunch orders, order flowers, etc.**

The **use of cell phones and other electronic devices** such as iPods, headphones, etc., during regular school hours (7:45 a.m.-3:30 p.m.) is not permitted. Students should keep these items in their car or in a locked locker. Having a cell phone in your possession is not acceptable and will result in a policy violation. The use of a cell phone, pager, or other unapproved electronic devices may include, but is not limited to the following: making a call, answering a call, checking messages, text messaging, checking for a signal, the use of a picture phone and having the phone/pager ring/vibrate during regular school hours. If a cell phone, pager, or other unapproved electronic device is seen in the possession of a student, it will be assumed that the student was planning to use the device. Carrying the cell phone, pager, or unapproved electronic device in a purse, book bag, jacket, or pocket is not acceptable. No student shall have in his or her possession a cell phone, pager, or other unapproved electronic device between the hours of 7:45a.m. and 3:30p.m. When a violation occurs, the district will use the following procedure:

- 1st Offense: The electronic device shall be confiscated by the staff member and given to local administration. The building principal and the student will meet, review the policy, and both will sign the agreement as referenced in this handbook. The cell phone, pager, or electronic device shall be returned to the student at the end of the day.
- 2nd Offense: The electronic device shall be confiscated by the staff and given to local administration. The cell phone, pager, or other electronic device shall remain in the custody of the school district for a period not to exceed one week. The cell phone, pager, or other electronic device may be returned prior to one week if the student's parent/guardian makes arrangements to meet with the building principal where the situation can be further discussed, including the consequences for future violation.
- 3rd Offense: The electronic device shall be confiscated by the staff member and given to local administration. At that time, the building principal shall contact the student's parents regarding the third violation of such policy, further explain the situation, and a one-day "In-School Suspension" shall be assigned to the student. The cell phone, pager, or electronic device shall remain in the possession of the school district for a period not to exceed three weeks.
- 4th Offense: The electronic device shall be confiscated by the staff member and given to local administration. At that time, the building principal shall contact the student's parents regarding the fourth violation of such policy, further explain the situation, and a one-day "Out-Of-School Suspension" shall be assigned to the student. The suspension shall be assigned for the next school day. The cell phone, pager, or electronic device shall remain in the possession of the school district for a period not to exceed four weeks.

This policy is designed to protect the privacy and integrity of the student body and the school district.

LOCKER POLICY

Students should be aware that their lockers will be jointly accessible to the students and school officials. Lockers may be subject to search at the discretion of school officials. Valuables should not be left in student lockers unless a lock is used. No posters or pictures that advertise alcohol, tobacco products or which could be considered offensive will be allowed. A padlock is highly recommended for use in the student locker area and in the locker room area. (Locks may

be obtained from the office for a deposit of \$5.00. The deposit will be refunded at the end of the year when the student returns the lock to the office.) Placing a lock on your locker is the only way to prevent theft. At the end of the year students are expected to clean their lockers prior to checking out.

DRESS CODE

We take pride in the appearance of our students. Any style of dress that causes safety problems or interferes/disrupts the educational process is unacceptable. Examples of unacceptable attire: clothing with drug, alcohol, or tobacco products advertised, bare midriffs, and inappropriate shorts/skirts (shorts and skirts must be of a reasonable length). If tank tops are worn, they must be of a reasonable cut (not cut out too deeply around or below the shoulders). Tops should not have “spaghetti” straps and must not be too low cut. Pants, jeans, and shorts are to be worn high enough on the waist so that underwear does not show. Hats and other headgear, including bandanas, visors, sweatbands, etc., are not to be worn in school and should be removed when students enter the building. Shoes or sandals must be worn. Slippers and pajamas should not be worn. Sunglasses are not to be worn unless there is a medical reason with dr./optometrist notification. Also, any article of clothing that represents or presents unacceptable innuendoes will not be allowed. All students are expected to dress and groom themselves neatly in clothes that are suitable for the educational setting. Appropriateness of shorts, tops, skirts, and other clothing will be determined by faculty and administration. Students who do not comply with the dress code may be issued a warning, detention, and in-school or out-of-school suspension and may be asked to change or turn shirts inside out if inappropriate.

PUBLIC DISPLAY OF AFFECTION

Common sense is expected: no kissing, caressing, other inappropriate public displays are allowed.

SCHOOL DANCES

The principal must approve all school dances. All school dances must be properly chaperoned which must include, at a minimum, one staff member. Dances held at the school may be attended by guests of Whiting School students, who must be registered on the guest list in the principal’s office prior to the dance. Students may not re-enter a dance after they have left.

PREGNANT STUDENTS

A pregnant student has the right to continue her education at the Whiting Community School. A pregnant student should consult with the **nurse**, principal or a member of the faculty as soon as possible following medical confirmation of the pregnancy. When, in the opinion of the student’s physician, the conditions warrant, the expectant mother may be excused from school. Provisions will be made for instruction during the period of absence. The student will be re-admitted upon the physician’s recommendation.

