

# **2018-2019 JUNIOR HIGH & HIGH SCHOOL HANDBOOK**



***“TOGETHER, OUR MISSION IS TO PREPARE STUDENTS  
TO BECOME RESPONSIBLE CITIZENS IN TODAY’S WORLD.”***

**WHITING COMMUNITY SCHOOL  
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WHITING, IOWA 51063**

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## **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**

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It is the policy of the Whiting School District not to discriminate on the basis of race, color, age (for employment), marital status (for programs), religion, national origin, creed, sex, sexual orientation, gender identity, socioeconomic status (for programs) or disability in its educational programs and its employment practices. Any person having inquiries concerning the school district's compliance with discrimination is directed to contact: Al Laboranti, Whiting PK-12 Principal; 606 West St., Whiting, IA 51063. (712) 455-2468 or at [alaboranti@whitingcsd.org](mailto:alaboranti@whitingcsd.org)

Whiting Community School  
"HOME OF THE WARRIORS"

JUNIOR HIGH 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 2018-2019 school year, the reading, mathematics, and science achievement of students in the Whiting Community School District will improve as measured by the Iowa Assessments.

**Annual Improvement Goals**

**Reading**

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

Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Compare annual trend line data from prior year to current year.

**Mathematics**

Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Compare annual trend line data from prior year to current year.

**Science**

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

Compare data using biennium averages.

Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Compare annual trend line data from prior year to current year.

## **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 year’s growth on his/her performance data when compared to the previous year’s result in order to be eligible for the incentive(s).

## **MANDATORY CHILD ABUSE REPORTER**

Level One	Level One/Alternate	Level Two
Pam Madsen	Rusty Collison	Jeff Pratt
School Nurse	City Patrolman	Monona County Sheriff
712-455-2468	712-423-2525	712-423-2525

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 \$40 per pupil per year kindergarten through 12th grade. Please note the \$40 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, gender, 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, Al Laboranti (455-2468) or to the Section 504 Coordinator, Suzanne Bartels (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	Randy Collins
PK-12 Principal	Al Laboranti
Transportation Director	Lisa Davis
K-12 Counselor	Christopher Derry
Pre School	Jennifer Bakke
Kindergarten	Kelsey Pranschke
Grade One	Kayli Boynton
Grade Two	Samantha Cliff
Grade Three	Laura Meyer
Grade Four	Nick West
Grade Five	Melissa Eggerling
Grade Six	Alice McQueen
Title I Reading and Math/Reading Recovery /TAG	Kristy East
PK-6 Special Education	Heather Bryan
7-12 Special Education	George Poland
Vocal & Instrumental Music	Alicia Vande Hoef
K-12 Art	Katie Bruening
Junior High Teacher	Phil Hubert
Junior High Teacher	Andrea Cain
K-12 Physical Education/Athletic Director	Alex Lamp
Social Studies/English/Language Arts/Speech	Lisa Hoebelheinrich
Family Consumer Sciences	Tricia Dieger
Foreign Language	Amanda McGrain
Industrial Technology	Harold Groves
Math	Aaron VanDuinen
English	Lesley Hubert
Science	Maddisen Storm
Business/Tech.	Trevor Alfredson
Library/Media Director	TBD
Library/Media Assistant	Amy O'Neal
Nurse	Pam Madsen
Board Secretary	Lori West
Nutrition/Student Activity Secretary	Tracy Bell
Paraprofessionals	Mallory DeRocher
	Renee Cooper, Michelle
	Hanson, Kellie McCall
	Cassie Wright &
	Pam Kuykendall

Custodians

Lisa Davis, Dale Cooper, &

Mitch Carrier

Bus Drivers

Skip West & Tonya Miller

School Lunch Program

Elizabeth Leisinger, Kathy

Parr & Carol Zortman

## **WARRIOR COACHING STAFF/SPONSORS**

Athletic Director

Alex Lamp

High School Football

Adam Ball & Casey McGhee

Junior High Football

Joe Nelson & Phil Hubert

High School Volleyball

Christopher Derry

Junior High Volleyball

Nick West

Boys' High School Basketball

Christopher Derry

Girls' High School Basketball

Steve Murray

Boys' Junior High Basketball

Phil Hubert

Girls' Junior High Basketball

Alex Lamp

High School Girl's & Boy's Track

Alex Lamp

Cross Country

Alex Lamp

Junior High Track

Phil Hubert & Lesley Hubert

High School Baseball

Shane Yingst

High School Softball

Codie Fineran

Speech Sponsor

Lisa Hoebelheinrich & Lesley Hubert

National Honor Society Sponsor

Lesley Hubert

Annual Sponsor

Lisa Hoebelheinrich

Junior Class/Prom Sponsor

Lisa Hoebelheinrich

Senior Class Sponsor

Amanda McGrain

## **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 two (52) 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)
Street Law	1 credit
Personal Finance	1 credit
Speech	1 credit
Health	2 credits

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 52 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 Guidance Counselor and returned to the principal.

