

Norwalk CSD
6-12 Student Handbook



Norwalk High School, 10-12
Eastview, 8-9
Norwalk Middle School, 6-7

Norwalk Secondary Campus Student Handbook
District Office Phone: 981-0676
High School Phone: 981-4201
Eastview: 981-9655
Middle School: 981-0435
District Website: http: www.norwalkschools.org

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CURRENT BELL SCHEDULE

MISSION STATEMENT

Growing Learners and Leaders

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT: BP-101

Our fundamental purpose is to create a rigorous, collaborative and inclusive learning environment for all students so each individual is empowered to pursue a lifetime of personal success in college, career and citizenship.

Educational Objectives, Vision: BP101.1

To achieve our mission, Norwalk Community Schools will create classroom and school environments that develop:

- critical and reflective thinking

- complex communication
- creativity and innovation
- collaboration and community
- flexibility and adaptability
- productivity and accountability

At Norwalk Community Schools, we believe the following Values ...

- In high standards of learning and performance for all students and staff.
- Student learning is the collective responsibility of everyone in the system. All educators will work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students we serve.
- All students can learn, but each child learns in different ways and at a different rate.
- All students deserve access to a rigorous, rich and engaging standards-referenced core curriculum. Aligned content, instruction and assessment practices will ensure a guaranteed and viable curriculum for all students.
- In a safe environment that supports the total development of the whole child: intellectual, social, emotional, and physical.
- Leadership should be balanced, transparent and distributed throughout the system.
- Data, evidence and results inform all decision-making.
- The best way to improve student outcomes is to develop high quality instruction in every classroom across the entire system. We will prioritize resources and professional capital to support this value.
- In providing equitable physical facilities and program offerings regardless of the students' attendance center.
- Smaller learning communities within a larger setting maximize learning and enhance efficiency.
- In a collaborative culture that respects diversity, individual differences and community values. Relationship building requires trust, mutual respect, and open and honest communication.

Staff Professional Learning Goals

If we...

- Build a K-12 Professional Learning Community (PLC) culture with a focus on collaboration, results, and high levels of learning for all students.
- Develop, design and implement a guaranteed and viable curriculum aligned to the Iowa Core, Universal Constructs and the Characteristics of Effective Instruction.
- Develop, design and implement a systemic instructional framework that includes a multi-tiered system of supports (MTSS) for academics and behavior.
- Develop, design and implement standards-referenced instruction, assessment, grading and reporting practices that inform students, parents, teachers and administrators.
- Create a systemic focus on teacher leadership, coaching, and job-embedded professional development.
- Commit to an efficient, effective and equitable allocation of resources designed to support improved student learning.

...then we can ensure high levels of learning for all Norwalk students and staff.

JURISDICTION

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. There may be circumstances when a student is allowed on school property to attend non-school sponsored activities or functions that utilize school facilities. This requires a parental conference and written administrative approval. All policies or regulations within this handbook are secondary to Board Policy.

NONDISCRIMINATION POLICY: BP: [102](#), [102.E1](#), [102.E2](#)

Norwalk Community Schools are committed to providing a pluralistic educational culture, which promotes mutual respect and acceptance among people, and in which all people are allowed to reach his/her fullest potential. In addition, Norwalk Community Schools are committed to providing equal opportunity to all people without unlawful harassment, bullying, hazing, discrimination or any other victimization, of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited. An administrator will then investigate and handle the complaint according to Affirmative Action guidelines.

The Board of Education recognizes its obligation and duty to provide an educational program equally available to all young people of the school district.

The Board of Education believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities, and interests through a program that recognizes and provides for the individual differences of all children in the school district. Innovation and change, based upon thorough research, study, deliberation, and evaluation shall be encouraged.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to the Central Administrative Office, Title IX Compliance Officer, 380 Wright Road or by telephoning 981-0676. Equal opportunities in programs shall be provided to all students regardless of race, national origin, sex, or disability. The superintendent shall take affirmative steps to integrate students in attendance centers and course enrollment data shall be collected on the basis of race, national origin, sex, and disability, and shall be reviewed and updated annually.

“It is also a 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 and men in our society.”

NORWALK GRIEVANCE PROCEDURE BP: [102.R1](#), [213.1R1](#)

Students, parents of students, applicants for employment and employees of the Norwalk School District shall have the right to file a formal complaint alleging noncompliance with federal and state regulations requiring non discrimination in educational programs and employment.

LEVEL ONE: PRINCIPAL, IMMEDIATE SUPERVISOR OR EQUITY COORDINATOR

Employees with a grievance of discrimination on the basis of gender, race, national origin, disability or religion may first discuss it with their principal, immediate supervisor, or the district Equity Coordinator with object of resolving the matter informally. A student, a parent, an employee or an applicant for employment with a complaint of discrimination on the basis of gender, race, national origin, disability, religion, age, veteran status, sexual orientation or other perceived differences may discuss it with the instructor, counselor, building administrator, or the district Equity Coordinator.

LEVEL TWO: THE EQUITY COORDINATOR

If the grievance is not resolved at level one and the grievances wish to pursue the grievance, he/she may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Educational Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaints at level two must be within fifteen (15) working days from the date of the event-giving rise to the grievance or from the date the grievances could reasonably become aware of such occurrence. The grievances may request a meeting concerning the complaint at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent within fifteen (15) working days after receipt of the complaint. Currently the Level Two Equity Coordinator is Alison Cornwell, 981-0676.

LEVEL THREE: SUPERINTENDENT/ADMINISTRATOR

If the complaint is not resolved at Level Two, the grievant may process it to Level Three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Equity Coordinator. The grievant may request a meeting with the Superintendent. The Superintendent has the option of meeting with the grievant to discuss the appeal. The Superintendent will render a decision within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Citizen Grievances Concerning Employees

Whenever a citizen is aggrieved at the action of any employee, such citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Other supervisory or administrators in the line of responsibility
2. The superintendent of schools
3. The board of directors

The board of directors shall require that this chain of appeal be followed.

No appeal will be heard by the board of directors and no charges against the employees will be investigated or acted upon by the board unless reduced to writing, signed by the party bringing the same, and presented to the board through the superintendent of schools.

(Board Policy-1003.3)

LEVEL ONE and LEVEL TWO INVESTIGATORS for ABUSE

If any student of the Norwalk Community School District believes that they have been the victim of physical abuse, sexual abuse, or sexual harassment by any employee of the school district, he or she has the option of filing a complaint about the incident with either the building administrator or the district's level one/two investigators. These investigators are administrators within the district for level one and outside the district for level two.

Level One:

Eric Neessen

Director of Special Services

981-0676

Level Two:

Greg Staples, Chief of Police
Norwalk, IA 50211
222-3321

ACADEMIC AND COUNSELING INFORMATION FOR STUDENTS

Norwalk Student Advocate/Counseling Program

Our Vision

Our Norwalk Community School Counseling Program incorporates the Norwalk District's fundamental purpose to create a rigorous, collaborative and inclusive learning environment for all students, so each individual is empowered to pursue and achieve a lifetime of personal success in college, career and citizenship. The counseling program will promote the district's vision by supporting all students' academic, social/emotional and vocational needs.

Our Beliefs & Values

All school counselors in the Norwalk Schools believe:

- All students can achieve and be successful.
- Counselors will plan and manage the counseling program in which all students will have access to developmentally appropriate K-12 comprehensive, articulated and sequential guidance curriculum.
- Counselors will create a safe environment which supports the total development of the whole student: intellectual, social, emotional, and physical.
- As counselors we will advocate for all students' ethnic, cultural, racial, gender, and special needs in an ongoing process. When planning and implementing the guidance curriculum we will adhere to meeting the needs of all students.
- Counselors will use data, evidence and results to inform all decision-making.
- As counselors we will solicit input and feedback from students, staff, and the community to continually evaluate and refine the counseling program k-12.
- As counselors we will abide by the professional school counseling ethics as outlined by the American School Counselor Association.