ATTENDANCE POLICY

It is the philosophy of the Whiting Community School that students must be in attendance every day to receive the full benefit of our educational system. The activities, conversations, and relationships built within the classroom setting cannot be completely replaced. Students are expected to attend classes regularly and to be on time in order to receive maximum benefits from the educational program of the Whiting Community School. This also

will help the student develop habits of punctuality and self-discipline. While it is possible for a student to make up much of the schoolwork that is missed, it is not possible to completely compensate for the missed classroom activities.

When a student is absent, parents are asked to either call the school **or** send a note excusing their child. If the absence can be anticipated, parents should call the school or send a note before the absence if possible. In the case of illness, parents are encouraged to call the office that morning. If a call is made, a follow-up note is not necessary. However, either a call or note must be received by the school or the absence shall be declared “unexcused” and the appropriate disciplinary action will be taken.

When students are absent, they shall obtain a signed admit slip before returning to class. An admit slip shall be required before a student is allowed to enter the first hour class. Admit slips can be obtained daily in the office area from 7:50 AM to 8:15 AM from the secretary or principal.

A. ATTENDANCE NOTIFICATION AND CREDIT CONSEQUENCES

1. If a student has excessive absences the following shall apply:

- After 4 absences in a semester, the student’s parents/guardians will be notified in writing by the building principal and a copy of this policy will be enclosed along with a report showing the number of days and periods missed by the respective student
- After the student has accumulated 6 absences in a semester, written notification will be sent to parents and a conference shall be held as soon as possible with the parents, student, affected teacher(s), and the principal.
- After the 7th unexcused absence in a semester, the student shall lose credit for any class that is affected by lack of attendance. That credit may be salvaged if the student makes up the time missed beyond the seven unexcused absences. (For example, if a student has missed 10 unexcused days in four different classes, then 12 class periods would need to be made up in order to salvage credit in those classes). This must be done on the student’s own time before or after school and by the end of the semester affected. However, if a student misses more than twelve unexcused days in any class in a semester’s time, he/she will automatically forfeit credit for that class. The principal will keep the student and parents informed of absences which are putting the student at risk of losing credits. If the principal has knowledge of extenuating circumstances, the administration will determine whether or not any of the absences may be exempted.
- After a student has lost credit for the semester due to an excess number of absences, the student may, with advanced administrative approval, have the option of enrolling in classes at the Flexible Learning Center located in Sgt. Bluff, Iowa, or enrolling in a summer school program approved by the administration.

B. EXCUSED, UNEXCUSED AND EXEMPTED ABSENCES

1. The determination whether an absence is excused or unexcused will be determined by the administration.
2. An excused absence may be exempted from counting towards a student's limit of seven absences per class if it is for one of the following reasons and is properly documented:
 - Illness that is verified by a doctor with the verification presented upon the student's return to school.
 - All doctor/dentist notes should include the date(s) of the visit.
 - Doctor or dental appointments that are of a continuing nature or with a specialist (evidence should be provided in some form).
 - Serious family illness in the immediate family. Immediate family includes parent, grandparent, sister/sister-in-law, brother/brother-in-law, child, aunt or uncle.
 - A death in the immediate family as defined above or funeral of another close relative or friend.
 - Verifiable family emergencies.
 - Non-custodial parental visitation with court documentation and advance notification.
 - Long-term illness.
 - College visits, field trips, funerals.

Note: It is important for parents and students to realize that calling in an illness or other absence is notification to the school, but unless the absence falls within the excused ones outlined above, it still counts against the seven days of maximum absences allowed.

EXEMPTED ABSENCES MUST BE VERIFIED ON THE FIRST DAY OF THE STUDENT'S RETURN TO SCHOOL!!!

C. ATTENDANCE INCENTIVE PROGRAM – Semester Test

1. Any student who has 3 or fewer absences in each semester will have the opportunity to “Opt Out” of one semester test in May. The student may choose which test he/she would like to “opt out” of. A student shall not be permitted to “opt out” of any test in which their cumulative grade point average reflects a grade of a “D” or an “F” as indicated on the districts grading scale. Absences are not cumulative in nature and cannot be carried over to the next semester. Example: If you miss 1 day in the first semester and 4 day in the second semester, you are not eligible for the “Opt Out”.
2. Unexcused and Exempted absences shall both count towards a student's “Opt Out” total.
3. High school students who qualify for an “Opt Out” shall complete all classroom work up until the day of the final test. This includes, but is not limited to, taking part in classroom activities, review sessions, and homework. Failure to meet the classroom requirements shall result in the student having to take the respective final test.

A. Attendance Incentive Program – Positive Based Rewards

1. Students with perfect attendance (not missing a day of school), shall be

recognized by the Whiting Community School quarterly.

