

**2019 - 2020  
WEST BEND-MALLARD  
HIGH SCHOOL & MIDDLE SCHOOL  
HANDBOOK**



**Mission Statement**

The West Bend-Mallard Community School will provide quality and equitable education experiences to prepare all students to be responsible and productive citizens committed to life-long learning

## ACADEMIC LETTER

Available under the auspices of West Bend - Mallard Achievement Foundation

Scholarship is the primary objective of our educational system. In our society, it is common to recognize outstanding achievement and excellence. The following recognition system is intended to reward and encourage academic excellence.

### A. Requirements for an Academic Letter:

1. Must be a high school student 9-12.
2. Student must earn at least a 3.00 grade point average for two consecutive semesters.
3. The grade point average must be based on a minimum of five full credit courses each semester. Physical Education, Band, Vocal, or Drivers Education will not be included in the figuring of the grade point average.
4. Students must earn the credits through West Bend-Mallard for the award.

### B. Procedures for Granting Awards:

1. Award winners will be recognized and receive awards in an assembly at the beginning of each year and Seniors in May.
2. First recognition is an Academic Letter and Academic Excellence Pin the first year and then a gold star if the student has a 3.5 GPA and a gold bar if a student has a 3.0 GPA.
3. Graduating Seniors qualifying for an award will receive the award at the end of their Senior school year.

## ACADEMIC INELIGIBILITY

### All Students and Extra Curricular Activities

#### Athletics

Football

Volleyball

Cheerleading

Drill Team

Basketball

Cross Country

#### Track

Golf

Baseball

Softball

Wrestling

#### Fine Arts

Marching Band

Flag Line

Jazz Band

Drama/Speech

Art

#### Clubs

Peer Helpers

Student Council

Quiz Bowl

NHS

FFA

1. One Week Grade Check
  - a) All teachers will turn in student grades to the office each week for a grade check.
  - b) Teachers are to notify the office as soon as the student's grade goes up in the interim
  - c) Student with one or more "F's" is ineligible starting the following Monday thru Saturday after the posting of the Ineligible List and remains ineligible a minimum of one week providing the grade is up to a "D" or higher and no other low grades.
  - d) Student with 1 or more "D's" are required to set up a meeting with their teacher.
2. Summer Activities: grades at the end of second semester will be used. Student is out of participation for 30 calendar days if he/she failed a class.
3. A team of administration & teachers may set a different standard for individual students with special needs.
4. Students must set up a meeting time with the teacher for each class that he/she is failing. Failure to do so will result in another week of ineligibility.
5. If you miss over 16 days you will not be allowed to attend field trips at the end of the year.

\*At Risk Coordinator will monitor students grades on a weekly basis in hopes of keeping students off the Ineligibility List. Coaching staff will be notified.

## ACTIVITY TRIPS/STUDENT ACTIVITIES

Students participating in school sponsored activities must ride in the transportation facilities provided by the school. This means that a student must go to the activity and return from the activity in the transportation provided by the school. Exceptions may be granted if the parent/guardian wishes to take their child to the activity and a written request has been approved in advance by the administration. If a parent wishes to take a student home from an activity, the student must have the parent or guardian request from the instructor in charge of the activity permission to take their son or daughter home. The school is responsible for all students traveling to and from school sponsored activities and, therefore, must demand that students ride in the transportation provided unless a parent/guardian requests acceptance of that responsibility. Please do not make requests for that responsibility to be transferred to anyone other than the parent/guardian or an adult family member.

The written request for a student to not have to ride school provided transportation must include student name, date and parental/guardian signature.

When on activity trips, all students, whether spectators or participants, are representatives of the West Bend/Mallard CSD and are expected to conduct themselves accordingly. No student shall leave the premises of the activity unless given permission by either the sponsor or the principal.

### Field Trips

Field trips will be taken from time to time throughout the year for both educational and recreational purposes. All students will be required to have a signed parent/guardian permission slip, granting the student permission to go on the field trip; these will be sent home in ample time for them to be returned, before the field trip occurs. **Without this signed permission slip the student will not be allowed to participate in the activity.**

Students not going on field trips will be required to attend school working on an alternative assignment.

Students will lose field trip privileges for class field trips for the following reasons:

1. Incomplete work
2. 3 or more behavioral detentions
3. Use of profane, vulgar, or threatening language and/or obscene or threatening acts towards staff members or other student.
4. Inappropriate physical actions toward another student or staff member.

Students losing field trip privileges for 3 or more behavioral detentions may participate if a parent/guardian accompanies the student on the field trip.

### PLANNED CLASS FIELD TRIPS (others may/will be added)

5th Grade	- Living History Farm	(spring)
6th Grade	- King's Point Water Park	(spring)
7th Grade	- Des Moines Field Trip	(spring)
8th Grade	- Des Moines or Minneapolis Field Trip	(spring)

## **ADMITS**

**Students arriving late or leaving early need to sign in/out.** Absences will be excused for school-sponsored activities, religious observances, illness or injury, court appearance or driver license appointments and doctor or dentist appointments. Any school work missed because of the absence is to be made up. Work for planned absences should be made up in advance if the teacher so desires.

## **ADVANCE PLACEMENT COURSES**

West Bend-Mallard offers a variety of AP courses on campus and on-line. Advanced Placement exams are available for students enrolled in AP courses. Exam expense is the student's responsibility. Currently the AP on-Line class expenses are paid for by the Iowa AP on-Line Academy.

Students after completion of their advanced placement courses will receive the appropriate, weighted, grade on a 5.0 grading scale or pass/fail. The students GPA will be truncated so as not to exceed 4.0. The 4.0 GPA class ranking will be available to the students for college and scholarship application.

AP courses will be counted for grade point calculation purposes as follows: A+, A (5.0), A- (4.67), B+ (4.33), B (4.0), B- (3.67), C+ (3.33), C (3.0), C- (2.67), D+ (2.33), D (2.00), D- (1.67), F (0).

Students may prepare for AP tests in subject areas they have not formally studied. The tests are given during a two-week period in May. Students who score well enough on the tests may be exempt from, or given credit for, corresponding courses at a college of their choice by that college. The individual colleges should be contacted.

For AP course descriptions, information about the Advanced Placement exam, and other offerings, consult the West Bend-Mallard Course Description Booklet, the High School Counselor or TAG Instructor.

## **AP BENEFITS**

Students.....

1. earn subject area in greater depth
2. develop analytical reasoning skills
3. form disciplined study habits that can contribute to continued success at the college-level
4. gain confidence by capably meeting the challenge of college-level academics
5. gain experience in college-level work while maintaining the intense support of the high school structure
6. are often exempted from introductory courses at college-level with more than 90% of the colleges and universities awarding college credit for successful completion of an AP program
7. may be granted up to a full year's credit by a college or university upon completion of a number of AP programs
8. improve their chances of being accepted by the college of their choice
9. gain credibility with the admissions personnel as their transcript demonstrates the ability to successfully complete college-level work

## **ALLEGATIONS OF ABUSE**

It is the policy of the West Bend-Mallard School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Allegations should be reported to the appointed Level I Investigator for the High School-Grant Elsbernd.

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper, and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

### **ANTI-BULLYING/HARASSMENT POLICY**

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 students, school employees, and 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, race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status 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 investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including termination. If after an investigation a school volunteer is found to be in, violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying 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:

- Verbal, nonverbal, physical or written harassment, bullying hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

Any person who promptly, reasonably, and in good faith, reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. 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 was 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 principals or designee will be responsible for handling all complaints by students alleging bullying

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

It also is the responsibility of the superintendent, in conjunction with investigator and principals, to develop procedures regarding this policy.

The board will annual publish this policy. The policy may be publicized by the follow means:

- Inclusion in the student handbook
  - Inclusion in the employee handbook
  - Inclusion of the registration materials
  - Inclusion on the school or school district's web site
- and a copy shall be made available to any person at the central administrative office.

Code No. **502.10**

**ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

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

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

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

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

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

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

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

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

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

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

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

ANTI-BULLYINGIHARASSMENT WITNESS DISCLOSURE FORM

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.



## **ASSEMBLIES/PEP ASSEMBLIES**

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

Pep assemblies will be held from time to time throughout the year. Pep assemblies for extra important games, may be held if concurred and requested by the head coach involved with the sport. All students are expected to attend the pep assembly. School is still in session

## **TRUANCY - UNEXCUSED ABSENCES REGULATION (Policy # 501.10)**

### **I. General Attendance Policy**

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

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

### **B. Absences**

1. Parents are expected to notify the school prior to 9 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:
  - a. religious observances;
  - b. extended illness, hospitalization or doctor's care;
  - c. death in the family or family emergency;
  - d. court appearance or other legal situation beyond the control of the family and;
  - e. doctor or dentist appointments.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class [*either in-school suspensions or out-of-school suspension*] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

5. School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to [*Detention, or other appropriate disciplinary sanction*]. Reasonable excuses include illness, family emergencies, recognized religious observances, doctor or dentist appointments and school sponsored or approved activities. [*Detention, or other appropriate disciplinary sanction*] will be assigned as the following:

- Vacations for every 2 days missed you owe 1 hour detention
- If a student misses or skips a class period or homeroom for any reason other than stated above they will make up the time they missed in detention.