## **COURSE CHANGES**

Students will have no more than three 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. The administration maintains authority to approve/deny all class requests.

## **PROGRESS REPORTS**

Mid-quarter report cards will be emailed 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.

## **PARENT/TEACHER CONFERENCES**

Regular parent/teacher conferences are scheduled in October 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.

## **INCOMPLETES**

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 notification 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 into the Edgenuity program.

## **STUDENT RECOGNITION**

### **GRADING SCALE**

The Whiting Middle and High Schools (Grades 7<sup>th</sup> -12<sup>th</sup>) 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.

## **GREAT START (COLLEGE CLASSES)**

Great Start allows students in grades eleven and twelve to enroll in a post-secondary educational institution for academic and/or vocational-technical credit with the board’s approval on a case-by-case basis. Students who intend to enroll in a post-secondary education institution shall notify the school district during the course scheduling process prior to each semester. Students may attend courses at a post-secondary educational institution only after the school district certifies that the student is eligible to attend under this policy.

Students in grades eleven and twelve who are enrolled full-time in the school district shall receive academic or vocational-technical credit toward the graduation requirements set out by the board for successful completion of courses at a post-secondary educational institution.

Successful completion of the course shall be determined by the post-secondary educational institution. A student attending 4 credit bearing courses at the high school for the available hours of instruction is a full-time student. The board shall have complete discretion to determine the academic or vocational-technical credit to be awarded to the student.

### **General guidelines for Great Start are defined below:**

- Junior and Senior students and Sophomore and Freshman TAG students are only allowed to enroll in college classes at the school’s expense if they are proficient (41<sup>st</sup> percentile or higher) in the areas of Math, Science, and Reading Comprehension on the Iowa Assessments
- The Whiting School district will pay for each student to take two post-secondary classes each semester. Any additional classes that a student chooses to enroll in is the financial responsibility of the student. All enrollment processes for classes beyond the two that the district is paying for should take place at the post-secondary institution’s admissions office. However, all classes a student takes through the post-secondary institution will be used for eligibility.
- Student must meet the district daily attendance requirements at the time of college class sign up. All students, regardless of educational setting, are required to follow these guidelines.
- Students must complete a registration form that is available in the high school counseling office. The application must be approved by the high school guidance counselor and principal. **Registration deadline is the last day of the school year for fall semester classes and Christmas break for spring semester- NO EXCEPTIONS-** that means that all WIT classes for first (fall) semester must be registered before the end of the

previous school year and spring semester by the end of December.

- Students are responsible for picking up and returning their books to WIT. If the books are not returned, WIT will charge the student for the cost of the book.
- The College Placement Test is required before student can register for any upper level English, Math, Biology, and Criminal Justice classes. The only exception to the CPT is if the student has an ACT score of 22 or higher on file.
- Students may not enroll in a post-secondary course when a comparable course is available through the Whiting School.
- Summer school post-secondary courses are not included in this program.
- Transportation will be the responsibility of the student or parent and all costs.
- **STUDENTS WHO DROP A CLASS AFTER THE PRESCRIBED TIME WILL RECEIVE A “F” ON THEIR TRANSCRIPT AND BE ACADEMICALLY INELIGIBLE.**
- **STUDENTS WHO FAIL A COLLEGE CLASS WILL BE ACADEMICALLY INELIGIBLE ACCORDING TO THE IOWA HIGH SCHOOL ATHLETIC ASSOCIATION.**

## **ALTERNATIVE SCHOOL PROGRAM**

Edgenuity MyPath is an online intervention program that offers data-driven differentiated instruction for mathematics and reading. Edgenuity MyPath is designed to meet middle school and high school students at their learning level and give them exactly what they need to catch up, keep up, or get ahead.