2. Students recognized shall receive a privilege to be used during school the following week. These privileges may change quarterly and can be suggested by students for consideration.

TARDINESS

Students are expected to be on time for school and for each class during the school day.

Tardiness is an example of poor time management and reflects an individual's inability to be responsible for his/her time. Any student who has two tardies per semester will be warned at the time they receive the 2nd tardy, and will receive a detention for the third, fourth, and fifth tardy. Any student who accumulates six (6) tardies per semester will receive one day of In-School Suspension. This policy goes into effect at the start of each semester. Students missing up to 10 minutes of a class will be considered tardy, students missing 11 minutes or more will be considered absent for that period.

TRUANCY

Truancy is an absence with an unreasonable explanation and is unexcused. They will be dealt with on an individual basis. Sanctions for truancy will include in-school suspension for a first offense and out-of-school suspension for a second and any thereafter.

HOMEWORK MAKEUP POLICY

Each classroom teacher has a policy for accepting and grading daily homework and is reviewed on the first day class each semester. Although a uniform school policy would be easier for teachers to administer and students to understand, it would not be fair to students as different courses require different expectations. What works in one class may not be effective or appropriate for another.

In the case of an unexcused absence, the class work for that day may be recorded as a zero. For excused absences, students shall receive two days to make up the work and is due on the day indicated on the admit slip. However, for longer-term assignments or projects (for example, those assigned 2-3 weeks in advance), the deadline for completion may remain the same and no extra time need be given (teacher discretion will be used in those instances). In the case of a test, if the student did not miss any review and was put at no disadvantage by being gone, he/she may still be required to take a test on the day he/she returns to school. Significant lack of attendance in a course may negatively affect academic performance which would negatively affect a student's grade in that course. Grade reductions may result from absences in the following situations:

- a. Failure to attend make-up sessions as assigned for the completion of make-up work;
- b. If points or percentages for attendance and participation are given, the denial of those points or percentages for absenteeism is a reasonable practice. (1987 St. Bd. Pol., par. 10.)
- c. Additional work may be assigned to compensate for class time lost due to absences.

However, the failure to complete make-up assignments satisfactorily within a reasonable time is a separate act and constitutes grounds for reduced credit. (1987 St. Bd. Pol., par. 6.)

STUDENT CONDUCT

Students are expected to conduct themselves in a manner befitting their age level and maturity with respect and consideration for the rights of others while on the school premises, while on a school-owned or operated vehicle, while attending or engaged in any school-sponsored activity or trip. Students who fail to abide by this policy and the administrative regulations supporting it will be disciplined for conduct that disrupts or interferes with the orderly and efficient operation of the school or school activity or in any way interferes with another student's right to obtain their education or participation in a school-sponsored activity. Disciplinary sanctions for any violations include, but are not limited to, expulsion, suspension, probation, removal from the classroom or activity, or detention. Students who consistently demonstrate lack of self control and/or have an excessive number of discipline referrals may be kept from going on field trips or participating in extra-curricular or other school-related activities until such time as they demonstrate behavior which is in keeping with the expectations outlined above.

- Expulsion means that a student, by action of the Board of Education, will be removed from the registration rolls for the remainder of the semester.
- Suspension may be either in or out of school, a restriction from the student participating in an activity, or attendance during a non-school day such as a Saturday or teacher workday, and shall be governed by the due process procedure as outlined. An out-of-school suspension means that the student will be removed from the school premises for the period of the suspension. An in-school suspension means that the student will be isolated from the general student body for the period of the suspension. Any student who has been suspended will not attend or participate in any school-sponsored activity or trip. No student will be suspended for a period of more than ten (10) consecutive days for each incident unless by board action. After a student has been suspended, he/she will not be allowed to return until the student, parents and the principal have a conference to discuss ways to alleviate the conduct, and the consequences for the student if the behavior does not change. This conference will be scheduled as soon as reasonably possible. After the third suspension in a semester, the student will be referred to the Board of Education for Board action.

DETENTIONS

When a detention is assigned, the student will be given a minimum of 24-hours notice. Detentions will be served before or after school (at the teacher's discretion) with that teacher or with the principal. Failure to serve a detention by the time assigned will, after one warning, cause the student to be placed on a "restricted" list and he/she will not be able to practice or participate in any extra-curricular activities until the detention is served. A student on the restricted list also can be denied other privileges during the school day. Refusing to serve detentions is insubordinate behavior, and if a detention goes unserved, the principal will set an in-school suspension date for the student; if it is not served after in-school suspension, out-of-school suspension will be utilized. (Serving ISS or OSS does not eliminate the detention time, and necessary consequences will be used until a student takes care of that responsibility).