## II. Excessive Absenteeism

Excessive absenteeism is any unexcused absence beyond 10 days or individual class meetings per semester.

- A. When a student has been absent from school or a class 7 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the 7 day notification process.
- B. When a student has been absent from school/class 10 or more times during a semester, the teacher or the Secretary will inform the Principal of the student's status. The Principal will notify the student and parent of the excessive absences and initiate appropriate sanctions.

## III. Application of Sanctions

- A. Excessive absences will result in the following:

1. If a student is absent 10 days from any given class, the student will be dropped from that class. The student will receive no credit for the class.

## IV. Appeals

- A. First level of appeal

1. When notified that the student has missed 7 (days or class periods), the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
2. When notified that the student has exceeded 10 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the Principal within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Principal.
3. Written appeals will be referred to the Principal.
4. The student will remain in the class or in school pending completion of the appeals process.
5. The informal appeals hearing will be scheduled within 5 school days after the appeal is filed. The Principal will consider the following in reaching a decision:

## TRUANCY - UNEXCUSED ABSENCES REGULATION

- a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
  - b. attendance history of the student;
  - c. extenuating circumstances particular to the student;
  - d. educational alternatives to removal from class or school; or
  - e. the total educational program for the individual student.
6. The decision of the Principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

### B. Second Level of Appeal

Students and parents seeking a review of the Principal decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the Superintendent within five days after the Principal's decision. The Superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the Superintendent will affirm, reverse or modify the Principal's decision.

### C. Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

## DEFINITIONS:

**HALF (1/2) DAY ABSENCE** - A student will be counted absent for one half (1/2) day if the time missed is beyond the first ten (10) minutes of the school day but no more than three and half (3 1/2) hours total missed time or any time during the day that the absence is not more than three and a half (3 1/2) hours.

**WHOLE (1) DAY ABSENCE** - A student will be counted absent for a whole day if the time absent is greater than three and a half (3 1/2) hours.

## BIKE POLICY

Students in grades 5-12 may ride bikes to school when weather is appropriate. The following guidelines must be followed when riding bikes to school:

1. Bikes are not to be ridden on sidewalks.
2. Bikes are to be left in the bike rack provided during school hours.
3. Students are not to leave on their bikes until buses have left.
4. Students are responsible for their bike. The school assumes no responsibility for damaged or lost bikes.
5. Failure to abide by the preceding rules will result in bike privileges being removed. (Conference with administrator, teacher, and parent/guardian will determine time.)

## **BULLETINS AND ANNOUNCEMENTS**

**The announcements for the day will be read during your 1<sup>st</sup> period class.** They are also posted on the bulletin boards. If you wish to have announcements made regarding school activities, you must have the announcements initialed by the teacher or advisor. Announcements should be in the office by 8 am the day the announcement is to be made. Limited PA announcements during the school day.

## **BUSES**

The West Bend-Mallard Community school District operates school buses to provide safe and economical transportation to and from school for all resident students. The district also provides transportation services for students to and from school activities.

The safety of students is the primary concern of the school district in terms of student transportation services. The bus driver is expected to drive the bus safely, while maintaining proper student discipline on each and every school related trip. In addition, each and every student who rides the bus has a right to a safe and enjoyable trip to and from school and/or school activities.

Therefore, the West Bend-Mallard Community School District has adopted rules of behavior that apply to every student on every school related trip. It is a shared responsibility of students and parents to help the district support and enforce the established rules and the related consequences for failure to comply.

As a passenger on a school bus, each and every rider is expected to abide by the following rules:

1. Be on time at the designated stop. If you do not intend to ride, please call the driver in advance.
2. NO HORSEPLAY! Keep your hands/arms and head inside the bus at all times.
3. Do not tamper with the bus or related equipment. Damage to the bus will be paid for by the offender.
4. Stay seated until it is safe to exit the bus.
5. Be courteous to other students and the driver. Talk quietly.
6. Help keep the bus promptly when school is dismissed and stay on the bus.
7. Enter the bus promptly when school is dismissed and stay on the bus.
8. Students may not drink beverages (only water) on shuttle and route buses. Special exceptions may be made for field trips and athletic trips. Consumption of beverages will be under the supervision of the teacher/coach/or director.
9. In case of a road emergency, students are to follow the driver's instructions and remain in the bus unless an unsafe situation exists within the bus itself.
10. Obey your bus driver at all times and follow directions.
11. If you have questions or problems, discuss them with the driver first and if not resolved, the building principal.

### **PROCEDURES FOR MISBEHAVIOR**

The rules are published and are set forth primarily for the safety of all riding the school buses. If a student is found in violation of the rules governing conduct while riding a West Bend-Mallard school bus, the following action will be taken. In case of a serious violation, steps 1 and 2 may be waived.

First offense: Bus driver will turn in a discipline form to the principal. The student will meet with the principal. The parent/guardian will be notified by a letter and/or phone call. The student will be given an assigned seat on the bus and will practice bus behavior.

Second offense: Bus driver will turn in a discipline form to the principal. Student will stay after school for 4 days. The parent/guardian will be notified by a letter and a phone call.

Third offense: The student will not be allowed to ride the bus for a period of up to three days and must be transported to their attendance center by their parents at their expense during the period of suspension. Parents

are informed of this action by a letter and a phone call.

Fourth offense: Student will not be allowed to ride the bus for the remainder of the school year and must be transported by the parent/guardian to school. Punishment of the fourth offense, the loss of riding privileges, may be appealed to the Board of Education.

### **CARE OF SCHOOL PROPERTY (BOARD POLICY #502.2)**

Any school-owned equipment or materials which are issued to a student shall be that student's complete responsibility. The student shall bear complete liability for any items which are not returned to the appropriate staff person at the school by a specified date, as set by the issuing staff member, or an administrator of the school. The student will be responsible to pay the full replacement cost of any item not returned. Also the student will be liable for any damages to any said equipment or materials beyond normal wear, as determined by the issuing staff member and/or administration. This liability would be covered in a fine, not to exceed the replacement cost of the item, and to be set by the issuing staff member or an administrator.

A complete listing of equipment checked out shall be kept by the coach or sponsor of the activity, including the name of each participant, equipment issued to each, and the identification numbers on the equipment (or description of such, if there is no ID number).

### **CHURCH NIGHT**

Wednesday night is designated as church night and the school cooperates by **not scheduling any activities on this night after 5:15 PM**. The only exception is when some outside agency or group schedules an event in which we participate as a member.

### **CLASS LOAD**

All students must carry at least seven courses per semester plus physical education (1/2 credit). For the purposes of counting, a course meeting every day counts as one and courses meeting on alternate days count as one-half. Independent study or post secondary will count toward the seven course requirement.

### **CLASS OFFICERS/STUDENT GOVERNMENT**

President, Vice-President, Secretary/Treasurer will be elected for each class.

Student choosing to run for office will need to fill out running form to get name on ballot. Voting will be done by all students in respective class, during homeroom. Student with the most votes will get to choose which office they want to hold. Regular meetings will be held before school, attendance is expected.

Duties:

- a. Homecoming is the responsibility of all officers.
- b. Committee work as assigned.
- c. Junior Class Officers put on Prom.

This includes running a magazine sale campaign.

**PARENTS OF THE JUNIOR CLASS OFFICERS ARE TO HEAD UP  
THE PARENTS FOR AFTER-PROM.**

- d. Senior Class Officers make decisions for graduation.

Vice-President gives the welcome and the President gives the response at graduation.

### **CLASS SCHEDULE REGISTRATION AND CHANGES**

All students will be registered in the spring for the next year's classes. Parent signatures are **not** required on the registration form. Schedules may be changed prior to the start of the semester without instructor approval. Alternate day classes may be dropped at the semester break (elective alternate day only). All classes are open to all students, providing any prerequisites have been satisfied. Vocational classes are open to all students regardless of sex, race, national origin, or disability. Students will need an add/drop form to change their schedule the first three day of each semester. Students may meet with the School Counselor one time each semester to make schedule changes, which must be written on the Change of Schedule form by the School Counselor. Students are not permitted to write in their own adding/dropping of classes. Parent signatures are required on the Change of Schedule form, which must be returned by the fourth day of the semester, to allow changes to occur. Students may be permitted to make changes to their schedule after the first three days of the semester if a change is required to stay "on track" to meet graduation requirements.

### **COMMUNITY SERVICE**

West Bend-Mallard High School offers an optional community service program to students. Those who perform 25, 50 or 100 hours of service will be recognized at graduation, and an honorary seal will be affixed to their diploma.

### **COMPUTER LAB RULES**

Rules for the computer lab will be posted in the room.