Student Assistance Program

The Student Assistance Program (SAP) is designed to prevent and reduce student problems of substance abuse, suicide, eating disorders, dropout, behavioral problems, and other serious life issues. Free counseling services are provided. Please contact the Student Advocate's Office at the high school, 981-4201. Grades 6-12 have access to the Student/Employee Assistance Program in Des Moines. Free guidance or referrals are available for students and their families. Call 515-263-4004 OR

1-800-732-4490 for appointments at no cost. School based therapists are also available at each school.

Class Schedules

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be allowed while course selections are made. Once those selections are made, we will honor them to the extent possible. No changes will be made in these selections after this form is finalized except for the following reasons:

1. A required course for graduation is failed during the current year.
2. A course is taken during summer school.
3. Class balancing.
4. Students will have three days to add or drop a class and then two days after that point with instructor permission. If a student decides to drop a course after that time, he/she may be assigned to a study and may receive an “F” grade for the semester.

Infinite Campus

Infinite Campus is our student management system that allows parents to attain student information, such as attendance, grades, or homework, online at any time. Information regarding directions and sign-up forms may be obtained from the district web site or by selecting the provided link: [Parent Portal](#).

Standards Referenced Grading and Reporting

One of Norwalk’s staff professional learning goals is to “develop, design and implement standards-referenced instruction, assessment, grading and reporting practices that inform students, parents, teachers and administrators.” This page is dedicated to providing up-to-date links and information regarding our system’s progress toward this goal. Please select the provided link to view research, past communication, and grading videos about [SRG](#).

Graduation Requirements ,[BP 505](#), [BP 604.6](#)

Nonpublic schools are deemed to meet the education standards of [Iowa Code section 256.11](#). With respect to accreditation in both public and nonpublic schools, the state has the authority and responsibility to be assured of an educational program which is in accordance with minimal standards. Approval standards are those rules and regulations promulgated by the Iowa Department of Education and found in the Iowa

Administrative Code. These standards detail the statutes as to intent and purposes and carry the force and effect of law. Please select the following link to access Norwalk's Graduation Requirements, portfolio requirements ([603.13](#)) and diploma options.

[Graduation Credits](#). Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. Students who are short of the required number of credits to graduate will not be allowed to participate in graduation ceremonies. Those students who have extenuating circumstances may appeal to the superintendent. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony but Students who do must be dressed in items prescribed by Norwalk Community School District.

Each student in grades 10 and 11 must be enrolled in at least six courses each semester and are allowed a single period of release. Seniors must be enrolled in at least 11 courses, 6 one semester and 5 the other and may have release any other open period.

Graduation requirements, [BP 505.5](#), for special education students will be in accordance with state-required standards and the prescribed course of study as described in their Individualized Education Program (IEP). In order to obtain a diploma, current state-required standards include: four years of English, three years of math, three years of social studies, and three years of science (4-3-3-3).

Early Graduation BP [505.6](#)

Students may graduate prior to the completion of four years of high school attendance if the course work required for graduation under Board policy has been met. Students who want to graduate early, which is listed on a student's schedule as GAP (Graduation and Advanced Placement), may do so by applying for admittance to and by being accepted to the program, through the guidance department. This application is in the form of a contractual agreement specifying the courses to be successfully completed and the date of the anticipated graduation. Failure to successfully complete any of the courses listed in the program or achievement far below the student's ability are grounds for breach of contract. All [GAP contracts](#) must be on file in the guidance office one semester prior to graduation. All GAP contracts must be approved by the student's parent or guardian and the high school principal or designee.

Special Education Information

Service Delivery Plan

The purpose of special education is to provide an appropriate education to all students who have been identified as having a disability and a need for specially designed instruction. This means that the district is responsible for appropriately serving each student in the least restrictive environment and for adapting the content, methodology or delivery of instruction for students based on their unique needs. The continuum of services offered range from consultation between teachers to a specialized program. Regardless of the disability, our objective is to appropriately serve and support each student with the end goal being to prepare them for living, learning and working once they graduate. Please contact the principal, a student advocate, or the Director of Student Services if you have further or more specific questions.

Eric Neessen
Director of Student Services
Norwalk Community School District
515-981-0676 x4011
eneessen@norwalk.k12.ia.us

504 Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits schools from discriminating against students with disabilities. It requires that recipients of federal funds (such as school districts) make their programs and activities accessible to all persons with disabilities.

Section 504 sets minimum standards for providing related services and aids to students to protect the rights of students with a physical or mental impairment that substantially limits a major life activity.

Each Norwalk school building will identify a lead contact(s) for their building. The district contact person is responsible for overseeing the district 504 program and ensuring that the district is appropriately identifying and serving students who are eligible for Section 504 services. Please select the link for more information: [504](#)

CREDIT OPTIONS

Earning High School Credit prior to 9th grade

Students in grade 8 or below who enroll and successfully demonstrate proficiency in high school courses will receive high school credit. The student's grade will be calculated into his/her cumulative high school grade point average, and the course will count toward graduation requirements at Norwalk High School. Students who do not demonstrate proficiency in a high school course in middle school will be recommended to retake the course in the subsequent year/semester. If the student chooses to retake the course, a notation of "AU" will be placed on the student's transcript for the completed course. The replacement grade will be reflected on the student's transcript. In the event the student chooses to advance to the next level, the grade earned prior to 9th grade will be recorded on the transcript and will be included in the student's GPA and class rank.

Credit Advancement

Students may earn credit toward graduation through Norwalk's credit advancement policy. Students must demonstrate mastery (80% or a 2.5 in the proficiency scale of each priority assessment must be attained.) on the key competencies of the course to earn credit. Teacher teams and administrators will determine the assessment methods by which a student may demonstrate sufficient evidence of the required competencies for the course. Most often, required competencies include a final exam and/or a performance/product-based assessment. Students who earn credit through credit advancement will not receive a grade but will have a notation of "P" listed on the transcript. A notation of "P" on the transcript is not calculated into a student's GPA or factored into class rank. This option may only be utilized before the start of the school year or during semester tests to ensure that the student can be placed in the next course. Once a student utilizes the credit advancement, they may not regress and take a lower-level course in that content area.

Pass/Fail Credit

Students may be approved to take a class for Pass/Fail credit at Norwalk High School. Approval can be granted through a process that includes a student/parent request, rationale and parent permission. Requests will be reviewed and approved/denied by a team to include teacher(s), a Student Advocate, and an administrator. To earn credit

and a notation of “P” on the transcript, a student must demonstrate proficiency (70% or above) in the essential course competencies. A notation of “P” on the transcript is not calculated into a student’s GPA or factor into class rank. If a student is taking a course for Pass/Fail credit and does not demonstrate proficiency, they will receive the letter grade of “F” on their transcript. A notation of “F” on a student’s transcript will be calculated into a student’s GPA and class rank. Courses taken for Pass/Fail credit count as one of the five or six courses required to be a full time student. Students should carefully consider the implications of taking a course for Pass/Fail credit as many college/university admissions policies require a grade.

Auditing a Course (Non-Credit Option)

Students may be approved to audit a course in grades 9-12. Auditing a course allows a student to take a course without the benefit of credit or a grade. A student who audits does so for the purpose of enrichment and academic exploration. Approval can be granted through a process that includes a student/parent request, rationale and parent permission. Requests will be reviewed and approved/denied by a team to include teacher(s), a Student Advocate, and an administrator. Audits may only be approved if space is available in the course and in addition to the five or six courses required to be a full time student. Students are required to meet all academic and behavioral expectations as set by the instructor. If not met, the student will be dropped from the course. A notation of “AU” will be added to the student’s transcript at the completion of the semester. The student will not receive any credit for completion of an audited course. Students should carefully consider the implications of auditing a course as college/university admissions policies require credit and a grade.