REMOVAL FROM A CLASS

If a student does not follow the rules, regulations, procedures, etc., in a teacher's classroom and causes disruptions to that class, the teacher may utilize a number of strategies to try to change those behaviors, typically such things as warnings/conferencing with the student, detentions, contacting parents, referral to counselor or principal, and so forth. Once a teacher has utilized those progressive kinds of actions, if a student does not or will not change behaviors, he/she will then be given a final warning by the principal,

who will also contact parents in writing. If the behaviors continue, the student may be removed from the class for up to three days. If the student's behavior does not change at that point, he/she may be removed from the class for the remainder of the semester, placed in a structured study hall, and will forfeit credit in that class. (Students with disabilities which may affect behavior will first be referred to special education teachers).

SEVERE CLAUSE: Serious acts of misconduct may cause a student to be removed immediately from a class and may also entail detention, in-school suspension, or out-of-school suspension. Students also need to realize that they need not be given "warnings" each day: if a student has been warned earlier in the day/week/month, the next step on the teacher's progressive discipline policy should be used.

CARE OF SCHOOL PROPERTY/EQUIPMENT

Students should take pride in their school and treat school property, equipment, and supplies with respect. In order that equipment may last as long as possible, students are asked not to sit on desktops or on the backs of desks or to sit on tables (including lunchroom tables). Care should be taken whenever computers, copiers, etc., are used, and teachers' directions need to be followed in that regard. Locker doors should not be slammed shut but closed by lifting the locking mechanism. Textbooks should be covered and placed in lockers properly so that bindings are not damaged. Vandalism is unacceptable and most often will result in in-school or out-of-school suspension for a first offense depending on the seriousness of the damage. Police will be contacted for serious incidents.

RULES FOR IN-SCHOOL SUSPENSION

Students who are assigned an ISS will be expected to report to the ISS room by 8:15 a.m. They will remain there until after the general student body has been dismissed. During ISS, students are expected to do academic schoolwork. There is to be no talking, sleeping, etc. The student will NOT bring to ISS walkmans, computer games, or anything that does not pertain to academic achievement. The student will be allowed a restroom break in the a.m. and one in the p.m. Lunch will be eaten in the ISS room. Failure to follow ISS rules may result in an additional suspension.

COMMUNITY SERVICE

On a case-by-case basis, the administration reserves the right to offer an alternative to In-School Suspension. Students who violate the districts code of conduct may complete community service in order to regain regular status as a student. Sole discretion of completing community service will be that of administration and approved by parents or guardians at the time of the violation.

The purpose of Community Service is to instill ownership of the school, pride in our facilities and work ethic, and an understanding of our legal system. A student shall serve community service from 8:00 a.m. to 1:30 p.m. During that time, the student shall complete tasks around the building as designated by our staff members. Tasks may include, but are not limited to, cleaning of facilities, mopping floors, dusting, painting, vacuuming, disposal of trash, organizing, etc.

Safety is very important and students will not be exposed to non-household chemicals. The work he or she will complete will not be considered "hard labor" or tasks our own staff would not complete themselves. Students should wear clothes that may become dirty or stained. This includes pants and shoes that are not opened such as flip-flops and sandals.

From 1:30 p.m. until 3:25 p.m., the student shall complete character building activities and projects that teach appropriate choices and actions so the student understands why he or she had to perform community service and what he or she can do in the future to avoid making inappropriate choices. If the student's community service supervisor does not approve of the work completed, the student refuses to complete the service, or wanders while on duty, he or she may receive an in-school suspension.

At the end of the day, the student shall receive an admit slip for missing class time. He or she is responsible to have teachers complete the slip prior to leaving school. Homework missed and assigned on the day of community service shall be due on the designated date or as directed by the classroom teacher.

BREACH OF DISCIPLINE

A student may be reported for failure to abide by school rules and regulations or to demonstrate the qualities of good citizenship expected of all students. The following, while not all-inclusive, are examples of behavior that is inappropriate and will result in disciplinary action being taken that may include detention, in or out-of-school suspension or expulsion. These penalties will apply to students, in most cases, while on school property at any time.

Fighting: Fighting between students will not be tolerated. All parties involved will face disciplinary action, which may include, but is not limited to, parental conferences, detentions, or in or out-of-school suspensions. Repeated violations may also result in a recommendation to the Board of Education for a long-term suspension or expulsion. Fighting is defined as "mutual physical contact between two or more persons where no weapons or dangerous objects are used, and where no serious injury results."

Assault: Assault of another student will not be tolerated and will result in immediate disciplinary action. Assault is defined as hitting or pushing another student without provocation or any retaliation by the student. Assault can also be defined as causing others to fear for their safety because of another's threatening words or actions.

INITIATIONS, HAZING, BULLYING or HARASSMENT

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

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

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

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

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

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and,
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- Verbal, physical, threats, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories or activities.