### **CONDUCT - DISCIPLINE - SCHOOL-WIDE**

Extremes in dress, grooming, or actions which jeopardize safety, create health problems, or disrupt the school will not be allowed. T-shirts or other clothing with written material or illustrations that are obscene or that have double meanings that can be taken as obscene or inappropriate will not be allowed either during the school day or at school activity practices. Clothing advertising alcohol, drugs, etc. will not be considered as appropriate. Boys will not wear sleeveless shirts (that are not hemmed), students will not wear clothing that will expose midriff skin, front or back, low cut tops, spaghetti strap or halter tops, short shorts, and exposed under shorts are examples of items which are not normally considered appropriate attire. Caps may be worn to school, but are not to be worn between or during classes. At no time during school hours you will be allowed to wear a head dress of any kind; this includes caps, stocking caps, bandannas and etc. Appropriate athletic clothing may be worn during school hours. If in doubt about the appropriateness of appearance or action, ask a teacher, the guidance counselor, or the principal.

Shorts, skirts or shorts that are not mid-thigh length may not be worn. Clothes that are too tight may not be worn. Razor Back tank tops may not be worn.

A positive attitude, sincere effort, respect for others and their property, dependability, and loyalty are required for good school citizenship.

Do not throw, roll, or bounce any type of ball inside the school building (exception gym).

In the classrooms, students are to be in their assigned places and in possession of necessary materials when it is time for class to start. Remember your conduct shall not interfere with other's rights. Understand and obey each teacher's rules and procedures.

Keep to the right in the halls and on the stairs. Don't push, crowd, or run. Refrain from excessive noise and horseplay.

School is not the place for couples to display their affection in questionable or objectionable manners.

Gambling in any form is not acceptable behavior on school grounds or at school activities.

The use of profane, vulgar, or threatening language and/or obscene or threatening acts will not be tolerated.

The throwing of snowballs on or at the school property is not acceptable behavior.

**A student must be in attendance within 30 minutes of the start of that school day to attend activities/functions that night at the high school or middle school.**

Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

All the employees of the district share the responsibility for seeing that the behavior of the students meets the standards of conduct conducive to a good learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline him/herself.

Corrective measures may include but are not limited to:

1. conference with teacher, counselor, and/or principal
2. detention before and/or after school
3. loss of school privileges
4. parent or guardian conference with school staff
5. temporary dismissal
6. suspension (in-school or out-of-school)
7. expulsion
8. Students with their third behavioral detention in a semester will be conferenced with parents, staff, counselor, and principal. The student will be considered "At-Risk" with a behavioral plan agreed upon by the staffing for him/her to follow for the rest of the semester/year.

Behavioral detention is necessary as a lesson for disrespecting rules. Generally, one day advance notice will be given so the student and/or school can notify the parents as to why the student will be late and to allow transportation arrangements to be made, if necessary. Non-bus students need not be given a day's notice.

Students who hit, kick, bite, or spit on school staff will have their parents/guardians called and they will be asked to pick up their child for an out-of-school suspension, the day of the infraction, and remain out until a conference is held between the student, parents, staff member, and administration.

A dismissal from a class to the office will not be treated lightly. The first dismissal (unless circumstances warrant more action) will generally result in a warning talk and/or detention. A second dismissal will result in a conference with the parent and principal/staff. These are accumulative throughout the year. The principal will weigh the merit of each dismissal as to its counting towards the total of dismissals.

Board Policy #502.2 deals with suspension and expulsion.

# West Bend-Mallard

## Expectations by Settings

(Defining Expectations Across Locations)

Wolverine Beliefs Matter Expectations:	Areas:							
	Classroom	Hallway Stairwells	Lunchroom	Restroom Locker room	Playground	Parking Lot	Bus Bus Line	Assembly Extracurricular
Be Kind	-Be here, be ready -Respect peers/staff/equipment -Use kind words and actions	- Respectful language -Quiet	-Use a peaceful voice -Use please, thank you, & excuse me -Engage in school appropriate conversations	-Flush -Respect others privacy -Maintain personal space	-Exercise sportsmanship -Include everyone	-Be a courteous driver -Leave at an appropriate time after an event	-Use appropriate language -Use appropriate volume	-Leave at an appropriate time after an event -Exercise sportsmanship -Listen, observe, and respond appropriately -Be engaged in the activity
Be Safe	-Follow classroom rules -Keep hands and feet to self -Keep four legs of chair on floor	-Walk on right -Hands, feet & property to self -Face front -Clutter free -Single file line -Use equipment properly	-Stay in your seat -Ask to leave the lunchroom	-Practice appropriate hygiene -Keep myself and others dry	-Use appropriate speed -Use equipment properly -Wear proper attire -Keep hands, feet, and objects to self -What's found on the ground stays on the ground	-Use appropriate speed -Always look when backing out -Obey traffic laws -Pedestrians have the right of way	-Stay on your seat in your seat -Use sidewalk -Stay behind yellow line and wait for buses to be fully exited -What's found on the ground stays on the ground -Keep hands, feet, and objects inside the bus -Keep the aisle clear	-Arrive, stay, and exit in an orderly and timely manner
Be Responsible	-Bring required materials -Complete assigned work -Follow teacher instructions -Be an active learner	-Leave property alone -Go directly where you need to be	-Leave area as clean or cleaner than you found it -Keep food on your plate	-Keep area clean -Return to class promptly -Remove only items that belong to you	-Respond immediately to whistle -Bring equipment back to assigned area	-Park in designated areas -Drive your own vehicle	-Respect property -Stop, look, listen -Model appropriate behavior at all times -Leave area as clean or cleaner than you found it	-Remain in designated activity area



## CORPORAL PUNISHMENT POLICY # 503.5

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. IF a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

A student may be physically removed from a situation if he/she refuses to relocate when asked to do so and his/her presence would cause a disruption of the orderly operation of the school district. The amount of force used in these occasions must be reasonable when consideration is given to the nature of the situation and the age and physical condition of the child. The use of force is not to be excessive and is not normally to cause serious or permanent harm to the pupil.

If you have any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### **Policy Title: Corporal Punishment--Code No. 503.5**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object within a pupil's control.
  - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
  - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
  - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - To protect a student from the self-infliction of harm.
  - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reasons for physical force.

It shall be the responsibility of the superintendent to develop, administrative regulations regarding this policy.

NOTE: A corporal punishment policy is no longer mandated. A policy addressing physical restraint of a student, however, is still mandated. This policy outlines when it may be appropriate for an employee to physically restrain a student.

Legal Reference: Iowa Code 279.9; 280.21 (1995); Cross Reference 402.3 Abuse of Students by School District Employees; 502 Student Rights and Responsibilities; 503 Student Discipline

### DETENTION

If a teacher/principal/staff member finds it necessary to assign detention for misbehavior in class, the student will report to that teacher at the time and place assigned. Any student moving during class hour without a pass, being found in an unsupervised area without a pass, leaving school grounds without permission, or any other example of a student not being where they are supposed to be, will be guilty of conduct/attendance violation. The student will serve 1 hour detention after school on the day of infraction. The student will be asked to bring homework with them to their detention. The student will be given questions to answer about the behavior that got them the detention. A Problem-Solving Conference with the parents will occur if detentions become a pattern. In-school suspension may result if the situation is not remedied.

### DRIVERS EDUCATION STUDENT COST

	<u>Resident</u>	<u>Non-Resident</u>	<u>Instructor</u>
West Bend-Mallard	\$285.00	\$310.00	\$190.00 per student

\*\*Subject to change at Board Meeting in February, March or April for summer of 2020 Drivers Education class.

### DUE PROCESS PROCEDURE

Whenever the situation applies, the following procedure shall be followed to insure that the student has been given his/her constitutional rights of "due process".

1. The students and his/her parent(s) shall be invited to the school for a conference. At that time the conditions and reasons for the decision will be given in writing. Open discussion will follow, if desired.
2. Should the student or his/her parent(s) feel the penalty is unjustified or unfair, they may appeal in the following manner:
  - a. An advisory three-member panel or disinterested staff member shall review the case. The student and his superintendent may each choose a panel member, if they desire. The principal shall make the necessary appointment(s) to fill out the panel to the number of three.
  - b. The student and his/her parent(s) shall be notified when and where the review panel will meet. They and the principal shall be allowed to appear and present evidence and witnesses.
  - c. The review panel shall consider the circumstances and evidence and make its findings and recommendations in writing to the student and parent(s) and to the principal. Responsibility for the final decision still rests solely with the principal.
  - d. Following this decision, the student and his/her parent(s) shall be given three (3) school days to file an appeal with the Superintendent and the Board of Education. The appeal shall be heard, by said Board, at the earliest feasible opportunity, but no later than seven (7) days following the filing of the appeal.
  - e. The appeal will be conducted in closed session. However, any formal action by the Board must be taken at an open meeting.
  - f. During the appeal procedure the student's penalty will not be enforced until all action is complete.
  - g. The student may be represented by legal counsel during and in all phases of the appeal procedure.

## **BOARD POLICY # 503.4: GOOD CONDUCT RULE**

The Board of Directors of the West Bend-Mallard Community School District and the West Bend-Mallard School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether at, or away from school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, individual activity coaches and sponsors. The Principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music, drama productions, speech contests, FFA, National Honor Society, all honorary and elected offices (e. g... Homecoming Court, class officer, state and national contests and performances for cheerleading and drill team, mock trial, quiz bowl, WBM-TV, Homecoming dance, Prom or any other activity where the student represents the school district outside the classroom.