Building Assistance Team

Each building has a Building assistance Team. This is a group of educators which meets throughout the year to identify student interventions and recommend various services.

Norwalk Class Rank Formula

Class rank at Norwalk is determined by three factors, Grade Point Average (GPA), ACT score which may be substituted with the low end of the predicted ACT Score taken from the ASPIRE test (the last ACT test used is the April test), and the number of Advanced Norwalk Classes (ANC) completed. Grade Point Average and Advanced Norwalk Classes each comprise approximately 2/5ths of the Class rank. The ACT score comprises approximately 1/5th of the Class rank. The formula for the New Norwalk Class rank is as follows:

$(\text{GPA} \times 18) + (\text{ACT or the low end of the Iowa Assessment Prediction}) + (\text{ANC} \times 2)$

ANC courses are only limited by the restrictions set for in the student handbook. An eligible student may elect to take more or less than the approximated high of 36 ANC courses. ANC courses do not necessarily count as a course which counts as one of the three advanced courses necessary for the Distinguished Diploma. Those courses must be Advanced Placement or college which confer college credit. This means a grade on a transcript from a local college has been earned. Class rank is final upon graduation.

Instruction at a Post Secondary Education Institution BP [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 with a post-secondary educational institution for concurrent enrollment or with the Board's approval on a case-by-case basis for the postsecondary enrollment options program.

Concurrent Enrollment: 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.

Postsecondary Enrollment Options Program: Students in grades nine through 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.

More information can be found in the following link: [Senior Year Plus](#).

CREDITS/DUAL ENROLLED/HOMESCHOOL

Students must have successfully completed the courses required by the Board for graduation. Students must successfully complete each grade level, grades K through 12, and complete all the required courses of study as determined by the State Department of Education and the Board of Education prior to graduation.

It shall be the responsibility of the superintendent to ensure that students complete grades K through 12 and that high school students complete the appropriate number of credits required for each student's selected diploma prior to graduation.

Students must be enrolled in seven credits to be considered a full time student with the exception of one semester of his or her senior year, where only six credits are required. Advisement is considered a class due to the work done on the Graduation Portfolio. Another exception is for any senior who serves as a tutor in the Academic Assistance Lab. Students who participate in this program can take 5 credits each semester.

Transfer of Credits

A maximum of two (2) credits may be earned from any institution other than Norwalk to be used toward graduation. Grades earned in courses taken from other institutions will be recorded on the transcript and be included when computing grade point averages. Students who are identified as At-Risk by the Building Assistance Team and may not complete the courses required by the Board for graduation may transfer an unlimited

Dual Enrolled

Iowa Department of Education guidance determines when the enrollment status of a student advances to a full time status based on the number of classes the student is enrolled. Dual enrolled students are not assigned to study halls, lunch, TA or periods that are not scheduled academic classes for which they are enrolled.

Grades 6-12: Students enrolled in 7 or more classes are considered full time students. Advisement is considered a class.

Home School

The Iowa Department of Education reminds all parents who choose to homeschool their child to meet with school officials prior to the 9th grade year to set high school plans. Home schooled students must attain all credit requirements for a Norwalk diploma to participate in graduation ceremonies. For more information please contact the District Office, 981-0676.

Norwalk High School follows The Iowa Department of Education guidance as it refers to the transferring of credits from nonpublic schools. Nonpublic schools have

two options for accreditation in the State of Iowa. Per their website, “Nonpublic schools can choose one of the following options:

1. General Accreditation by state through a comprehensive site visit.
2. Independent Accreditation through a state approved independent accrediting agency

College Testing Program

The ACT or SAT is required for admission to most colleges. These tests are designed to cover a wide variety of basic background information. From the test results, the college gets a good idea of the student’s general academic background, and can predict, with considerable accuracy, the student’s probable success in college.

ACT Information

Please see the counselors for dates of ACTs or other tests or check the website (www.act.org) or contact the guidance office for more information. Starting in Spring of 2019 Norwalk High School will administer the ACT to all Juniors at no cost to the parent.

Transcripts

Students who wish to have transcripts (copy of permanent records) sent to colleges for admission purposes should contact the guidance office. It is necessary that a release form be completed prior to mailing of the transcripts.

Permanent Record Card

Semester marks are recorded on the student’s transcript. The semester marks represent the grade earned by the student for the whole semester’s work. Students are not allowed to replace any earned grade by retaking a class. The only exception to this is when a student takes a high school level course prior to entering 9th grade.

Student Records BP [506](#), [506.1](#), [506.2](#)

Both students and parents have a right to view their student’s personal files at each attendance center. An administrator will assist you in interpreting these records and will answer any questions. Transcripts may be requested from the registrar or the High School Advocate’s secretary.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the District in writing not later than the start of the school year (or within 10 calendar days of enrolling in the District if a student enters after the start of the school year). You also have a right to request that the District not release the student's name, address and telephone numbers to military recruiters and/or post-secondary institutions. If you desire to make such a refusal, please contact the district office.

Post-Secondary Visitation

Students are allowed to visit a post secondary institution, if arranged at least five school days in advance. Work must be made up before leaving. Students are encouraged to visit these institutions before making his/her final decision. A Student Advocate may deny a visit because of excessive absences.

English Learners

Those students who qualify as English Language Learners (EL) will be provided assistance. EL students will receive credit for the ESL direct instruction class taken with the certified EL instructor. Please select the link for more information. [EL](#)

Students may receive credit in EL (1 credit per semester) using a Pass/Fail option. Most EL students will be required to take an EL class that pertains to his/her EL plan. This will address the specially designed instruction needs of the student. The EL teacher and administration will determine if a student needs a EL class for a credit option, based upon student English Learner Plan. The Pass/Fail grade will not benefit or hinder a student's grade point average.

Gifted and Talented BP [604.3](#)

Students are nominated by teachers, parents or through standardized test results for support services. Multiple criteria for each category of identification are utilized using a case study approach. Building teams make placement decisions based on student ability and need. In addition to the 3-5% of students identified for the G/T program, students are considered for the talent pool. Please select the following link for more information. [Gifted](#)

NORWALK STUDENT CONDUCT POLICIES BP [503.1](#)

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to obtain their education or their participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Furthermore, Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Student Expulsion and Exclusion [BP 503.2](#)

Only the board may expel a student from the school environment. The removal of a student from the school environment, which includes but is not limited to classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may expel a student and/or readmit a student. The principal and Student Advocates shall keep records of expulsions in addition to the board's records. The linked board policy has what the student will be provided when recommended for expulsion.

Student Suspension BP: [503.1R1](#)

Students who violate the rules of good conduct; who are tardy, absent or truant, who disrupt the learning process available to them, or whose presence is disruptive to the educational environment shall constitute good and sufficient reason for suspension.

Due Process

The following due process procedure will be followed for student suspension. The minimal due process procedure includes the right of students to:

1. be given oral and/or written notice of the charges,
2. be given the opportunity to admit or deny such charges,
3. be given an explanation of the evidence against the student if he/she denies the charges,
4. be given an opportunity to explain the situation.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement of certain types of student misbehavior. In addition, legal action may be instituted against the student.

Students who are involved in any illegal activity on school property or at school sponsored activities may be reported to the police department.

Out of School Suspension

A principal may suspend a student temporarily for a period of time not to exceed three consecutive school days. The superintendent may suspend a student temporarily for a period of time not to exceed ten consecutive school days. Parents will be notified of the suspension by phone or in person by the administrator or designee.

The student will be given the opportunity to earn credit during the suspension. Students will be expected to study and complete homework assignments in order to earn full credit for the time missed at school. The school will email work to the student or it will be available online. Upon returning to school, all work must be turned into the appropriate instructor. The responsibility of getting assignments and turning in the work rests entirely with the student.

*A parent/student/administrator conference may be required before being admitted back into school.

*Parents will receive a personal call or letter pertaining to all out of school suspensions.