## **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. Parents who do not wish their child to participate in these activities must notify the office in writing. Parents and students must sign a specific contract in order to have computer usage. All students must use social media appropriately or the following offenses will take place.

**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 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.

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 must enter at the main entrance on the east side of the building. Students who are late or leaving school must sign in at the office prior to receiving a pass to class. An admit slip is required and is issued by the secretary.

## **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. 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).

## **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 alikes or others.

## **Minimum Consequences for Infractions**

Minor - First Offense: Driver conferences with the student, identifies the infraction, and calls the parent(s)/guardian(s) and the appropriate administrator. 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 calls 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 calls 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.

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, secretary, or the principal, who will decide what action should be taken. Students are **NOT** to call their parents on their cell phones. Students are not to leave the building because of illness without authorization. Students who request or are directed to lie in the nurse's office are considered absent from their designated class.

## **HEAD LICE**

The school nurse will conduct checks on an as needed basis for head lice. When a student has live lice present, he/she will be sent home for treatment. The student may return to school the following day. Students will not be sent home if nits are present. Parents of the affected classroom(s) will not be notified unless there are multiple cases present. This is by the recommendation of both the Iowa Dept. of Education and the Iowa Dept. of Public Health. Students should be reminded not to share hats, brushes, combs or other items.

## **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.

## **CELL PHONES 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 school district or administration will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school. If students choose to bring these items they assume the risk associated with that choice.

Cell phones, I pods, cameras and other personal electronic devices can be both educational tools and distractions from learning. It is important that we recognize both and manage this balance in a responsible manner. To that end, all students will be expected to follow the guidelines below:

- Cell phones, I Pods, cameras and other personal electronic devices should be turned off and kept out of sight during the school day (8:20-3:22)
- High School Students may use their cell phones during their lunch period from 12:00-12:25, while they are in the lunchroom. This privilege can be revoked at any time per administration.
- Electronic devices should not be used in the hallways, restrooms or study hall.
- Teachers may allow the use of these electronic devices for specific educational purposes within their classrooms. Express permission must be given by the teacher in charge of the classroom. These cases will be very rare and the student will have the device confiscated and referred to the office if they are not working on academics.

When a violation occurs, the district will use the following procedure:

- 1<sup>st</sup> 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.

- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.
- 4<sup>th</sup> 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 will be issued from the office each fall for a deposit of \$5.00. The deposit will be refunded at the end of the year if locks are returned. 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). Underwear is not to be worn as outerwear. Tops with "spaghetti" straps and/or low cut shirts cannot be worn. Pants, jeans, and shorts are to be worn 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. Headgear is not to be worn at assemblies and other special activities during the day (may be worn during evening ball games). 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 doctor/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. The offensive article will be removed or students may be asked to change or turn shirts inside out if inappropriate or parents may have to bring appropriate clothing to the school.

Note: If staff begins to see shorts that are too short, tops too low-cut, etc., then more specific administrative policies may be added during the year regarding requirements.

## **PUBLIC DISPLAY OF AFFECTION**

Common sense is expected: no kissing, caressing, other inappropriate public displays are NOT tolerated.

## **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 office prior to the dance. However, students who are beyond 20 years of age may not attend such functions (proof of age may be required). Students may not re-enter a dance after they have left. Dancing must be appropriate for a high school function. Dances will end no later than 11:00 PM. unless administrative approval is granted for a later time.

## **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.

#### A. ATTENDANCE NOTIFICATION AND CREDIT CONSEQUENCES

If a student has excessive absences the following shall apply:

- A student has accumulated six or more absences from any class during a semester, written notification to the parent or guardian will be sent. At this time the parent or guardian is encouraged to contact the school to arrange a conference to discuss any concerns regarding the terms of the attendance policy.
- A student who misses more than 10 days in a semester will not receive credit for that particular class. An absence will start only upon a student's first registered day in class.

Absences which are solely due to medical/dental appointments, illness, or hospitalization will not be counted in the ten (10) day limit if parents provide the school with written verification from the health provider services upon the student's return to school, which lists the specific dates in question.

Other absences that will not count in the ten (10) day limit include approved school activities, college visits, suspensions, or funerals. Parents should make the school aware of any special circumstances in advance. While parents may excuse their child from school, those students still must meet the requirements of being in class.