To retain eligibility for participation in West Bend-Mallard High School and Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. These rules therefore apply on and off school property, 365 days a year.

Any student who, after a hearing with the Principal at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the students side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. **A student may lose eligibility under the Good Conduct Rule, regardless of whether the student was cited, arrested, taken into custody, convicted or adjudicated for the acts(s) by legal authorities, for any of the following behaviors. These acts must be seen and reported by school - employees, administration, and/or law enforcement, unless committed on school grounds.**

- \*possession, use, or purchase of tobacco products, regardless of the student's age;
- \*possession, use, or purchase of alcoholic beverages, including beer and wine (use can be indicated by having the odor of alcohol on one's breath);
- \*possession, use, or purchase of illegal drugs or drug look-alikes or the unauthorized possession, use or purchase of otherwise lawful drugs;
- \*engaging in vandalism or any act that could be grounds for arrest or citation in the criminal or \_ juvenile court system, excluding minor traffic offenses.

Any student who, after a hearing with the Principal, is found to have violated the Good Conduct Rule by a preponderance of the evidence, during the school year or summer, is subject to a loss of eligibility as follows:

First Offense within the Student's High School or Middle School Career:

Student is ineligible for Six (6) events and may be reduced by a maximum of two (2) events for choosing to perform 4 hours of community service per event approved by the Administration: (Eight hours service for a two event reduction)

Second Offense within the Student's High School or Middle School Career:

Student is ineligible for Twelve (12) events and may be reduced by a maximum of three (3) events for accepting referral for counseling or substance education at an agency approved by the Administration and eight hours of community service. The student will need to waive confidentiality such that the agency can report back to the school to confirm completion of the counseling program.

Third Offense within the student's High School or Middle School Career:  
Twelve (12) calendar months of ineligibility.

-- Any offenses after the third, the student will be ineligible for the remainder of their High School or Middle School Career.

An event is defined as a period of time where an activity takes place. The following are examples as to what counts as One Event-

1. State FFA or National FFA
2. Weekend athletic tournaments
3. Baseball, softball or volleyball double headers
4. Basketball cheerleading if boys and girls play back to back games that is one Event
5. Homecoming skits, parade and coronation is one Event
6. Algona Band days -
7. Honor Band/Honor Choir and conference band/ choir
8. FFA activities such as but not limited to (Service Auction, Chili-Oyster Supper, Etc.)
9. NHS Induction including breakfast
10. Athletic/Activity banquets
11. State Drill Team
12. Music Concerts
13. Quiz bowl meet
14. Speech Competition
15. Drill Team night
16. Grand March/Prom/After Prom.

-- Reminder these are just a list this does not include all activities that come up throughout the year. It is ultimately up to the Administration what counts as an Event.

-- Gatorade or Soap scrimmage does not count as an Event

-- Basketball Jamboree does not count as an Event

-- Athletic Scrimmages do not count as an Event

In such a case that students are charged by legal authorities, the student must inform the Administration within one week of such occurrence, at which time the student will be asked to admit or deny guilt. Failure to inform within one week of being cited, arrested, taken into custody, convicted or adjudicated will result in application of 50% increase in the final period of ineligibility. The extra 50% will also be applied if the student denies guilt to the school administration, and then is found guilty in a court of law. The period of ineligibility will begin on the day of finding or admission of guilt, whichever is sooner.

The Administration shall have the power to offer a program option such as community service in lieu of referral to professionals where it is not deemed appropriate or practical to seek such referral. (This reduction could be for twelve hours service for three event reduction.)

Students accused of any of the above infractions will be afforded appropriate "due process" hearings as defined by law and board policy. The grounds for appeal to the Superintendent are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process at the Principal's level; or the penalty is in violation of the Good Conduct Rule or board policy.

These rules are not to be construed as preventing those in charge of activity programs from establishing and enforcing additional reasonable rules of conduct, subject to the approval of the administration.

## **ACADEMIC AND OTHER ELIGIBILITY CONDITIONS**

The following additional items should be noted:

1. The student must meet all of the eligibility requirements of the various organizations of which WBMHS or MS is a member.
2. HS ONLY: If a student has an F they cannot participate in games/meets for 1 week or until the F is brought up to a D or above. If a student has a D he/she is placed on probation for 1 week. The student has 1 week to bring up their grade to a C-. If after 1 week they do not bring the D up they will not be able to participate in games/meets until the grade is brought up to a C-. Students will also be under mandate of the Iowa High School Athletic » Association and the Iowa High School Music and Speech Associations. See Appendix A and B.

MS ONLY: At midterm, quarter, or semester, any Middle School student receiving 1 F or A multiple D's will be required to attend Hunt's Catch-up until the grades are figured for the next reporting period. Middle School students will be declared ineligible if they have been assigned to Hunt's Catch-up for failure to complete assignments until the work is caught up. If they miss Hunt's Catch-up, they are immediately declared ineligible until they attend a regularly scheduled Hunt's Catch-up and their work is completed.

3. During the period of ineligibility, the ineligible student may not participate in any contests or performances.
4. To be eligible for any particular activity event or to take part in a practice session, the student must be in attendance for a full school day. (For Saturday activities the student must be in school on Friday)
5. Any student declared ineligible under the prior school district's Good Conduct Rule, who then, without having completed the full period of ineligibility at that school, transfers to West Bend—Mallard High School or Middle School, will not be eligible for interscholastic competition at West Bend-Mallard High School or Middle School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is immediately eligible for interscholastic competition at West Bend-Mallard High School or Middle School, as far as any Good Conduct Rule is concerned.
6. Questions of interpretation will be ruled upon by the Principal.

NOTE: This is a mandatory policy. The detail outlining specific conduct expected and penalties for violation should be in the student handbook, and students involved in extracurricular activities must be notified of its contents.

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

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look--like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those are used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **POLICY #504.7**

Practice schedules will be made by the sponsor for each activity, submitted to the administration for approval, and distributed to the participants.

There will not be any activities on Wednesday evening, Sundays, or holidays except when cleared with the school administration in advance or scheduled by the state association.

### **ELECTRONIC/TECHNOLOGICAL DEVICES**

As electronics and technology devices change administration has the authority to determine what is allowed on school grounds. If the device become a disruption to the learning environment the student will be asked to put said device away. If it is seen again the device will be taken and parents will be notified.

#### **Cell Phone Policy**

High School - Student may have cell phones during passing periods and at lunch. It is up to the individual teacher to set expectations regarding cell phones in their classroom.

Middle School – Students should keep any cell phone in their bag and put away at all times. We understand that middle school students may have a cell phone for after-school activities however they should never be out during the day. (This includes lunch and passing periods).

Inappropriate use of devices or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and in cases where a law may be violated, law enforcement may be contacted. Student needs to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

### **EMERGENCY DRILLS**

Fire, tornado and bus evacuation drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building or bus by the prescribed route in a quick and orderly manner. The fire alarm is an intermittent ring with flashing lights. The tornado alarm is a constant ring. The intruder warning -- follow your teachers instructions. A bomb warning -- there will be a PA announcement, then proceed as if a fire drill and wait for instructions to get to churches. In a terrorism warning -- PA or room to room instructions.

Crisis response steps:

1. Rapidly identifying and responding to the threat.
2. Stay calm
3. Minimizing ongoing threat.
4. Activate procedures for evacuation or locking down, whichever is appropriate.
5. Sealing off a building, sheltering students and staff and releasing students to their parents.

### **EDUCATIONAL EQUITY POLICY**

Each year school districts are required to inform the district patrons of the educational equity policy. It is the policy of the West Bend-Mallard Community School District to not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its programs, activities or employment practices as required by Title IX of the 1972 Education Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women, as well as men, in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and

responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to:

Mrs. Amanda Schmidt, Superintendent  
Affirmative Action/Grievance Officer  
West Bend-Mallard Community School District  
West Bend, Iowa 50597  
(515) 887-7821

**Policy Title: Equal Educational Opportunity, --102**

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

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

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

**Policy Title: Equal Employment Opportunity, -- 401.1**

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

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

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status. In keeping with the law, the board shall consider the veteran status of applicants.

Advertisements and notices for vacancies within the district shall contain the following statement: "The West Bend-Mallard Community School District is an equal employment opportunity/affirmative action employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination; shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, West

Bend-Mallard Community School District, 300 3rd Ave. SW, West Bend, Iowa 50597; or by telephoning 515-887-7821.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

### **EQUIPMENT**

All school equipment checked out to individual students should be turned in to the coach/sponsor within one week of the end of the activity. Past due equipment reported to the office will result in a bill being sent for the replacement cost of such equipment, and the student being declared ineligible for further activities until said equipment is returned or paid for.

### **FUND RAISING**

All fund raising activities, whether by school groups or non-school groups, must be approved by the administration.