*Students will not be permitted to attend, participate, or compete in any school activity or event, in or out of town, during the suspension period.

In School Suspension

Students may be removed from the classroom and assigned quiet study. Students will not be permitted to attend, participate, or compete in any school competition or performance, in town or out of town, during the suspension period. In School Suspension will be structured in the following manner:

*Students may be assigned to quiet study by the administration.

*In School Suspension WILL be a full day (8:00-3:30).

*Students will be expected to study and complete assignments.

*Students will be required to turn in all electronic devices. Failure to do so may result in an out of school suspension

Early Out/Saturday School

Students who do not meet the academic or behavioral expectations set by the school or in the classroom may be assigned Saturday School or Early Out School. Any Wednesday Early Out, teacher workday, or Parent Teacher Conference time is considered the same as Early Out School. The assigned time will be structured in the following manner:

1. The Administration and student will set a date on a Saturday or Early Out that the student will serve and a parent or guardian will be informed.
2. The student will be expected to bring school work on which to work.
3. The student is expected to work the entire time. If a student does not work he/she will be asked to leave and the day will not count. The student will be subject to step four.
4. If the student does not attend on the assigned date then he/she may be reassigned a date or suspended for up to three days.

Conference

Any staff member may call a conference with a student. This conference may include teachers, students, parents, counselor, and/or administrator, as deemed necessary. A staff member or the administration can assign a student detention. Teacher assigned detentions are arranged between the parties involved. Failure to complete detentions by the deadline may result in but is not limited to more detention time, Early Out School, In School Suspension, or possible Out-of-School Suspension.

Detention

Students who violate school policies may be assigned detention time. Major violations will result in a suspension, while other conduct violations result in detention time during a student's release time or before and after school. Students who do not serve the time will lose privileges and/or be assigned detention time during Early Out.

A staff member or the administration can assign a student detention. Teacher assigned detentions are arranged between the parties involved. Failure to complete detentions by the deadline may result in assignment to Early Out School or possible out-of-school suspension.

Office Referral

A student may be referred to the office when, in the opinion of the instructor, the severe nature of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the pupil in the classroom detrimental to the educational process. The administrators will assign discipline. The following steps could be taken.

First removal to office: The student will set up a plan to avoid further removals.

The student will be encouraged to meet with the teacher during the teacher's free time to resolve the situation and may be assigned detention.

Second removal to office: May result in removal from class for one to three days as well as detention. The student's parent will be contacted to inform and remind them that the next removal may result in a withdrawal from class and may lose the opportunity for credit.

Third removal to office: The student may be dropped from the class, losing the opportunity for credit. A student may be moved to the final step with extreme behavior in instances of profanity or threatening actions.

Privileges and Student Conduct

A student has several privileges for which he/she is eligible, however these are not rights. Every student is given release unless a parent notifies Norwalk High School. However, Students can be denied privileges such as open campus lunch and release by the administration or the student's parent/guardian. The following conditions may result in a student losing his or her privileges:

1. Students receiving a "F" for the previous grading period will lose any privileges until notification is received by the administration from the teacher that the student is achieving a passing grade. Students receiving any incompletes will lose privileges

until the Student Advocate's Office receives the change in writing or email from the teacher. Only the Student Advocate's Office may reinstate a student's privileges.

2. Any student referred by a teacher as showing poor academic performance, not meeting class requirements, or failing may lose any privilege.
3. Students who are suspended may lose privileges for a specified period of time.
4. The following may cause a student to lose his or her privileges. If the student is:
 - failing any course.
 - truancy.
 - absent excessively. Excessive is defined as more than 10% of the days in attendance. Calculations on attendance are done every 9 weeks.
 - excessive tardies.
 - parent referral for academic issues.
 - or teacher referral.

Any student in these may lose their privileges during the current semester and the following semester. Six referrals during a semester is considered habitual and serves as the point at which a student may lose privileges.

Search and Seizure BP: [502.8](#)

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

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances or other unauthorized drugs, marijuana, cocaine, amphetamines, barbiturates; apparatus or look alikes used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and

stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if such possession will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Search and Seizure Regulations BP: [502.8R1](#)

I. Searches, in general

A. Reasonable Suspicion: A search of a student or protected student area will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting the good order, efficient management and welfare of the school district.

Reasonable suspicion may be formed by considering factors such as the following:

- 1) Eyewitness observations by employees;
- 2) Information received from reliable sources;
- 3) Suspicious behavior by the student; or,
- 4) The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: A search of a student or protected student area will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the circumstances which gave rise to the need for a search and the objects of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- 1) The age of the student;
- 2) The nature of the infraction;
- 3) The emergency requiring the search without delay; and
- 4) The objectives to be accomplished.

II. Types of Searches

A. Personal Searches

- 1) A student's person and/or personal effects on or about the student (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated or is violating school district policies, rules, regulations or the law affecting the good order, efficient management and welfare of the school district.
- 2) More intrusive searches will require more compelling circumstances to be considered reasonable.
 - a. Pat-Down Search: If a pat-down search or a search of a garments (such as jackets, socks, pockets, etc) is conducted, it will be conducted by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - b. A more intrusive search of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened.
 - c. No "strip searches" or body cavity searches are allowed

B. Locker and Desk Inspections [BP 502.5](#)

Although school lockers and desks are temporarily assigned to the individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. In addition to lockers and desks, these provisions also apply to any other facilities or spaces owned by the school district and provided as courtesy to students. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The district shall provide written notice of such inspections each year when school begins.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school

policy or rule. Such searches should be conducted in the presence of another adult witness, when feasible.

C. Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's vehicle on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items, or other evidence that a student has violated or is violating the law or a school policy or rule, are contained inside.

Interrogation by Outside Agency [BP-502.9](#)

As a general rule, individuals from outside of the school district may not interrogate students. However, district personnel may question students pertaining to school matters with or without prior consent of the parent/guardian. Interviews of students at school by outside agencies must be conducted in the presence of the principal or other designated staff member and with the consent of the principal and parents/guardians, unless otherwise required by law or Board policy. If police officers or other law enforcement officials request an interview of students at school, an attempt shall be made to contact the student's parents/guardians and to have one of them present during the interview. An administrator, professional employee, or police liaison officer of the district shall be present during the interview.

Video Surveillance [711.2R2](#)

The Norwalk Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes may be considered a confidential student record and retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child, to the extent permitted by law.

MAJOR STUDENT CONDUCT VIOLATIONS

Anti Bullying/ Anti Harassment BP: [104, 104E1, 104.R1](#)

Select the link to go to the informal or formal complaint form: [Forms and Handbook](#)

The Norwalk School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - 1) Places the student in reasonable fear of harm to the student’s person or property.
 - 2) Has a substantial detrimental effect on the student’s physical or mental health.
 - 3) Has the effect of substantially interfering with a student’s academic performance.

- 4) 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.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

All cases concerning intimidation and harassment should be brought to the Administration immediately. Students found guilty of violating this policy could receive a warning, suspension, or be recommended for expulsion. Students who feel that they have been harassed should:

If the student needs assistance communicating with the alleged harasser, the student should ask a teacher or Student Advocate to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser the student should:

-- tell a teacher or Student Advocate; and write down exactly what happened, keep a copy and give another copy to the teacher or Student Advocate including;

what, when and where it happened;

who was involved;

exactly what was said or what the harasser did;

witnesses to the incident;

what the student said or did, either at the time or later

how the student felt; and the response from the other student

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Student Services (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter “Respondent”) to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the Investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include but is not limited to a warning, detention time, a suspension or an expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. It may also be considered a violation of the Good Conduct Policy.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to

the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Sexual Harassment

Sexual harassment is prohibited

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

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

Sexual harassment includes, but is not limited to:

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

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

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

Norwalk High School is committed to the belief that students have a right to an environment that is free of sexual harassment. Sexual harassment in any form by employees, students, vendors or any other persons having business or other contact with the school is prohibited. Any person found in violation of this policy will be subject to discipline, including, but not limited to, reprimand, Saturday School, suspension or other sanction as deemed appropriate.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of student's status;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such students.
- Such conduct has the purpose or effect of unreasonably interfering with the student's work performance or creating an intimidating, hostile, or offensive working environment.