#### **Notification After Ten (10) Absences:**

When students go beyond ten (10) days of absence in any class during a semester, they will receive written notification of their status. Once students reach eleven (11) absences in a class, they may choose one of the following:

1. The student may choose to be transferred to a study hall
2. The student may enter into a contract with the teacher to earn credit. The student must meet with the teacher and complete a contract. Periods past ten (10) must be made up if this option is chosen. The student must arrange with the teacher to make up time; once this is done, the teacher may grant credit for the class. All make-up time and work must be completed by 10 school days beyond the semester or student will be subject to loss of credit for that class. Time may be made up before/after school.
3. The student may have the option of taking the class online through Edgenuity.

#### 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 ten 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 ten days of maximum absences allowed.

## **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. Teachers will track tardies for their classes and assign detentions. Any student who has a first and second tardy in a class will be given warnings. For the third tardy and any thereafter in that class, detention will be given. 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**

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

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

knowledge in conjunction with excessive absences that are unsubstantiated. Truancy will not be tolerated by the board. In accordance with Iowa Code, if a child is not in compliance with the attendance requirements established under section 299.1, and has not completed educational requirements through the sixth grade, and the school has used every means available to assure the child does attend, the school officer shall contact the child's parent, guardian, or legal or actual custodian to participate in an truancy attendance cooperation meeting. The purpose of the attendance cooperation meeting is for the parties participating in the meeting to attempt to ascertain the cause of the child's nonattendance, to cause the parties to arrive at an agreement relative to addressing the child's attendance, and to initiate referrals to any services or counseling that the parties believe to be appropriate under the circumstances. At this point, the goal is to have the child in school.

If this fails, in the case where a child is deemed to be truant under this section, the school truancy officer shall provide notification to the department of human services. An initial and any subsequent notification shall be made in writing. The form of the notification shall be mutually determined by the departments of human services and education.

Truancy issues will be dealt with on an individual basis. Disciplinary consequences may include detention, in-school, or 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.
- d. Fieldtrips are planned and work should be done before departure or upon return.

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-hour 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).

## **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 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 hallways, office area, locker rooms, or in any unsupervised location is not

permitted. Students should check out with the lunchroom supervisor before going anywhere except to the restroom. Students will not be permitted to drive or be a passenger in a motor vehicle during the noon hour without special permission.

## **GENERAL CLASSROOM EXPECTATIONS**

Students need to realize that school is their job and that there are uniform classroom expectations that must be adhered to in all classes/study halls so that teaching/learning can effectively take place. Some of these expectations follow:

- Students are expected to participate in whatever class work/activity has been assigned for the day.
- Students should “attend to” teachers and cooperate with their requests and directives. Such things as sitting up, facing forward with feet on the floor, keeping head up, making eye contact, staying awake, taking notes when asked, participating appropriately in groups, and working independently when asked are all examples of attending to instructors and cooperating with their requests. Applicable behaviors should carry over to study halls as well.
- Students are to address staff with Mr., Mrs., or Miss followed by their last names. Addressing teachers by their first names or by their last names only is not appropriate.

Inappropriate behaviors such as talking out of turn, interrupting, making noises, popping gum, sitting on desk backs/tops and tables, throwing things, rudeness, disrespect toward staff or other students, lack of cooperation, refusing to do work or to stay on task, and other disrupting and off-task behaviors will be dealt with in the appropriate manner.

## **FIELD TRIPS**

Field trips are utilized to extend academic/other opportunities for students. However, if a student is failing one or more classes, has a significant number of missing assignments, or has excessive absences, then the greater benefit may be for the student to stay in school that day (to be determined on a case-by-case basis by faculty and administration). Also, if a student has discipline referrals that show he/she has not displayed the kind of self-discipline, respect, or citizenship needed for such trips, he/she won't be allowed to attend field trips or other such outings.

## **JUNIOR HIGH ACTIVITY PERIOD**

Middle school students who have failing grades or missing assignments may be kept in from 9<sup>th</sup> period activity until their academic status is acceptable. Teachers, coaches, and the principal will work together in these situations.

## **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 cell phones, 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. 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 OR BATTERY**

Assault or Battery of another student will not be tolerated and will result in immediate disciplinary action. Assault/battery 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.

## **BULLYING, HARASSMENT, INITIATIONS, OR HAZING**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and

procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

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

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

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

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

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

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

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints

by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 606 West St., Whiting, IA.

**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.

**DANGEROUS WEAPONS**

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

school district.