#### **Student Fund Raising**

Code No. **504.5**

Students may raise funds for school-sponsored events with the permission of the administration. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the building principal and/or activities director. All fundraisers will be approved by the board of directors.

All funds collected through student fund-raising activities shall be under the financial control of the board of education. Funds are to be deposited in the appropriate student activity account. Records and procedures relating to these and other internal accounts shall be in accordance with the Uniform Financial Accounting Procedures published by the Department of Education. An audit of student activity accounts, including funds raised through fundraising activities, shall be made at the same time as the annual audit of school funds.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

### **GRADING SCALE**

<b>A+</b>	<b>100</b>	<b>4.00</b>
<b>A</b>	<b>93 - 100</b>	<b>4.00</b>
<b>A-</b>	<b>90 - 92</b>	<b>3.67</b>
<b>B+</b>	<b>87 - 89</b>	<b>3.33</b>
<b>B</b>	<b>83 - 86</b>	<b>3.00</b>
<b>B-</b>	<b>80 - 82</b>	<b>2.67</b>
<b>C+</b>	<b>77 - 79</b>	<b>2.33</b>
<b>C</b>	<b>73 - 76</b>	<b>2.00</b>
<b>C-</b>	<b>70 - 72</b>	<b>1.67</b>





	English II .....	2 credits
	American Literature .....	2 credits
	Applied Communications or College Composition I.....	1 credit
	English elective .....	1 credit
<b>Mathematics</b> .....	6 credits	
	Pre-Algebra .....	2 credits
	Algebra I .....	2 credits
<b>Science</b> .....	6 credits	
	Integrated Science .....	2 credits
	Biology .....	2 credits
	Chemistry A .....	1 credit
	Physics A .....	1 credit
<b>Social Studies</b> .....	6 credits	
	American History .....	2 credits
	American Government .....	1 credit
	World History.....	2 credits
	Social Studies electives .....	1 credit
<b>Independent Living</b> .....	2 credit	
<b>Physical Education</b> .....	4 credits	
	.5 credits is required each semester	
<b>Electives</b> .....	16 credits	
<b>Total</b> .....	48 credits	

A minimum of seven credits is required each semester. Any course that is not counted above is an elective.

## **GRADING SYSTEM/PROGRESS REPORTS/AWARDS, ETC.**

### **GRADING SYSTEM**

The instructor for each class will hand out a written explanation of their grading system and go over it orally with the class at the beginning of each class term.

The grading scale/point scale at West Bend/Mallard Middle School is as follows:

A+ = 100%	4.00	A = 93 - 100%	4.00	A- = 90 - 92%	3.67
B+ = 87 - 89%	3.33	B = 83 - 86%	3.00	B- = 80 - 82%	2.67
C+ = 77 - 79%	2.33	C = 73 - 76%	2.00	C- = 70 - 72%	1.67
D+ = 67 - 69%	1.33	D = 63 - 66%	1.00	D- = 60 - 62%	.67
		F = 59 - 0%	0.00		

### **PROGRESS REPORTS**

Reports will be sent home after the end of the fourth week of each quarter notifying parents/guardians of unsatisfactory progress. Parents/guardians will acknowledge the unsatisfactory progress by signing the report form and sending it back to the school, or with a follow-up phone call to the teacher and/or principal. If a student does not improve within a two week period after the progress report, a conference will be held with the parent/guardian, teacher, principal, and student to plan a course of action for improvement.

## **ELIGIBILITY BASIS**

Academic performance is part of the policies dealing with eligibility for extra-curriculars. (See each of these policies.)

## **MIDDLE SCHOOL AWARDS**

An Honor Certificate will be given to those earning a grade point average of 3.5 or above on a 4-point scale. A Merit Certificate will be given to those obtaining a grade point average of 3.0. to 3.49 on a 4-point scale. These awards will be given to students in middle school at the end of each grading period. In the calculation of the grade point average all classes will be used, weighted according to SH value. (I.E. - class meeting 1 day per week for a semester = 1 SH, etc.)

## **STUDENTS IN BAND**

You will only be allowed to drop band during the first five days of each semester.

## **FAILING CLASSES AND RECEIVING INCOMPLETES**

It will be required to have all students pass courses taken at the West Bend/Mallard Middle School. Students who fail classes or have incompletes during a grading period will:

1. Have a conference with teacher, parent, guidance counselor, and principal to plan a course of action for completing the work required.  

and/or
2. Attend the home district after/before school hours to complete/redo class work.  

and/or
3. Attend summer school after the present school year is over to complete/redo class work.

## **HEALTH EDUCATION (BOARD POLICY #603.5)**

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

NOTE: This is a mandatory policy and reflects the educational standards.

### **HEALTH SERVICES**

Students becoming ill during the school day should report to the school's office. If there is a necessity to go home, the office staff will inform the parent, and the student will be released from school after signing out. Be sure to report to the office whenever you leave the building because of illness.

### **HONOR ROLL/TOP STUDENTS**

A 4-point grading scale (where 4 represents an A, 3 a B, etc) will be used in determining grade point averages. Students earning a GPA of 3.0 or higher will be included on the Honor Roll. Students having a GPA of 3.5 or higher will be designated as members of the "A" Honor Roll. A student with an "incomplete" cannot be included on the Honor Roll until the work is completed.

Valedictorian is determined by the highest GPA. Salutatorian is second highest GPA. Best of Class is decided by the Academic Formula (see the school counselor).

### **HUNT'S "CATCH-UP"/STUDY TABLE**

"Hunt's 'Catch-up'/Study Table" is an effort to enhance student learning and achievement. We have several goals to accomplish with this built-in study time. They are as follows:

1. Extra help is available for all students.
2. By sending notices of incomplete assignments to parents/guardians, you will always know if your student is caught up on his/her work.
3. By requiring attendance of all students who do not have their work done, no student will be allowed to fall behind more than one week. Also the responsibility of completing assignments will belong to the student, as it should. Attendance is required for students with late work, but it is also available for students seeking extra help.
4. By having students stay current with their work, they will be better able to concentrate on the present lessons.

Students with late assignments will be required to attend the entire study session.

Students that have 3 absences (excused or unexcused) within the two week grading period will be required to attend the entire study session.

Some important considerations are as follows:

1. Hunt's Catch-Up---Open gym will be every 2 weeks for students who have work done. Students not done with all work will have a study Hall.
2. Study Table---Students will be required to arrange a time with their teacher.
3. The study session will take priority over organized activities.
4. Notices will be sent out. (late assignments)

"Catch-up" Time will meet in the library or designated area with a certified staff member monitoring. Some staff members may be available to students to seek extra help.

## IOWA DEFINITION OF HOMELESS

Chapter 33, Education the Homeless, Iowa Administrative Code, defines a "Homeless Child of School Age":

- as a child between the ages of 5 and 21
- who lacks a fixed, regular, and adequate nighttime residence
- including a child or youth who is living in a car, tent, or abandoned building or some other form of shelter not defined as a permanent home
- who is living in a community shelter facility
- who is living with non-nuclear family member or with friends (includes doubled-up families) who may or may not have legal guardianship over the child or youth of school age.

### Categories of Homeless Children

- Migratory Children and Youth-if staying in accommodations not fit for habitation.
- Runaways-if their parents have provided and are willing to provide a home for them.
- Throwaways-if they live on the streets, in shelters or in other transitional or inadequate accommodations.

## INSTRUCTIONAL MATERIALS INSPECTION (BOARD POLICY #605.2)

Parents and other members of the school district community may view the instructional materials used by the students.

All instructional material, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional material must be viewed on school district premises. Copies may be obtained according to board policy.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional material.

NOTE: This is a mandatory policy and reflects federal law on the subject of parental rights to inspect instructional material.

## INTERNET APPROPRIATE USE

Because technology is vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (*will not/may*) be issued to students. If a student already has an electronic mail address, the student (*will not/may, with the permission of the supervising teacher,*) be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and

what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access; including sites that include obscenity, child pornography or r are harmful to minors. The school district will monitor the online activities of students and will educate students about appropriate online behavior including interacting on social networking sites and chat rooms. Students will also be educated on \_ cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and
  - cyber bullying awareness and response.
- Compliance with the E—rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

### **JOB SHADOWING POLICY**

1. Job shadowing will not be required for high school students to graduate but is strongly recommended by administration.
2. Second semester freshmen and sophomores must stay within a 30 mile radius of West Bend and Mallard. First semester freshmen will not be allowed to shadow.
3. Juniors and seniors may shadow where they choose within reason.
4. Job shadowing will only be allowed once per semester.
5. All requests must be approved by the guidance counselor or appointed job show instructor three weeks prior to the job shadowing visit.
6. Students are responsible for making all arrangements with the business (with instructor's help).
7. A signature from the business you shadowed, a student evaluation form, and a thank you letter to the business will be required upon return.

### **LIBRARY POLICIES**

In order to have a good learning atmosphere for all students, it is necessary that: (1) Students be constructively busy at all times doing research, recreational reading, selecting materials or studying. (2) Students must be quiet at all times and (3) Students work independently and individually unless otherwise arranged with the librarian. Replacement cost must be paid for lost and damaged materials.