Any person while within the jurisdiction of Norwalk Community School District, who witnesses sexual harassment or who believes he/she has suffered sexual harassment, should contact the Principal, Student Advocate, counselor or school nurse.

Dangerous Weapons BP: [502.6](#), [502.6R1](#)

The Norwalk Community School District will not tolerate the possession and/or use of dangerous weapons or look-alike weapons in the building, on its property, or at any school sponsored event or activity. As defined in the Code of Iowa, [702.7](#), a "dangerous weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being...any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other..."

Dangerous weapons include, but are not limited to, firearms, daggers, razors, or pocket knives or instruments equipped with sharp blades or points, look alike/mock/replica weapons, shells, ammunition or any other explosive material.

These items are not appropriate at school and shall not be brought to school or to any school sponsored activity. Violators will be subject to the district's discipline policy which may include, charges being fined, an out of school suspension and/or a recommendation to the Board of Education for expulsion. Please read the linked board policy for further explanation as well as the process used to review the situation.

Tobacco, **Nicotine**, Alcohol and Drugs **905.2**, [502.7](#), [502.7R1](#)

A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, **nicotine**, tobacco, inhalants, and drug paraphernalia.

The Board prohibits the use or possession of **nicotine or** tobacco and the use or possession of alcohol, controlled substances and other unauthorized drugs, or "look alike" substances that appear to be tobacco, alcohol or controlled substances or other drugs, by students on school property or at any activities sponsored by the school on or off school property.

Any student found in violation of the above on school grounds at any time and/or off the school grounds at a school sponsored activity, function or event will be suspended for up to ten days and may be referred to the Board with a recommendation for expulsion. Furthermore, it may be reported to local law enforcement. An "event" for the purpose of the article is defined as any competition or performance involving Norwalk and/or another school and any activity sponsored by the IHSA or IGHSAA.

Possession with alleged intent to sell will be dealt with as follows: A ten day suspension will be issued through the Superintendent's office. Material confiscated will be sent to the Department of Criminal Investigation Lab for analysis. After the collection of substantial evidence a decision will be made as to the recommendation to be given to the School Board.

Fighting

Students are expected to conduct themselves in a mature, controlled manner. Student harassment or intimidation should immediately be brought to the attention of the administration. Students INVOLVED in a fight will be subjected to suspension in or out of school. Moreover it may be reported as a violation of the Good Conduct Policy

(Students who either physically or verbally help to bring about or participate in a fight are guilty of fighting.)

*First Involvement - One (1) - three (3) day suspension.

*Second Involvement - Three (3) - five (5) day suspension.

*Third Involvement - ten day (10) out-of-school suspension with possible recommendation for expulsion.

Students who are involved in a fight must comply with faculty requests to stop. Failure to do so, or inadvertently punching, pushing or making any physical contact with a faculty member may result in a 10 day out of school suspension and/or recommendation for expulsion. Students could also be referred to the police for acts against any faculty member.

Theft

Students are expected to conduct themselves in a mature and respectful manner. Any student involved in a theft on school property or at a school-sponsored activity may be subject to the following discipline:

First Offense: One to three-day suspension before re-entry and the police may be contacted.

Second Offense: Up to Five day out-of-school suspension with a parent conference before re-entry and the police will be contacted.

Third Offense: Up to Ten day out of school suspension with a possible recommendation for removal from school and the police will be contacted.

OTHER STUDENT CONDUCT VIOLATIONS

Compulsory Attendance [BP: 501.3](#)

All persons residing within the district who are of compulsory attendance age as defined by state law and in the requisite physical and mental condition shall attend school at the attendance center designated by the Norwalk Community School District Board of Directors, unless their attendance is excused by law. Students shall attend school for at least the minimum amount as required by law.

Attendance Regulations

Consistent and punctual attendance is essential to achievement and success at Norwalk. Attendance is the student's responsibility shared by his/her parent(s). On the day you are absent from school, your parents must telephone the attendance

office, between 7:30 A.M. and 4:00 P.M. Calls before 7:30 a.m. and after 4:00 p.m. will be recorded on an answering machine. This service is provided as a convenience to parents. Written notes excusing absences will not be accepted unless special arrangements are made with the student's Student Advocate.

Any student who exceeds an absence rate of 10% of the required attendance of a class and/or school day may have their parents or guardians advised of their attendance and may be placed on attendance expectations. Absences confirmed in writing by a physician or absences for other medical services confirmed in writing by the consulted physician will be considered excused. Moreover, notes, which do not indicate specific dates and times may not be accepted. Finally the notes must be current and the days subsequent. Back dated notes may not be excused. Absences approved in advance with the administration will also be considered as excused. (e.g. funerals or traveling with parents.)

Any student who accumulates seven unexcused absences to one class, nine tardies to one class, or is removed three times from the class for disrupting the educational environment will lose the opportunity for credit and may be withdrawn from the class.

Students are truant when:

- Absent without confirmation of a parent/guardian prior to or within 24 hours of the absence.
- When the excuse is not accepted by the administrator.
- All cases of unexcused absences. Any student who is truant on consecutive days may have that treated as one instance of truancy
- Leaving school without parental and school knowledge and leaving without checking out through office.
- More than 10 minutes late to a class or absent for more than 10 minutes.

Absences

Excused Absences:

Excused absences are issued in most cases when the parent notifies the school of the student's absence. Administrators may refuse to accept questionable excuses. Students will receive an excused absence from school when the absence is caused by:

- *Illness, as verified by parent/guardian and accepted by an administrator.
- *Bereavement, as approved by a parent and an administrator.
- *Emergencies, as approved by a parent and administrator.
- *Religious Holidays, as approved by a parent and administrator.

Additional Excused Absences:

Professional appointments, legal and medical appointments, court appearances with proper documentation, or court affiliated appointments. Notification of appointments and arrangements to leave the school for a medical appointment must be made in advance with the office. Students leaving on a trip must pick up a form from his or her Student Advocate. One of the two purposes of the form is to communicate the student's current academic standing and possible impact of the absence. The second purpose of the form is to define when a student is to have his or her make up work completed. Teachers have the prerogative to have students make up work prior to or after the absence. Finally, the amount of time a student has to make up assignment is relative to whether the assignment was known prior to the absence or was given on the day of the absence. Please refer to the make up policy for the number of days a student receives when the absence is excused.

Unexcused Absences

Unexcused absences are issued to students in all cases of truancy. Examples of unexcused absence include: oversleeping, being more than 10 minutes late, shopping, work, housework, cold weather, haircuts, job interviews, paying bills, etc. A student is truant if he/she is absent without parental and administrative consent. Administrators may refuse to accept questionable excuses. Students are expected to make up the work missed if unexcused, but credit DOES NOT have to be given for those missed assignments. Parents will be notified of the unexcused absence. Students may be assigned Early Out School or assigned an In School Suspension based on the amount of time unexcused. Homework, which is known to be due at the time of the unexcused absence, must be turned in immediately upon returning to school. The discipline steps are listed below:

1. Each time a student is truant an automated message will be sent to parents
2. The fourth time a student is truant parents will be contacted directly by a school official.
3. The fifth time may result in a student losing all their privileges or be assigned an In School Suspension.
4. The seventh truancy to a class where credit is earned may result in a loss of credit. The withdrawal from class will be noted on the student's transcript as a "Withdrawal No Credit" (WNC). The student's grade point average will not be impacted. If the student is truant from a Study Hall then the next act of truancy in that class will result in an Out of School Suspension for Insubordination.

5.

Please note a student who is truant to more than four periods in a day may receive an In School Suspension. A loss of privileges or Early Out School is also possible.