DRUGS AND ALCOHOL

SALE OR DISTRIBUTION OF ALCOHOL OR CONTROLLED SUBSTANCES

Students who sell or distribute alcohol or any controlled substance as defined by the Code of Iowa on school property, transportation, or at any school-sponsored home or away activity shall be subject to the following disciplinary action:

1ST OFFENSE AND ALL SUBSEQUENT OFFENSES

The student's parents/guardians will be notified immediately, the student will be suspended pending Board of Education review and disciplinary action, the student will be referred to the Student Assistance Team and a conference will be held with the parents/guardians and the student where information will be given concerning available substance abuse assistance. Local police authorities will be notified.

USE OR POSSESSION OF CONTROLLED SUBSTANCES

Students who use or have possession of any controlled substance as defined by the Code of Iowa on school property, transportation, or at any home or away school-sponsored activity shall be subject to the following disciplinary action:

1ST OFFENSE AND ALL SUBSEQUENT OFFENSES

Long-term suspension or expulsion.

2ND OFFENSE AND ALL SUBSEQUENT OFFENSES

Long-term suspension or expulsion.

USE OR POSSESSION OF ALCOHOL IN ANY FORM

Students who use or have possession of alcohol or tobacco in any form on school property, transportation, or at any home or away school-sponsored activity shall be subject to the following disciplinary action:

1ST OFFENSE

The student's parents/guardians will be notified immediately, a 5 to 10 day suspension will be assigned, and the student will be referred to the Student Assistance Team.

2ND OFFENSE AND ALL SUBSEQUENT OFFENSES

The student's parents/guardian will be notified and long-term suspension or expulsion will result. (Consequences for continuing offense at the back of this handbook).

USE OR POSSESSION OF TOBACCO IN ANY FORM

Students who use or have possession of alcohol or tobacco in any form on school property, transportation, or at any home or away school-sponsored activity shall be subject to the following disciplinary action:

1ST OFFENSE

The student's parents/guardians will be notified and 1-3 days in-school suspension.

2ND OFFENSE AND ALL SUBSEQUENT OFFENSES

Out-of-school suspension for 1-3 days. (Consequences for continuing offense at the back of this handbook).

STUDENT DUE PROCESS AND SUSPENSION

Student suspension for violations of school rules and regulations shall be governed by due process procedures as in accordance with the policies of the Whiting Community School Board of Education.

Student Rights and Due Process

Any student who is involved in some form of disciplinary action of any kind is entitled to due process that will include any or all of the following items:

- The student is entitled to know what they have done wrong and what rule or regulation has been violated.
- The student is entitled to present their version of the circumstances surrounding the alleged violation.
- The student is entitled to know the disposition of the case at hand.
- The student is entitled to the right of appeal to the Superintendent of Schools and subsequently the Whiting Board of Education with the understanding that these groups may sustain or change any or all of a decision reached prior to that appeal.

STUDENT SUSPENSION

Suspension of any student for violation of any school rule or regulation shall be governed by due process procedures and in accordance with Board Policies. When students are suspended, they will be advised of their rights to due process. The procedure will be as follows:

1. Prior to suspension, a hearing will be held with the student at which time oral or written notice will be given as to what rule or regulation has been violated.
2. The student will be told the basis for the accusation and given the explanation of the evidence.
3. The student will be given the opportunity to present their evidence and/or mitigating circumstances if the student denies the accusation.
4. The hearing may be held immediately following notification of alleged misconduct, and may be verbal and on an informal basis.
5. If in the event the presence of the student constitutes an immediate threat of disrupting the academic process, or may constitute a danger to persons or property, the student may be removed immediately. In such cases, the notice and the hearing (1, 2, and 3) shall be held as soon as practical.
6. Immediately following the suspension of a student, their parents/guardians shall be notified in writing that the suspension has been assigned and the reasons for the action being taken.

STUDY HALL RULES AND PROCEDURES

General Rules

1. Study hall is a time to work on homework and projects, not a time to socialize or sleep.
2. Students are expected to be engaged in academic endeavors or doing reading. Not being engaged in meaningful work or in reading is not an option – it is each student’s responsibility to be productive and to not waste time. Work related to core or elective subjects may be provided by the teacher or principal if a student is not prepared to use study time.
3. Study halls need to be quiet so that everyone may focus.
4. If a student has a request, he/she should approach the teacher and ask quietly, not ask from his/her seat or from across the room.
5. Bring all necessary books/materials to study hall and practice good time management.
6. Be in your seat before the tardy bell rings.
7. Respect yourself, respect others, respect school and others’ property.
8. Students need to have permission to be out of their seats; roaming around the room is not permissible.
9. No iPods or other electronic devices are to be used in study halls.