### **LOCKERS**

All students are assigned to a book locker at the start of the year. Students are advised **not to leave money or other valuables in an unlocked locker. The school is not responsible for items stolen or lost.** An attempt should be made to keep lockers orderly. Suggestive or obscene pictures or paper advertising alcohol,

tobacco or drugs should not be taped on or in lockers. The lockers are not to be abused by kicking or slamming the doors. Administration will periodically inspect lockers for pop, food and appropriate pictures. Students whose locker is not in good working order at the end of the school year will be charged for the repair of the locker. **Students may not trade or change lockers without approval of the office.**

### **LUNCH BREAK/PRICES/MEAL CHARGES**

Everyone will walk to the lunchroom. Running to lunch or misbehavior there may result in loss of this privilege. Lunch lines will move with order and efficiency if you are patient and polite in waiting your turn. Students are not to crowd ahead in line. All food is to be eaten in the lunchroom and tables should be left clean. After seniors have finished eating, they may go to an area not in use. They may not leave the school grounds. Students are not to return to lockers, hallways, or classrooms until the bell ring--which indicates the end of their lunch break. Vehicles are not to be driven during noon hour.

Breakfast prices are as follows:

\$1.65 daily  
\$8.25 for 5 days  
\$33.00 for 20 days

Lunch prices are as follows:

\$2.90 daily  
\$14.50 for 5 days  
\$58.00 for 20 days

#### **Meal Charges**

In accordance with state and federal law, the West Bend - Mallard CSD adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **Payment of Meals**

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than 20 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Parents and or guardians may pay by check or cash in the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$25.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches 5 meals. Parents or guardians will be notified by automated emails or letters sent home. Negative balances of more than \$150.00, not paid prior to end of the semester, will be turned over to the

superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Unpaid Student Meals Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

### **MAKE-UP WORK**

If a student knows in advance that he/she will be missing school, it is his/her responsibility to contact instructors to get work made up before the absence. If a test is coming up, the student should see the instructor beforehand for review materials or arrange for a review with the instructor at another time prior to the test. If the absence cannot be predicted, such as illness, the student will be allowed to make up work after the absence. In case of extended illness, special arrangements may be made. Timelines in terms of making up work will be determined by individual teachers. Unique circumstances will be handled at the discretion of the teacher and/or administrators.

As a general rule, if a student is gone one day, he/she will have two days to make the work up, if the student is gone two days, four days will be allowed to make the work up. Students are required to have in their possession make up slips from the office upon returning to school from an absence. Failure to return admit slip to the office will result in the student being unexcused.

### **MEDICATION POLICY (BOARD POLICY #507.2)**

It is the preference of the school that medication not be administered at school if at all possible. However, the school does recognize that some students may need prescription or nonprescription medication to participate in their educational program.

Medication shall be administered only when the student's parent or guardian provides a signed and dated written statement requesting medication administration at school, and the medication is in the original labeled container, either as a dispensed or in the manufacturer's container. A medication permission form is sent home at the beginning of the school year to be used to request medication administration.

When administration of medication requires ongoing professional health judgment, an individual health plan shall be developed by licensed health personnel with the student and the student's parent.

Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated.

Any student who receives medication at school shall have a written medication administration record on file at school, including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration method;
- signature and title of the person administering medication;
- any unusual circumstances, actions, or omissions.



Medication shall be stored in a secure area unless an alternative provision is documented. The amount of medication stored on school premises shall not exceed one month's supply of dosage to be dispensed during school hours.

### **MID-QUARTER REPORTS (BOARD POLICY #505.1)**

At mid-quarter time, teachers will send progress reports to all parents of all students. Reports will show deficiencies and progress in each student's classes. Phone calls and/or written communication by teachers to parents is encouraged throughout the year.

### **MULTICULTURAL NON-SEXIST STATEMENT**

It is the policy of the West Bend-Mallard Community School District not to discriminate on the basis of race, color, national origin, creed, gender, marital status, sexual orientation, gender identity, religion, age, socioeconomic status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act. Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

#### **Policy Title: Multicultural and Nonsexist Education—603.4**

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

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

NOTE: this is a mandatory policy and reflects the educational standards.

### **NATIONAL HONOR SOCIETY**

#### Eligibility Requirements

1. Student must maintain high academic standards, equivalent to 3.5 GPA or better.
2. Student displays good character/integrity, leadership and service.
3. Student is a Junior or Senior with one semester of attendance at WBM.

#### Consideration Requirements

1. Student completes an information sheet\* which includes:
  - a. activity involvement
  - b. leadership positions
  - c. (community) service activities
  - d. Written response to "Why should you be considered?"
2. Student is responsible for returning the form before the deadline.
3. Student must provide two letters of recommendation, one from a teacher/staff and one from a community member.

#### Selection Process

1. Advisor meets with all eligible students and reviews the fore going requirements and stresses that students are accountable for meeting these requirements after selection. All questions posed will be addressed at this time.

2. All staff are given a list of the eligible candidates and asked to respond about each one that they know.
3. Five anonymous teachers are appointed by the Principal on a rotating schedule. This NHS Faculty Council reviews all information and makes the selection.
  - a. review of candidate's information is first done anonymously
  - b. if there is any doubt about the candidate's qualification, selection will be denied.
  - c. students selected are reviewed and approved/disapproved by the Principal.

Induction

1. Induction will be in the fall of the year.

Dismissal

1. If a student does not maintain a 3.5 GPA or does not continue to meet the leadership, service and character standards by which they were selected they will first receive a warning. If they do not improve they will be removed from NHS.
  2. Flagrant violation of school rules, civil or criminal law will result in immediate removal from NHS.
- \*the information sheet is not an application nor does the review of it guarantee selection.

**1:1 COMPUTER INITIATIVE**

1:1 Computer Initiative

Students in high school will have the opportunity to participate in the 1:1 Computer Initiative. Each student will be issued their own computer during the school year. The students are to follow the rules established in the West Bend-Mallard Community Schools' Laptop Computer Use Agreement. Failure to do so will result in discipline that is outlined in the Agreement.

If a student and parent do not wish to participate in the 1:1 Computer Initiative, the student will have the opportunity to check out a laptop for use during the day. The laptop must be checked out from the library at 8:00 AM and returned to the library no later than 3:30 PM. Students will be responsible for all assignments, projects, quizzes, and tests that a teacher assigns his/her class even though they choose not to accept a laptop under the Agreement.

**OPEN ENROLLMENT TRANSFERS (OUT) (BOARD POLICY #501.14)**

Procedures as a Sending District

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year proceeding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies.

The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's

superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

*The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.*

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

#### Open Enrollment Out of the School District to an Alternative Receiving District

Parents of students attending the school district under open enrollment may make an open enrollment request to a different public school district, an alternative receiving district, within the time period of the original open enrollment request.

This open enrollment request shall be filed in the same manner as other open enrollment requests no later than January 1 in the school year proceeding the first year desired for open enrollment in the alternative receiving district.

It shall be within the complete discretion of the board to approve or deny the open enrollment request to an alternative receiving district. In exercising that discretion, the board may consider several factors including, but not limited to, the potential impact of the transfer on the student, the effectiveness of the education program, the financial situation of the school district, and other factors deemed relevant by the superintendent and the board. The board shall take action on the open enrollment request to the alternative receiving district at the next regular board meeting. Prior to the board's action, parents may withdraw the open enrollment request.

The superintendent shall notify the parents by mail within five days of the board's action to approve or deny the open enrollment request to an alternative receiving district. Approved open enrollment requests shall be transmitted by the superintendent to the alternative receiving district chosen by the parents within five days after the board's action on the open enrollment request.

Approved open enrollment requests to an alternative receiving district shall be effective the following semester or at the beginning of the next school year. It shall be within the discretion of the board to make the open enrollment request to an alternative receiving district effective immediately based upon the circumstances of the open enrollment request and with mutual agreement of the alternative receiving district.

An open enrollment request out of the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district shall determine whether the program is appropriate. The special education student shall remain in the school district until the final determination is made.

It shall be the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It shall also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

### **OPEN ENROLLMENT TRANSFERS (IN) (BOARD POLICY #501.15)**

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

*The superintendent will approve (select those appropriate – timely filed applications by June 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1).*

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

- \* The school district and the sending district participate jointly in the sport;
- \* The sport in which the pupil wishes to participate is not offered in the sending district;
- \* The sending district was dissolved and merged with one or more contiguous school districts for failure to meet the accreditation standards;
- \* The student is open enrolling because the sending district has entered into a whole grade sharing agreement with another school district for the student's grade;
- \* The student's parent is an active member of the armed forces and resides in permanent housing on government property provided by a branch of the armed services;

- \* The student paid tuition for one or more years to the school district prior to open enrolling into the school district; or
- \* The student attended the school district under a sharing or mutual agreement between the school district and the sending district for one or more years prior to open enrolling into the school district.

Parents of students whose open enrollment requests are approved by the board shall be responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. The transportation is normally limited to within two (2) miles of the district boundary. The board's approval is subject to the sending district's approval.