Any student who has accumulated 10 days of unauthorized or unknown absence in a row may lose the opportunity for credit. Once the student has fewer than four credits, he or she may be designated as a dropout. *Once a student is counted as a dropout, the student has the right to return to active enrollment in his/her resident district, provided the student has not attained age 21. If the student does not return to active enrollment by October 1st following the drop out date, Norwalk High School shall be required to report the student dropout status to the Iowa Department of Education.*

A parent or guardian not complying with the compulsory attendance law may be referred to a county official or appropriate designee.

Tardy Policy

Students are expected to arrive on time for class. Those students who arrive after the bell will be considered tardy. Those students who are excessively tardy will be given a consequence.

At the High School, a student will be sent back to the Advocate's Office to get a pass. Nine tardies to a class may result in a loss of credit.

At Eastview, teachers may assign students detention before or after school. Continued tardiness may result in lunch detention.

At the Middle School, students considered habitually tardy could lose privileges, serve detention time before/after school, and/or early out school on Wednesday.

School-related activities:

Attendance at state or school sponsored tournaments may be excused if a Norwalk team or individual is participating in the tournament. All work must be made up in advance and parental consent must be granted at least a day prior to the event, otherwise the student will be considered unexcused. An exception to this is when a student has been placed on attendance expectations and/or has poor grades. Students who have an attendance expectation and/or poor grades may be denied an excused absence to attend a school sponsored event.

Criminal Trespass

Non-students on Norwalk High School property or within the building will be removed unless he/she qualifies as an approved visitor. Those persons will be warned

verbally or with a letter stating that he/she is not to be on school property in the future. Repeated offenses will lead to the filing of a formal complaint of criminal trespass with the Norwalk Police Department and subsequent arrest of the person(s).

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; as well as from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual code remarks, making reference to prohibited conduct or similar displays. Students are also prohibited from wearing tube tops, bathing suits, clothing that exposes the midsection of the torso, muscle shirts, "spaghetti strap" shirts, and over the shoulder shirts or blouses. Clothing that exposes undergarments are unacceptable, shorts and skirts are to be an appropriate length. Head apparel; including hats, bandanas, scarves, etc., is not to be worn in the building. Students are to place their head apparel in their locker upon arrival at school and the apparel will remain in the locker until the student is leaving the building for the day. Failure to comply with this policy will result in disciplinary action. Under certain circumstances or during certain classes or activities a more strict dress may be appropriate, and students must comply with the stricter requirement. Students whose clothing or other possessions smell of illegal drugs, alcohol, and/or tobacco may be asked to change clothes or remove items from the school building.

One of the Student Advocates will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing, leave the school, or may also receive a consequence.

Purses/Bags

Any bag carried into classrooms must be smaller than a book and remain on one's person or the back of one's seat or desk.

Electronic Equipment

Electronic Equipment, including but not limited to Smart Phones, iPods, and tablets may be used in the halls during passing periods, with permission from a teacher or during a student's lunch period if in school. Laptops may be used as an extension of the classroom. Video recording devices are never to be in either the locker room areas or restrooms and recording another student or teacher may result in a suspension from school. Students and visitors must get permission from a teacher or administrator prior to taking videos or photos at school or school activities. If a staff member of Norwalk High School asks a student to hand over their electronic device it is to be done without argument. Failure to do so is considered insubordination and the student will be sent to the Advocate's office. If students use electronic devices inappropriately, such as but not limited to a laser pointer, in school or at school events the devices may be confiscated and given to the Student Advocate's Office for safekeeping and returned when appropriate. Privileges may be lost if the technology is used inappropriately. Finally, the use of a phone in any manner during an exam may be considered an act of academic dishonesty.

Profanity

The use of profanity at school will not be tolerated. Students using profanity at school, toward an instructor, will be subject to a one to three day out of school suspension as it is conduct that disrupts the orderly and efficient operation of the school. Prior to the student's return to class there may be a meeting between the student, teacher, and administrator if profanity has been directed toward that instructor. A student may also be prosecuted for the use of profanity.

OTHER STUDENT INFORMATION

Freedom of Expression ([504.3R1](#))

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expressions must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this may be subject to discipline. Please see the Board Policy for further explanation.

Ban on Confederate Flag Symbol

A student's right to freedom of speech will not be infringed upon; however, school officials may place limits on certain forms of unprotected speech, including speech which is reasonably anticipated to be materially and substantially disruptive to the educational environment or impinge upon the rights of other students to learn. A student's display of divisive symbols on flags, clothing, or other items in a school-affiliated setting may result in such disruption. In view of recent race-based protests in our nation and local community, the district has determined the confederate flag symbol is divisive and its display poses a serious risk of racial tension and confrontation. Therefore, in order to prevent disruption to school, display of the Confederate flag symbol by a student on school grounds is prohibited.

Dual Parent Reporting/Custody

In the case of a student whose parents are separated or divorced, the names and addresses of both parents at the attendance center must be notified and the District Office should have the names and addresses of both parents. Any legal court orders that limits the rights of a parent should also be up to date and on file at the appropriate attendance center. The school will act as guided legally.

Human Growth and Development BP [603.5](#)

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents who wish to review the curriculum or to excuse his or her child from the human growth and development instructions should contact his or her child's Student Advocate.

Student Email, Computer, Internet use BP [605.8, 605.6, 605.6R1](#)

The use of the school district's computer, internet, email, and other network resources is a privilege, not a right. Failure to comply with this policy and other school board

policies and rules regarding student computer, internet, and email use may result in disciplinary action up to and including removal of network privileges and/or expulsion. Illegal use of the school district's computer, internet, email, and other network systems may also result in referral to law enforcement authorities.

Any student found in violation of this policy will be subject to the student code of conduct up to and including expulsion from school. The student may also have access to electronic devices restricted. In general students may lose three to nine weeks of internet privileges for violation of the policy. Violations of this policy may be brought to the attention of building principals or employee supervisors at any time.

1:1 Student Handbook

The Norwalk Community School District ("NCS D") is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Norwalk Community School District to assist in the pursuit excellence in education for every student. NCS D has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

This initiative will provide students the tools to have instant access to the world of information and also to become producers rather than just consumers of information. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

Guidelines for Academic Pin and Honor Roll

At the High School, Students will receive an academic pin/bar in the fall by achieving a 3.5 GPA for each semester in the previous school year. Seniors will receive a pin/bar in their packet of outgoing information if they had a 3.5 GPA for each semester of their senior year.

Honor rolls will be computed at the end of each semester based on semester grades. Students who earn a 3.25 grade point average are recognized as Honor Roll students in the paper each semester.

Student Relations

The relationships between students should not be embarrassing to other students and adults. Physical contact should be limited to holding hands.

Academic Dishonesty

Academic dishonesty can be divided roughly, into two broad categories: Plagiarism - misrepresenting someone else's work as one's own; and cheating - attempting to violate the academic rules of the classroom by deceiving the teacher. Plagiarism involves verbatim use of material from a published source or from another student's work previously submitted for credit in a course. Cheating is exemplified by the copying of another's answers, the use of crib notes during an exam, the copying of someone's homework assignment, or the sharing of information to obtain or give an unfair advantage on an exam. Plagiarism and cheating diminish the quality of the educational experience for all and reduce the value of honesty-earned grades and diplomas.

Academic honesty will be required of all Norwalk students. Accordingly, we establish the following guidelines for Norwalk students and staff. Academic dishonesty will be divided into instances in which a staff member simply suspects that cheating may have taken place and those in which there is substantive evidence of or witness to cheating.

Substantiated:

Cheating on an exam, assignment or plagiarizing

The student reworks the task. Norwalk believes a student should be assessed on what each knows and can do. However, the incident will be reported to the Student Advocate's Office and recorded in the student's discipline record. If a student has multiple Incidents of Academic Dishonesty the student may be removed from the class, losing the opportunity for credit. The transcript will state "Withdrawal No Credit" (WNC) and the student will forfeit the opportunity to graduate with a Distinguished Achievement Diploma.