Procedures

1. No talking is allowed. There may be times when the study hall teacher allows students to work together. If/when that is allowed, a quiet atmosphere is to be maintained without distracting others. Any distractions caused will result in loss of this privilege.
2. Signing out to use the restroom, go to a locker, get a drink, etc., will begin after 20 minutes of the study hall has elapsed. Only one boy and one girl may sign out at the same time.
3. No sign-out to the lab or to teachers’ rooms without a specific pass from a teacher, which must be obtained before the start of study hall.
4. Students are to use the sign-out sheet provided and write legibly with full name, destination, and time left/time returned recorded.
5. When on pass, a student is allowed to go only to the specified area and must return to study hall before the final bell to retain privileges.
6. Library passes for the purpose of finding reading materials are limited to one at a time and to 10 minutes per student.
7. Students on the “restricted list” for failure to serve detentions will not be allowed privileges.
8. Students who violate study hall rules and procedures will lose privileges and may also have other consequences.

Procedures/Consequences for Non-Compliance

1. Verbal warning
2. Re-teaching on student time
3. Parent referral with possible detention
4. Referral to the office and student handbook followed

SEVERE CLAUSE: Any behaviors which are serious in nature may go directly to steps 2, 3, or 4 depending upon the nature of the offense.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

It is a privilege and an honor to be able to participate in extra-curricular activities and represent the Whiting Community School. The students and the school are judged by the participant's character and conduct at all times. Junior-senior high school students serve as a model to many people and their attitudes have an important impact on others. Good conduct requirements in this policy apply in and out of school during both the school year and the summer.

EXTRA CURRICULAR PARTICIPATION

To participate in extra-curricular activities that afternoon or evening, a student must be in attendance at school and attending classes from no later than 10:00 a.m. through the end of the school day. Administrative approval is required for any medical appointment or other extenuating circumstances that need to occur the afternoon of that activity.

I. DEFINITION OF EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities shall include all programs and events that are sponsored by the Whiting School that will involve practice or performance time outside the regular school hours. Extra-curricular activities include, but are not limited to: athletics, vocal and instrumental groups, drama and speech.

II. ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

All students in the grades 7-12 are eligible to participate in extra-curricular activities as long as they maintain the prescribed academic and conduct standards.

III. ACADEMIC STANDARDS FOR EXTRA CURRICULAR ACTIVITIES

Students must be passing all classes each quarter to remain eligible for extra-curricular activities. Failure to do so will result in the student being declared ineligible for all performances until the next official grading period (typically a midterm).

A grade check will be conducted at the midterm mark of each quarter. If the student is meeting the academic requirements at the time of the grade check, eligibility will be granted or restored. If a student is not meeting the academic standards outlined above, he or she will be ineligible for extra-curricular activities until the next midterm or quarterly grading period, whichever comes first.

NOTE: The exception to this will be at the end of the school year, for summer eligibility and the first quarter of the following school year the grade point average for the entire second semester will be used to determine eligibility.

IV. POST SEASON TOURNAMENT/PLAYOFF/PERFORMANCES, ETC.

Following the regular season, if the coach(es) choose to take their student-athletes to a post-season tournament, playoff game, or other extra curricular activity, all student-athletes must meet the following criteria and agree to the outlined information:

- All students must be academically eligible at the time of the trip as outlined in the student handbook, and
- All students planning to attend must not be failing any class at the time of the trip.
- Students who do not meet and/or agree to the above mentioned criteria will not be allowed to travel with the team and are encouraged to attend school. It will be the

responsibility of the coach(es) to make sure all students are eligible to travel with the team. Coaches must also provide advanced notice to administration and teachers of the trip.

V. VIOLATIONS OF CONDUCT STANDARDS

Any student who is observed by a staff member or law enforcement official, admits to, or at a judicial or administrative proceeding is found guilty by substantial evidence to have:

1. consumed or possessed alcoholic beverages with intent to consume thereof;
2. possessed or used any controlled substance as defined by the Code of Iowa with knowledge, intent or control thereof;
3. used or possessed tobacco in any form; committed theft, vandalism, or other serious offense, including those which would violate the Iowa Criminal Code, is in violation of the Good Conduct provision.

VI. PENALTIES FOR VIOLATIONS OF GOOD CONDUCT PROVISION

- First Offense: 1/3 of regularly scheduled performances.
- Second Offense: 2/3 of the regularly scheduled performances. Any unserved sanctions will be assessed during the student's next activity and it may carry over to the following school year.
- Subsequent Offenses: Ineligible to participate in any extra-curricular activities for one calendar year. Conference shall be held with the student, parents/guardians and school administration where information will be given concerning services available for the treatment of substance abuse. The student's eligibility may be restored by petitioning the administration for restoration. This petition may be submitted upon the satisfactory completion of an approved program for substance abuse.
- Minimum consequence shall consist of a suspension of three (3) scheduled events.

The determination will be made by the activities director, principal and superintendent. A student in violation of the Good Conduct provision will be expected to practice during the period of ineligibility.