Open Enrollment Into the School District as an Alternative Receiving District

The board shall take action on the open enrollment request to the school district as an alternative receiving district within fifteen days of receipt of the open enrollment request. The superintendent shall notify the parents of the board's action to approve or deny the open enrollment request at the next regular meeting of the board.

If the open enrollment request is approved, the Department of Education will be notified. Open enrollment requests into the school district as an alternative receiving district shall be considered by the board in the same manner as open enrollment requests in to the school district as a receiving district.

Approved open enrollment requests into the school district as an alternative receiving district shall be effective the following semester or at the beginning of the next school year. It shall be within the discretion of the board to make the open enrollment request into the school district as an alternative receiving district effective immediately based upon the circumstances of the open enrollment request and with the mutual agreement of the board of the school district the student is attending. The superintendent shall notify the parents of the effective date of the open enrollment into the school district as an alternative receiving district within fifteen days of the mutual agreement.

Attendance center assignments, athletic eligibility, and transportation of students open enrolling into the school district as an alternative receiving school district shall be handled in the same manner as students open enrolled into the school district as a receiving district.

An open enrollment request into the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education students will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district shall determine whether the program is appropriate. The special education student shall remain in the sending district until the final determination is made.

The policies of the school district shall apply to students attending the school district under open enrollment.

It shall be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

**PASSING**

There will no longer be bells that mark the beginning and end of each period. Students will have four minutes between classes. Students will need to monitor their own time and will still be marked tardy if they are not in class when the class begins. Teacher will establish a routine to alert students that class has begun and has ended. Students should stay to the right while moving through the halls and stairwells. Everyone is reminded

of the need to keep noise at a reasonable level. A student must have a pass from a teacher when in the hallway during class time.

### **PHONE**

There is a phone in the school lobby for student use (local calls). Students are asked to use a phone card for long distance calls. In emergencies the student may request phone assistance in the office, but may have to pay if the phone call is long distance.

### **PHYSICAL EDUCATION**

All students will participate in some manner. All students will dress in a manner approved of by the instructor. Shoes will be worn at all times, unless the activity specifically does not require them. Boots are not to be worn on the gym floor at any time. All participating students will be expected to shower. A student not taking physical education must have a signed exempt form in the office.

### **POSTING SIGNS**

The posting of all signs, advertisements, handbills, etc., by students must be approved by the principal. Generally speaking, profit-making organizations will not be allowed to advertise on the school grounds.

### **POSTPONEMENTS/CANCELLATIONS**

School cancellations or early dismissals are reported by the following media agencies:

<b><u>CITY</u></b>	<b><u>STATION</u></b>	<b><u>FM</u></b>	<b><u>AM</u></b>
Spencer	KICD	107.7	1240
Algona	KLGA	92.7	1600
Emmetsburg	KEMB	100.1	
West Bend	TV-Channel 2		
Des Moines	WHO-TV 13		
	KCCI – 8		

### **POST-SECONDARY EDUCATIONAL INSTRUCTION (BOARD POLICY #604.6)**

Students in grades nine through twelve may receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institution or with the board's approval on a case-by-case basis.

Students in grades nine through twelve who successfully complete courses in post-secondary educational institutions under an agreement between the school district and the post-secondary educational institution shall receive academic and vocational-technical credits in accordance with the agreement.

Students in grades eleven and twelve may enroll in a post-secondary educational institution for academic or vocational-technical credits with the board's approval on a case-by-case basis. Students who intend to enroll in a post-secondary educational 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 not 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 credit-bearing courses in a 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.

Students who have completed the eleventh grade but who have not completed the graduation requirements set out by the board may take up to seven semester hours of credit at a postsecondary educational institution during the summer months when school is not in session. Upon successful completion of these summer courses, the students shall receive academic or vocational-technical credit toward the graduation requirements set out by the board. Successful completion of the course shall be determined by the post-secondary educational institution. The board shall have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

The following factors shall be considered in the board's determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

- the course is taken from a public or accredited private post-secondary educational institution;
- a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- the course is a credit-bearing course that leads to a degree;
- the course is not religious or sectarian; and the course meets any other requirements set out by the board.

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post-secondary educational institution, shall be responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive

reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision shall appeal to the AEA for a waiver of reimbursement.

The superintendent shall be responsible for annually notifying students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The superintendent shall also be responsible for developing the appropriate forms and procedures for implementing this policy

Note: This policy reflects current Iowa law.

### **PREGNANCY**

Continued attendance in school requires an approval statement from the student's doctor stating that the girl's and baby's health will not be adversely affected by the continued school attendance. The doctor should also advise as to whether the girl should be excused from strenuous activities. The girl is encouraged to complete her education. A way to accomplish this goal will be developed through the counselor's office to fit the individual situation.

### **REPORT CARDS**

The report of the student's progress will be made available to the parents at the end of each nine weeks. The computerized quarterly reports also provide running totals of credits earned and both period and cumulative grade point averages.

### **SCHOOL DANCES**

The general policies for dances are:

1. All except Homecoming and Prom end at 10:00 PM.
2. Permission must be secured from the Student Government at least one week prior to the event. Blanks for this purpose are available from the principal's office.
3. All such activities must be chaperoned by at least two adults, to include parents or guardians of WBMHS students.
4. With the exception of the Prom, all school dances are for the WBMHS/MS student body members and dates only. No Middle School student shall be admitted to any high school dance. No High School student shall be admitted to any MS dance.
5. Once a student leaves a dance, the student may not re-enter. Additionally, for these ordinary dances, no one may enter after the initial 1/2 hour of the dance and within 1 hour of the start of Prom or Homecoming.
6. Dates must be signed into dance by WBMHS/MS student.

### **SEARCH AND SEIZURE (BOARD POLICY #502.8)**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student locker, desks, work areas, or students automobile under the circumstances as outlined in the following regulations to maintain order and discipline in the school, promote the educational environment and protect the safety and welfare of students and school personnel. Locker inspections without



prior notice may be conducted periodically throughout the school year. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include, but are not limited to; non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, "look-alike" substances, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. All non-maintenance searches must be based on reasonable suspicion and be reasonable in scope.

## **SENIOR OPEN CAMPUS**

### **RULES & REGULATIONS**

#### **Who is eligible for open campus?**

Senior class members during the 2<sup>nd</sup> semester of the school year.

#### **Seniors who are NOT eligible for open campus**

- Seniors that have D or F grades for the week (Schmidt's List and Ineligibility List).
- Seniors with six or more unexcused tardies accumulated during the school year.
- Seniors that have three or more unexcused absences during the school year.
- Seniors that abuse the privilege
  - -by not returning to school
  - -by not signing out/in of the open campus sign out book in the office
  - -by being tardy on account of open campus
  - -other....
- Seniors that do not have a signed parent permission form allowing them to leave during school hours (even if the Senior is 18 years old).

*The high school principal reserves the right to deny a student of their open campus privilege based on their academics, behavior, and abuse of open campus.*

#### **Seniors CAN leave school for open campus**

During their study hall time.

#### **Seniors can NOT leave for open campus during the following times:**

1. Lunch Time
2. Regular daily classes
3. Online classes
4. Home Room schedule days

#### **What do Seniors do when they leave/return to school?**

- Seniors must sign in/out to the open campus sign in/out book in the office
- Seniors will be given a special pass to get back into study hall if they arrive back early.
- When the senior returns to study hall, the study hall monitor will tear up the pass, so it cannot be used again.

#### **Lunch Time**

Students are not allowed to leave during lunch time. We do not want to hurt our school's lunch program in any way. **If a student has 3<sup>rd</sup> period study hall and does not return for lunch there will be consequences.**

**SENIOR OPEN CAMPUS SAMPLE PERMISSION LETTER**

Dear Parents,

At the November School Board Meeting (2009), member of the senior student council presented a plan for Senior Open Campus. After hearing and reviewing the plan, the WBM school board approved the plan for Open Campus. Below, please find a parent permission slip. Please sign if you agree to give your student permission for Senior Open Campus or if you do not agree to give your student permission for Senior Open Campus. Please have this turned into the High School office on or before December 21, 2010. Attached you will find the Senior Open Campus rule sheet. If you have any questions, please call me at 515-887-7821.

Sincerely,

Paul Peppmeier  
WBM Principal

My senior and I have read the Senior Open Campus rules and we understand them. We also understand the consequences if my senior breaks the rules. I hereby **give** my permission for my child to participate in Senior Open Campus.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

My senior and I have read the Senior Open Campus rules and we understand them. We also understand the consequences if my senior breaks the rules. I hereby **do not give** my permission for my child to participate in Senior Open Campus.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**SMOKING/DRINKING/DRUGS (BOARD POLICY #502.7)**

Students are not permitted to possess or use any tobacco or alcohol in any form at any time in the school building or on the school grounds. This includes the use of E-Cigarettes and other nicotine products. This applies to all school-sponsored activities as well as the regular school day.