Weapons or dangerous objects/potentially dangerous objects are not allowed in school district facilities, grounds, or properties. Weapons and other dangerous objects shall be confiscated from any person bringing them on school property.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to law enforcement officials, and the student will be subject to disciplinary action up to and including suspension and/or expulsion per policy. Weapons confiscated under this policy may be turned over to law enforcement officials.

Students who bring a firearm to school shall be expelled for not less than twelve months per state statute in which the superintendent recommends the expulsion to the school board. Provisions in state statute exist that allows the superintendent to modify the expulsion requirement under limited circumstances. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

## **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 and 5 to 10 day suspension will be assigned.

#### **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.

## **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. Students who have serious discipline referrals (such as disrespectful or insubordinate behaviors) may be declared ineligible for co-curricular activities for a period of time or for a full season or more. (Ineligibility for illegal activities, such as possession/use of tobacco, alcohol, other drugs, are outlined elsewhere in the handbook).

## **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. Participation in athletics is a privilege, NOT a right. Students earn the privilege through hard work, dedication, desire & self-discipline.

### **III. ACADEMIC STANDARDS FOR EXTRA-CURRICULAR ACTIVITIES**

#### **Middle School:**

On Monday of each week grades are checked. If a student is not passing any class, they will be put on academic probation until the following Monday when grades are checked again. They will

participate in practice but may not play in any contests. Parents will be notified on Monday via email if their child(ren) is ineligible.

### **High School:**

Students must be passing all classes to remain eligible for extra-curricular activities. Grades will be checked at the end of each midterm and quarter. If a student is failing a class at **midterm**, he/she will be placed on academic probation for **five** school days. If a student is failing after five school days, they will be ineligible for another five days. This will continue until all grades are verified as passing. If a student receives an F for the **quarter**, he/she will be placed on academic probation for **ten** school days. During these periods of time, the student-athlete will not be able to participate in any athletic contests, but may practice and travel with the team at the discretion of the coach.

If, at the end of a semester, a student-athlete has failed a class, they will be placed on academic probation for a period of 30 days (IGHSAU/IHSAA Standards). During this time, students will be allowed to attend and participate at practices, but will not be allowed to participate in any contests. Please review the scholarship rule if you have any questions.

## **IV. ATHLETE CODE OF CONDUCT**

All middle school and high school athletes will adhere to the following code of conduct. A violation can result in suspension or expulsion from the athletic team.

Student-athletes are expected to demonstrate the following behaviors and characteristics:

- Integrity in keeping one's word, speaking the truth, carrying out responsibility and respecting authority
- Respect for self, Whiting Community School, coaches, officials, fans and the property of others
- Responsibility for doing what you are supposed to do. Be self-disciplined and accountable for your choices
- Be Fair, and play by the rules. Be open-minded and listen to others. Don't blame people carelessly
- Punctuality – showing up on time daily and not skipping classes
- Six Pillars of Character

Student-athletes are expected to refrain from the following behaviors and characteristics:

- Tardiness to practices or competitions
- Careless and/or reckless behavior
- Profanity and vulgar or offensive speech and /or gestures
- Dishonesty in any form, including lying, theft, or cheating
- Inappropriate use of social networks or media outlets (ie: Facebook, Twitter, Blogs, Instagram, Snapchat, etc.)
- Rebellious or disrespectful behavior
- Flagrant disrespect or disobedience
- Harassment in any form, both physical or verbal in nature. Physical harassment includes threats or intimidation of any nature, or inappropriate verbal or physical conduct, which creates a hostile, offensive or fearful environment.
- Hazing in any form (see page 7 on Whiting's hazing policy)

- The use and/or possession of tobacco, alcoholic beverages, illegal drugs and the abuse of prescription medication. Violations of this policy may also result in discipline of the student-athlete.

## **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 CONDUCT STANDARDS**

- First Offense: Ineligible for one scheduled performance, student sits down with the Athletics Director, and parents notified.
- Second Offense: Ineligible for two scheduled performances, student sits down with the Activities Director, Parents notified and a meeting is scheduled with Athletic Director.
- Subsequent Offenses: Removed from the team for the season. A conference shall be held with the student, parents, Activities Director and the Principal.

Few Notes..

- An ineligible student must attend all practices and adhere to all rules just as if he/she were eligible
- An ineligible student may not “suit up” for any contests
- The period of ineligibility will go into effect immediately upon a finding of the violation. If a student is not currently engaged in an extra-curricular activity, it will be carried over to the next activity he/she plans to participate in.