Suspected:

Cheating on an exam, assignment or plagiarizing

The student and teacher should meet and a warning should be provided. The teacher can require the student to retake or rework any task in which cheating is suspected. The student may appeal to their Student Advocate if he or she deems the accusation misplaced.

Dance Information 508.5

Dances are sponsored by the student council and are a source of fund-raising. N.H.S. students have always displayed excellent behavior at our dances. In order to insure that this tradition continues, we ask that you be aware of the rules for behavior that govern our dances.

1. Norwalk students are allowed to attend dances sponsored by their school. 6th and 7th grade students may only attend dances at the Middle School. Only 8th and 9th grade Eastview students may attend dances at Eastview. 10th-12th grade students may only attend dances at the high school.
2. A fee is charged for all dances. The money is used to support the activities of student council and to pay for the cost of dances.
3. Parents are to make sure your student does not arrive too early and is picked up as soon as the dance is over.
4. Administrators and chaperones are on duty at all dances.
5. Students suspected of being under the influence of anything illegal will be brought to the attention of the administrator on duty or the police officers on duty. A student who is suspected of being under the influence will be asked to take a breath test to check for blood alcohol levels. Refusal to do so could result in a ban from activities for the remainder of the year. The parent(s) will be notified and the student may be suspended from school. Students in this category may not be allowed to attend future dances.
6. We expect students to have the same behavior at dances as he/she has during the regular school day.

Field Trips

It is the responsibility of the sponsoring teacher to have a method of parent notification. from each pupil before leaving the school for the purpose of making a trip. No school-sponsored group may be sent to represent the school without an adult school sponsor.

Students may not be allowed to participate in the field trips, conventions, or workshops that are failing a class; have missed more than 10 days a semester (exemption granted for extended illness); who have one or more suspensions; or who have demonstrated misconduct or failed to cooperate on a previous field trip. Faculty sponsors will qualify students for eligibility to participate in field trips.

Weight Room and Gym

Students are not allowed to use the weight room or gym unless a faculty member or certified coach is in the weight room or gym supervising.

Late Arrival and Leaving Campus

Any student who arrives after school day has started or needs to leave before school has ended will be required to report to the office. Parents are required to call the Attendance Secretary if a student is late or has an appointment, which requires the student to leave. Failure to do so may result in the student being counted as truant. Students who need to go home must have parental approval before being allowed to leave.

Make Up Work

The excused absence entitles the student to make up work for credit. The responsibility for this make-up work rests totally with the student. Make-up work is to be completed before the absence if possible or within a reasonable time after the absence. The policy for makeup work is two (2) days for the first day absent and one (1) day for each additional day of absence. Example: 2 days absent, 3 days to make up the work. For unexcused absences, the student is expected to make up the work; however, credit does not have to be given for the work missed. Work, which is known to be due at the time of the absence, must be turned in immediately upon returning to school.

Student Records BP [506](#)

Both students and parents have a right to view their personal files at Norwalk High School. An administrator will assist you in interpreting these records and will answer any questions. Transcripts may be requested from the registrar. Contact the District Office by dialing 981-0676.

Requirements for Withdrawal from Norwalk

Students withdrawing from Norwalk High School must request a withdrawal form from a counselor. Students will be withdrawn for the following reasons:

1. Parent request (in person or in writing).
2. Non-attendance. A student may be withdrawn after 10 consecutive Days of being absent from school.

DRILLS BP [804.6](#)

Fire Drill

These are important practice sessions to promote individual safety in case of fire emergencies. Know your escape routes and follow them in an orderly fashion when

the alarm is sounded. Exit the building and remain outside until you are told to re-enter. Routes are posted in all classrooms.

Tornado/Severe Weather Drill

These are important sessions to promote individual safety in case of weather emergencies. Know your area to take cover. Follow the directions of your immediate faculty supervisor. Move in an orderly fashion and remain in the appropriate area until told to return to class. Routes are posted in all classes.

Emergency Drills

These are important sessions to promote individual and school safety in case of unforeseen emergencies. Students must follow the directions of his or her teacher.

Student Fees BP [503.3](#)

Please Select the link: [STUDENT FEES](#)

Payment of Student Fees:

Payment of fees is due at the time of enrollment. Fees will not be prorated based on the date of enrollment.

Refund of Student Fees:

The District will refund student fees on a semester basis. If a student attends any portion of a semester, the parent/guardian will be responsible for payment of the semester fees. 2nd semester fees paid during August or during the 1st semester will be reimbursed if the student terminates enrollment prior to the beginning of 2nd semester.

Student I.D. Cards

At the beginning of the school year each student will be issued a photo I.D. card. This card must be presented when checking out library materials and attending athletic events. Replacement for lost I.D. cards will cost \$5.00 and may be secured at the Central Office. I.D. cards are not transferable.

School Meals and Negative Balance at Lunch [BP 710.4](#)

The Norwalk Community School District participates in the National School Breakfast and Lunch Programs as required by law, operating a student meal program that provides breakfast and lunch meals for students in grades K through 12. The district takes pride in serving nutritious meals and reveres the research that hungry students cannot learn. The district's nutrition program operates as an Enterprise Fund, meaning the nutrition program is a self-sustaining program where revenues

generated from meal sales are required to cover all of the program's operating costs. The parent/guardian of the student is responsible to pay for a meal if they elect to have their student purchase a meal from the district. Parents/guardians are expected to deposit funds into their student's account to ensure that their student is able to purchase a meal if requested. Negative lunch account balances are highly discouraged and may be subject to penalties including 3rd-party collections or court action. Per Iowa code, school districts are not permitted to transfer money from other funds (i.e. General, PPEL, Activity Fund, etc.) to reduce negative student account balances.

Parents/guardians are responsible to monitor their student's lunch account balances to insure adequate funds are available to purchase meals. Parents/guardians can make payments at any of the school offices or by using the electronic payment access located on the district's website. Revtrak online Hot Lunch payment system:

Parents/guardians may apply for federal meal assistance (Free & Reduced Lunches) at any time throughout the school year. The online application is on the District Homepage at www.norwalk.k12.ia.us or may be obtained at the Nutrition Office located at Eastview 8-9 or from the office at every school attendance center.

Textbooks

Textbooks come in both soft and hard cover. Students are expected to take good care of them. Fines are assessed for lost and/or damaged books. The system for assessing damages is:

Broken Binding	\$15.00
Lost Book	Replace value of book

Independent Students

The superintendent or his/her designee must approve of the independent status of student before this policy is in effect. A student who is living outside of his/her parent's residence, but legally attending Norwalk Community Schools, must notify the Student Advocate to be an independent student. The Student Advocate may write an appropriate contract to determine future attendance and disciplinary procedures. Independent status students have a limited amount of absences that will be allowed as excused or approved without a doctor's excuse.

School Nurse

Two nurses are available from 7:45 a.m. until 3:30 p.m covering the 6-12 campus. In case of injury or emergency, while at school, students are required to inform the nurse. This can be done by going to the nurse's office or by getting assistance from the nearest teacher who will summon the nurse. Students are not to go to the nurse's

office without a pass, except in an emergency or when he/she has free non-class time. If students are not feeling well, he/she should report to class, obtain a pass from the teacher and then report to the nurse. The pass indicates the student has reported to class and is absent from the classroom with the teacher's knowledge and permission. Students who need to leave school due to illness must be excused by the nurse or through the office before leaving the building. Before a student will be dismissed from the school due to illness or injury, the parents must be notified. Failure to check out properly will result in appropriate discipline.

Student Lockers

Each student may be assigned a hall locker and given the option for a lock at the start of each school year or at the time a student first enrolls at NHS. Lockers are for the personal use of the student and should not be shared except with your locker partner, nor should the combination be shared. See the attendance secretary if your locker does not have a lock. Students may only use locks provided by the school.