VII. TRANSPORTATION TO/FROM ACTIVITIES

The school will provide transportation to and from school-sponsored extra-curricular activities, field trips, etc., and students are expected to ride the school's buses and vans during those trips. If a student wants to ride home from an activity with someone else, he/she needs to bring a signed and dated note from a parent/guardian. With parental permission, a student may ride home (and, in some instances, to an event) with a parent, another student's parent, or the student's older sibling if that person is out of school and at least 19 years of age. Notes should be sent in advance of the event, if possible, and presented to the principal, but a note from a parent may also be given to a coach or a sponsor at the event itself on shorter notice. A cell phone call to a coach by a parent would also suffice in lieu of a note.

Students cannot drive themselves to or from activities except in rare circumstances: if there are special circumstances, the principal or superintendent can approve those on an individual basis. If students take classes at another school site (such as shared classes with another school), students may drive themselves with parent permission.

(Note: sometimes the school works with other groups/agencies to hand out information on special kinds of trips or competitions in which students might advance; the school is not responsible for transporting students to those sites if they are not school-sponsored in that the school just helps to facilitate the dissemination of information to students and parents).

NO CHILD LEFT BEHIND ACT

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Whiting Community School will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of certification or degree.

We will also, upon request, inform parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in the child's school building. The information will be provided in a timely manner. Finally, Whiting Community School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION:

The No Child Left Behind Act of 2001 requires the Whiting Community School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses and telephone listings. Parents and secondary students have the right to request the Whiting Community School not provide this information (i.e., not provide the students name, address, and telephone listing) to military recruiters or institutions of higher education without their prior written parental consent. Whiting Community School will comply with any such request.

OPEN ENROLLMENT

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

March 1st is the last date for regular open enrollment requests for the upcoming school year.

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

For further details, contact the superintendent's office at 455-2468.

USE OF SCHOOL FACILITIES

No individual or group shall have access to any building for any activity unless first approved by the activities director. No keys shall be given out by any school personnel to any non-school individuals or groups. The only exception to this rule is if the group is accompanied by a faculty member or school-designated sponsor. Keys will not be given to any group or individual unless approved by the activities director, principal or superintendent. A facilities usage form must be completed prior to any decision being made.

Priorities for Use

Activities and programs of the Whiting Community School District directly related to the instructional and educational program of the district take first priority.

Events or activities (a) designed to serve the youth and citizens or the individual school community, which are planned and directed by school-attached groups, and/or (b) connected with a community youth recreation program, will be permitted to use the school facilities when proper approval is attained.

Tobacco-Free Environment

School district facilities and grounds, including school vehicles, are off limits for tobacco. This requirement extends to employees, students, parents and all visitors. This policy applies at all times, including school-sponsored and non-school -sponsored events. Persons failing to abide by this request are required to dispose of their tobacco or leave the school district premises immediately. It is the responsibility of the administration and all school personnel to enforce this policy.

SUMMARY OF UNACCEPTABLE BEHAVIORS AND CONSEQUENCES

MISBEHAVIOR				
OFFENSES	<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>3rd OFFENSE</u>	<u>HABITUAL (4 or more)</u>
Class One <i>(Per semester)</i>				
Tardies	Record	Record	3 rd & 4 th Tardy unexcused, no credit for missed class work, plus detention	(5 or More) Parental conference and 1 day ISS for every occurrence up to 8. After 8 offenses, the student would be returned to the board for possible expulsion
Class Two <i>(Per semester)</i>				
Disrupting classes, library, lunchroom, study hall, etc.; skipping class.	Warning, detention or ISS depending on seriousness of offense; parent contact.	Detention(s) or ISS (1-3 days). Parent contact; counselor referral when appropriate.	ISS (3-5 Days) Parent Conference Counselor Referral	OSS (1-5 Days)
Class Three <i>(Per semester)</i>				
Truancy, insubordination, pornographic materials, disrespectful/obscene language, physical aggression, vandalism, harassment, disrespectfulness toward staff.	Detention, ISS (1-5 Days) or OSS (length determined by seriousness) Parent Contact OSS (1-5 days) if obscene language is directed at other students or staff.	ISS (3-5 Days) or OSS; parent conference Counselor R\referral when appropriate. OSS (3-5 days) if obscene language is directed at a person.	OSS (length determined by seriousness); parent contact, counselor referral	OSS (5-10 days) or referral to board for expulsion consideration
ILLEGAL OFFENSES Class Four (per year)				
Violence, fighting, intimidation, tobacco, theft, physical injury, destruction of property, secret societies, initiations, hazing, bullying, ongoing harassment. SEVERE CLAUSE: extremely serious offenses could cause a student to be suspended long term or even expelled.	OSS (2-5 Days), parent conference, counselor referral; restitution and police referral when appropriate.	OSS (5-10 Days), parent conference, counselor referral; restitution and police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student can return to school.	