### **Other examples that warrant ineligibility:**

If you have an In School Suspension (ISS), or Out of School Suspension (OSS), you will be ineligible for any contests that may be held on that day or on subsequent days.

If you skip a class on a day of a scheduled event, you will be ineligible to participate.

You must be present the day before an athletic activity in order to be eligible to play on the following day. For example, you have an athletic event on Nov. 14<sup>th</sup>. In order to be eligible to participate in that contest, you must be present at school on Nov. 13<sup>th</sup> by no later than 8:20 am unless it was an excused absence.

## **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. (See The Family Educational

Rights And Privacy Act (FERPA) on page 37 for detailed information).

## **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 1 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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent.

**Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the end of the first week of school to the superintendent. The objection needs to be renewed annually.**

NAME, ADDRESS, TELEPHONE LISTING, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district in writing that the school district to withhold the information. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The Whiting School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the Whiting School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless

written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

## **HOMELESS EDUCATION POLICY**

### **What Homeless Families Need to Know**

- Homeless children have the right to attend school immediately.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

### **Homeless Student Policy**

The Whiting School, under Chapter 281-33, wishes to notify you that our school is available to you immediately. We can assist with records, waiver of fees, waiver of immunizations, transportation assistance, etc. In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons, due to loss of housing, economic hardship or a similar reason; are living in motel, hotels trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one or the above described circumstance.

## **RIGHT TO KNOW**

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 Schools 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.

## **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.

## **DISTRIBUTION OF MATERIALS**

The Board recognizes that students, employees, parents, or citizens may at times want to distribute non-curricular materials within the school district. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

## **EXERCISE OF FREE EXPRESSION**

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 and does not, in the opinion of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or disrupts the learning environment. Students who violate this policy may be subject to disciplinary measures.

## **STUDENT PUBLICATIONS**

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.6.

## **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

<b>MISBEHAVIOR OFFENSES</b>	<b><u>1<sup>st</sup> OFFENSE</u></b>	<b><u>2<sup>nd</sup> OFFENSE</u></b>	<b><u>3<sup>rd</sup> OFFENSE</u></b>	<b><u>HABITUAL (4 or more)</u></b>
<b>Class One (Per semester)</b>				
Tardies	Record	Record	3 <sup>rd</sup> & 4 <sup>th</sup> 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
<b>Class Two (Per semester)</b>				
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)
<b>Class Three (Per semester)</b>				
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
<b>ILLEGAL OFFENSES Class Four (per year)</b>				
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.	

<b>MISBEHAVIOR</b>				
<b>ILLEGAL OFFENSES</b> <i>(Continued)</i>	<b><u>1<sup>st</sup> OFFENSE</u></b>	<b><u>2<sup>nd</sup> OFFENSE</u></b>	<b><u>3<sup>rd</sup> OFFENSE</u></b>	<b><u>HABITUAL</u></b> <b><u>(4 or more)</u></b>
<b>Class Five</b> <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	
<b>Class Six</b> <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
<b>Class Seven</b>				
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 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense	

Note: These consequences serve as a guideline, and each case will be looked at individually; 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.

## **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**

It is the policy of the Whiting School District not to discriminate on the basis of race, color, age (for employment), marital status (for programs), religion, national origin, creed, sex, sexual orientation, gender identity, socioeconomic status (for programs) or disability in its educational programs and its employment practices. Any person having inquiries concerning the school district's compliance with discrimination is directed to contact: Al Laboranti, Whiting PK-12 Principal; 606 West St., Whiting, IA 51063. (712) 455-2468 or at [alaboranti@whitingcsd.org](mailto:alaboranti@whitingcsd.org)

***THE RULES AND REGULATIONS OUTLINED HEREIN ARE IN NO WAY ALL ENCOMPASSING. THE ADMINISTRATION HAS THE DISCRETION AND RESPONSIBILITY TO OPERATE THE SCHOOL IN A TOTAL ENVIRONMENT CONDUCIVE TO LEARNING, AND WITHIN THE GUIDELINES OF STATE STATUTES. THEREFORE, OTHER INCIDENTS NOT SPECIFICALLY STATED HEREIN MAY BE DEALT WITH AS THE NEED ARISES.***

***THE WHITING SECONDARY HANDBOOK WAS APPROVED AND ADOPTED AT THE JULY, 2017 WHITING BOARD DIRECTORS' MEETING.***

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