Violation of this rule constitutes a serious offense and will result in immediate suspension and contacting of parents. This school will not tolerate the use of prohibited drugs by any of its students. Any student apprehended using or in possession of prohibited drugs will be suspended and the police will be notified. Consequences may also include, but not be limited to, expulsion.

**SPECIAL EDUCATION SERVICES**

Programs at West Bend-Mallard and IEP placements make up the Special Education Services for West Bend-Mallard. Students enter into these programs with parental consent and after AEA testing.

**Policy Title: Special Education -- 603.3**

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

Special education students shall be required to meet the requirements stated in board policy or in their IEPs for graduation. It shall be the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services

Children from birth through age 2 and children age 3 through age 5 shall be provided comprehensive special education services within the public education system. The school district shall work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This shall be done to ensure a smooth transition of children entitled to early childhood special education services.

It shall be the responsibility of the superintendent and the area education agency Director of Special Education to provide or make provision for appropriate special education programs. While the superintendent shall be custodian of school records, the building principal shall be responsible for maintaining the records of the children identified as in need of special education. These records may be viewed by authorized school personnel and in accordance with the requirements of board policy. Policies and procedures shall be filed at the area education agency.

NOTE: This is a mandatory policy and reflects state and federal law.

**STUDENT EQUAL EDUCATIONAL OPPORTUNITIES**

**Policy Title: Objectives for Equal Educational Opportunities for Students-- # 500**

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, West Bend Mallard Community School District, 300 3<sup>rd</sup> Ave. SW, West Bend, Iowa 50597, or by telephoning 515-887-7821.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo. 64153-1367, (816) 891-8156 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

### **STUDENT DRIVING AND PARKING**

Students may park their motor vehicles in the lots south, north, and west of the school, and on streets around the school. Use of these lots is a privilege. Vehicles are off limits during the school day unless permission is obtained from the office. Students are to avoid parking so as to block access to doorways, garbage dumpsters and driveways. Also avoid parking in designated staff parking spots. Failure to park correctly may result in a \$35.00 towing charge. No parking along the sidewalk on the west side of the building any time during the day.

Vehicles are to be driven in a safe and sane manner at all times in and around these lots. Students are asked not to drive in front of school (approximately 3-4 pm) while buses are loading and departing.

### **STUDENT INTERVIEWS (BOARD POLICY #502.9)**

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parent or guardian and have one of them present during the interview, unless the interview involves the investigation of an alleged sexual abuse charge.

No student may be taken from school without the consent of the building principal.

### **STUDENT PROGRESS REPORTS AND CONFERENCES (BOARD POLICY#505.1)**

Students shall receive a progress report at the end of each nine-week grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to

improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher conferences will be held periodically at the elementary, middle school, and high school to keep the parents informed. Conferences will normally be scheduled at the mid-point of each semester, but schedules may vary if needed.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

### **STUDENT PUBLICATIONS (BOARD POLICY #504.3)**

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 journalism, 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 expressions 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 shall 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 shall be 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, shall 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 shall follow the grievance procedure outlined in board policy 502.6.

The superintendent shall be responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent shall also be responsible for distributing this policy and the student publications code to the students and their parents.

### **STUDENT RECORDS ACCESS (BOARD POLICY #506.1)**

The Board recognizes the importance of maintaining student records and preserving their confidentiality.

Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destructive stages. Student records shall be maintained by the office secretary and housed in the administration office.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district.

Only those individuals who have written permission from the parent or eligible student shall have access to the student's records. A representative of the parents or eligible student may inspect and review a special education student's student records.

Parents, other than parents of an eligible student, may only be denied access to a student's records with a court order or when the district has been advised under the appropriate laws that the parents may not access the student records.

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

This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district whom the superintendent has determined have legitimate educational interests;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records;
- to the U.S. Comptroller General, the U.S. Secretary of Education, or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or
- as directory information.

## **STUDENT REGISTRATION**

### **School Fees 2019-2020**

Prep-Kindergarten	\$90.00
Grades Kindergarten — 8	\$110.00
Grades 9 — 12	\$120.00

If a Pre Kindergarten or Kindergarten youngster is registering for the first time, a birth certificate and immunization record will be required.

If registering for the first time in district be sure and bring a health immunization record and a birth certificate if a copy of it will not be available in your child's transcript.

Students who qualify for free and reduced lunch may also waive registration fees. A form may be obtained at the school office.

## **STUDENT VISITORS**

No students can have student visitors during the school day.

## **STUDY HALLS**

The first twenty five (25) minutes of each study hall will be silent and meant for students to be working on homework. If a student does not have any homework than the student will be required to free read. This includes but not limited to a book, magazine, and instruction manual. No reading will be done on the internet or phones. The only technology students may use to read is the Nook. After the twenty five (25) minutes is over, students may talk quietly to one another.

If a student is on Schmidt's list or Hunts Catchup they will not get the freedom to talk at all during study hall.

## **SUSPENSION/EXPULSION (BOARD POLICY #503.1/503.2)**

Any student may be suspended from school for violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school.

Students, who hit, kick, bite, spit or threaten school staff personal will have their parents called and they will be asked to pick up their student for an out-of-school suspension, the day of infraction, and remain out until a conference is held between student-parents-staff member-principal.

Length and type of suspension will be determined by the administration and will reflect the offense committed. Parents will be informed if suspension is used. The student will make up all work missed while on suspension. It will be the student's responsibility to get the assignments and complete them so as to avoid receiving an incomplete in the course.

A student placed on in-school suspension should report to school at normal time but report to an assigned place for the entire day rather than attending regular classes. The student should bring enough class work for the entire time and not leave the room without permission from an administrator or other staff member in charge.

Students given out-of-school suspension will be under jurisdiction of the parents and are not to appear on school grounds or at a school activity any time during suspension.

Any student may be expelled from school for violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interest of the school.

Suspended students may be readmitted by the administrator who issued the suspension. When expelled by the Board, a student may be readmitted only by the Board or in manner prescribed by it.

## **TALENTED AND GIFTED PROGRAM**

Criteria for Program Inclusion:

In an effort to develop a Talented and Gifted Program that provides consistency and quality programming at all levels, it is important to establish universal criteria for program inclusion. Giftedness can be evident in many areas, and not unlike other areas of education, may require a certain amount of flexibility in identification.

Nomination:

In order to be considered a candidate for TAG Program, a student must meet nomination criteria. Once a student is nominated and parent permission is obtained, a student will be administered the Cognitive Abilities Test of Creativity. A teacher rating scale is also used. All information is then evaluated for inclusion using a matrix.

## **TARDINESS**

Students arriving at school late in the morning should go to the office for an admit. The tardiness may be excused if a call or note is received from parents explaining the reason for the tardiness. Students who are late to a class during the school day must have a pass from the staff member who detained them, or have the tardiness reported as unexcused. Three unexcused tardies in a semester will result in an agreed upon restitution or detention. Further unexcused tardiness will result in time to be made up after school and a possible conference with the student and/or his parents. If a student is late and has not been detained by a staff member he/she should go directly to class, not to the office for a pass. The tardiness will be recorded as unexcused. Students denied admittance to class will report to the principal's office for that period and receive no credit for the class missed.

## **TRANSPORTATION TO SCHOOL ACTIVITIES**

The school will provide transportation to school activities for both participants and spectators. When provided, participants and spectators will ride the school transportation to and from the activity. The only exception is a personal request in writing by the parents to the activity director, coach, or an administrator and the parents who are assuming responsibility of another student other than their own must also give written consent. Parents need to sign off with the coach/advisor at the activity before your son/daughter can leave with the parent.

## **UNIFORMS, EQUIPMENT, AND MATERIALS...**

All students will be responsible for all uniforms, equipment, and/or materials issued to them either for class or extracurricular activities. Care should be exercised so as to not damage or lose these items.

At the completion of each activity season or class term the student will return all the uniforms, equipment, and/or materials. Payment for items not returned or damaged must be made before uniforms, equipment, or materials will be issued for another activity or class.

Report any losses immediately to your sponsor.

## **VOICE MAIL (To report an absence only.)**

1-515-887-7821

## **WEAPONS (BOARD POLICY #502.6)**

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

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



Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or in possession of the firearm at the time of discharge shall be expelled (not permitted to attend this school) for not less than 12 months.

The term "firearm" includes any weapon which is designed to expel a weapon or any explosive, incendiary device or poison gas.

Weapons under the control of law enforcement officials shall be exempt from the policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purpose

**Section 504 NOTICE OF NONDISCRIMINATION:** Students, Parents, employees and others doing business with or performing services for the West Bend-Mallard Community School District are hereby notified that this school district is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in admission or access to, or treatment in, its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities ACT (ADA), § 504 or Iowa Code § 280.3 is directed to contact: The Superintendent, located at West Bend-Mallard Community School, 300 3rd Ave. SW, P.O. Box 247, West Bend, Iowa 50597. Phone # 515-887-7821, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3 **(2003)**

## MISSION STATEMENT

The West Bend-Mallard Community School will provide quality and equitable educational experiences to prepare all students to be responsible and productive citizens committed to life-long learning

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