MISBEHAVIOR				
ILLEGAL OFFENSES <i>(Continued)</i>	<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>3rd OFFENSE</u>	<u>HABITUAL</u> <u>(4 or more)</u>
Class Five <i>(Per HS Career)</i>				
Alcohol-using or under the influence on school property; possessing drug paraphernalia.	OSS (5-10 Days), parent conference, police referral, SAT referral. Student activity rules will be followed.	Long-term suspension or expulsion, *this narrative under second offense (which will not exceed 90 days for consumption of beer or alcoholic beverages).		
Drugs – Possession/use of controlled substance (or possessing alcohol in an amount that suggests distribution).	Long-term suspension or expulsion, *this narrative under second offense (which will not exceed 90 days for consumption of beer or alcoholic beverages). Student and parent must attend drug/alcohol evaluation and counseling before returning to school.	Police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.		
Tobacco poss./use at school	ISS 1-3 days	OSS 1-3 days	OSS 5-10 days	
Class Six <i>(Per year)</i>				
Weapons look alike weapons, bomb threat, fires, endangering the lives of others.	Long-term suspension or expulsion, parental conference, referral to authorities.	See District-wide Policy	See District-wide Policy	See District-wide Policy
Class Seven				
GFSA Weapons	One calendar year expulsion for any weapon violations as defined by Section 21, Title 18 of US code per the intent of GFSA	Same as 1 st Offense	Same as 1 st Offense	

Note: While these consequences generally will be followed as outlined, each case will be looked at individually and there may be slight differences in consequences due to the disposition of each case and based upon student intent.

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct that would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student’s side of the story; (5) a penalty that is proportionate to the violation.

NOTICE TO HOMELESS CHILDREN OF SCHOOL AGE

The Whiting School under Chapter 281-33 wishes to notify you that our school is available to you. We can assist with records, immunization, waiver of fees, etc... to help get you started. Please contact the central office for further information.

“Homeless child or youth” is defined 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.

STUDENT/PARENT RIGHTS

1. Public Records: The Code of Iowa, Chapter 22, gives each individual the right to examine and copy public records of the school district. Requests to examine or copy public records should be made to the central office. Such requests shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act shall not be available for examination or copying.
2. Student Records and Reports: The Family Education Rights and Privacy Act of 1974 (FERPA), 20 U.S. C. 123G, requires school districts to keep educational records confidential. FERPA grants parents or students 18 years of age the right to review the student’s educational records and correct or delete any misstatements therein. Parents and students 18 years of age may request an appointment with the building administrator to examine or copy a student’s records. Parents and students 18 years of age have a right to submit in writing a challenge to data contained in the student records. Such written challenge shall be filed with the building administrator. Parents may be charged a reasonable fee for copying of information and data contained in a student’s record. Personally identifiable educational records may not be disclosed to third parties without prior consent from the parents or adult student. Prior consent, however, is not required for school district employees possessing legitimate interest in viewing the records as well as officials in other schools in which the student seeks to enroll. State and national educational organizations requiring student data for confidential research and statistical purposes are also exempted from the parent consent pre-requisite.
3. Transfer of Records: When families move, Whiting Schools may automatically forward records to educational institutions who request them, whether or not parental permission forms are signed.
4. Directory Information: Under the Family Education Rights and Privacy Act, a school district may disclose directory information without first obtaining written permission. The Whiting Community Schools shall consider the following as directory information: student class lists; students’ participation in officially recognized activities and sports; weight, height, and members of athletic teams; degrees and awards received by students’ and school honor roll. Parents and adult students may request in writing with their building administrator to be excluded from the directory information provided by the school district. Directory information is given to military recruiters unless parents/students fill out an opt-out

form, which is available at the high school office.

5. Right to Know: The Iowa law provides each employee with the “Right to Know” of any dangerous chemicals which may be in the building or work place in which an employee is assigned. The Whiting Community School also offers parents the information about any cleaning supplies or chemicals which may be used in the educational environment. Any requests for information should be filed with the Superintendent of Schools.

7. Corporal Punishment: Corporal punishment will not be used in the Whiting Community School District. However, physical contact with a student is justified “if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain” or if reasonable force is used for the protection of an employee or student, to obtain possession of a weapon or other dangerous object(s), or for the protection of property.

8. Distribution of Materials: The board recognizes that students, employees, parents, or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

9. Exercise of Free Expression (280.22): Under the U.S. Constitution, all individuals have the right of freedom of expression. However, student expression made on school premises or as part of a school-sponsored activity must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

WARRIOR SCHOOL SONG - Washington & Lee Swing

Oh when those Whiting teamsters fall in line,
We'll get a fair and square deal every time.
We know that we will win if we're all here.
And if we win tonight we'll all be fair and square.

We love our high school colors, red and white
We stand behind our school with all our might.
We are the ones who put the aim of fame on this game.
Here's to Whiting High, rah, rah!

STATEMENT OF NONDISCRIMINATION

The Whiting Community School does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, physical attributes, physical or mental disability, ancestry, political party affiliation, political belief, socioeconomic status, or family status.