Lockers not properly cleaned, which do not open and close correctly, or have been vandalized are to be reported to an office secretary immediately.

Release of Information [BP:506.1R1](#)

Information may be released to the public in regard to any individual student of Norwalk High School as necessity or desirability arises. Any student, parent, or guardian not wanting the information released to the public, must make their objection in writing to his or her child's Student Advocate at the high school. Pictures or any student work placed on the Internet will have a separate waiver form.

Equal Access Act: Use of secondary school facilities during non-instructional time by non-curricular groups [BP: 504.2](#)

Research indicates that students who are involved in extracurricular activities and other outside interests are less likely to drop out of school or have discipline problems than students who are not. The school district will make its secondary school facilities available to non-curricular student groups and allow these groups to hold meetings during non-instructional times as a means of promoting this policy. If students wish to organize a non-curricular student club or group and hold meetings at school under this policy, they must file an application with the principal which lists:

1. The name of the non-curricular club or group.
2. The room or area in which the club or groups wishes to meet as well as the dates and times during which they wish to meet.

3. The name of at least one student who will serve as the contact between the group and the school administration, to be updated annually.
4. The name of the school employee who will be present to provide adult supervision to be updated annually.
5. The charter, constitution and/or bylaws of the group as well as the same documents for any off-campus organization with which the student group is affiliated. If there is no charter then they must submit a written statement of purpose to the administration. Any changes to the by laws or written purpose must be reported to the principal within 30 days.

In adopting this policy, the school district does not waive its authority to maintain an orderly and disciplined school environment. See the Board Policy for further explanation of the rules.

Homeless Children and Youth [BP:501.16](#)

The school will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Director of Special Services. A homeless child is defined as a child or youth between the ages of five and twenty one who lacks a fixed, regular and adequate nighttime residence. It also includes those students living in a shelter or those students living with non-nuclear family members. Please see the linked board policy above for further explanation of how a student is designated as homeless.

If individuals know of someone who is homeless, please contact Eric Neessen, Director of Special Services, at the District Office, 981-0676 or email at eneessen@norwalk.k12.ia.us

Student Publications BP [504.3](#), [504.3R1](#)

An editorial board composed of participating students under the supervision of an advisor shall be responsible for the content of official student publications. The editorial board shall be guided by the Iowa Code and by ethical standards adopted by

professional associations or societies of journalism. All publications shall provide students a full opportunity for the exchange of ideas and robust debate about topics of student interest, including those that may be controversial. The board policy contains further details on student publications.

Expected Behavior in the Cafeteria

Students are to observe the following rules when eating in the cafeteria:

1. We all share the responsibility of keeping the building clean. Even if you did not create the entire mess, please assist in clean-up.
2. Only seniors are allowed to leave campus during lunch. Juniors may be allowed to leave under special circumstances.

BUS INFORMATION

Student Ride Time on School Bus One-Way Regular Routes

The riding time, under normal conditions, from the designated stop to the attendance center, or on the return trip, shall not exceed 75 minutes for high school pupils or 60 minutes for elementary pupils. The district may extend the riding time limits up to 15 minutes subsequent to a public hearing. (These limits may be waived upon request of the parents).

Changes in Bus Schedule

The district will no longer accept changes in student bussing of the non-emergency type. Instead, parents are being asked to provide non-emergency transportation.

All changes will continue to be handled through the transportation office either by phone or email. Please do not send notes to school or give them to bus drivers. The phone number is 981-0016(answered 6AM-4:30 PM daily)

Bus Conduct

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents or guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in the student being subject to disciplinary action by the transportation director or Student Advocate. The operation of a safe, efficient, economical transportation program requires that all passengers observe the rules and regulations set up by the transportation department. Failure to observe the rules and regulations will result in disciplinary action being taken. Students are still

Passes

Any student who wishes to go to any area other than their assigned area must have a pass signed from a staff member. The pass must have the destination, date and time listed. The student must report immediately to the pass area. Those who violate student pass regulations will be referred to the office for disciplinary action. Students may be allowed to go to their car during the school day but must ask for permission and check out of the main office. A parent or guardian must grant permission for a student to go home.

Posters/Handouts

Anyone wishing to put up a poster must have approval from one of the administrators beforehand. Posters may be placed on the locker and in the student lounge area or designated location. Handouts must be pre-approved by administration. Information about approved non curricular clubs must be posted on the bulletin board near the school office.

Lockers

Each student is responsible for keeping his/her assigned locker clean both inside and outside. Students are cautioned not to keep money or other valuables in their lockers. At the end of each school year, lockers will be inspected. Students will be assessed fines for the locker conditions listed:

<u>Locker Condition</u>	<u>Fine</u>
Damaged locker door	\$15.00
Broken lock	6.00
Needing major repainting	20.00

Not being cleaned out	5.00
Marring of a locker	4.00 each
Marks - pens, magic markers	3.00 each
Decals, stickers	4.00 each

Property Damage

Parent(s) and/or Students may be held responsible to reimburse the District for any costs incurred to repair or replace school owned property that is damaged by the student. Principals or their designee will determine any disciplinary actions that will be taken, but restitution for the damages is the responsibility of the parent. The District will issue a statement to the primary parent contact listing the damaged item(s) and the costs incurred to repair or replace the item(s). The parent is expected to issue payment upon receipt of the statement. The District may file charges with local law enforcement authorities if payment is not made within 30 days.

PARKING

Parking Rules and Regulations, [Iowa Code 279.8A](#)

The board may make necessary rules to provide for the policing control, and regulation of traffic and parking of vehicles and bicycles on school grounds. The rules may provide for the use of institutional roads, driveways, and grounds; registration of vehicles and bicycles; the designation of parking areas; the erection and maintenance of signs designating prohibitions or restrictions; the installation and maintenance of parking control devices; and assessment, enforcement, and collection of reasonable penalties for the violation of the rules. Rules made under this section may be enforced under procedures adopted by the board. Penalties may be imposed for violation of the rules, including, but not limited to, a reasonable monetary penalty.

Parking Tags

Are issued with the student's graduation year and are expected to be used until graduation. If you have lost the tag and need to replace it, include \$5.00 with your registration fees.

If this is the *first time* you are registering to drive, you must see the office and fill out the required information. Students will be issued a tag the first day of school free of charge. Parking tags must be displayed on your rear view mirror at all times and must be visible. THERE WILL NOT BE ASSIGNED PARKING.

STUDENTS ARE NOT ALLOWED to park on the top level at any time.

This area is reserved for visitors, substitute teachers and staff. Students who park on the top level or any other non-designated spots will receive a \$20 parking fine. Habitual violation could result in the car being towed and a student being denied parking rights on school grounds. There are no assigned spots or levels. Trucks are requested to park along North Avenue.

East side parking

There will be no student parking on the East side of the high school building.

Library

BP [605.5](#), [605.5R1](#), [605.1R1](#), [605.5.1](#)

Students have the opportunity to check out a variety of materials from the library. Due dates vary according to the type of material checked out. As a courtesy, overdue notices are provided during advisement period. However, students are responsible for returning or renewing materials and paying any fines. Students are welcome to use the library by obtaining a blue pass from the teacher-librarian or library associate and then signing out of study hall. Students are expected to remain quiet and orderly and show respect for materials and other users.

- Fiction and nonfiction books as well as archived magazines may be checked out for three weeks and renewed for additional three week periods.
- Reference materials, CDs, DVDs, and videos may be checked out for three days and may be returned renewed for an additional three days.
- Calculators may be checked out for one class period or may be checked out at the end of the day for overnight use and must be returned before school starts the following day.
- There are no limits on how many items may be checked out. If we do not have a book or other material that you need, we may be able to borrow it through interlibrary loan. In addition, new materials are ordered and added to the collection many times during the year. Please feel free to make recommendations for additions to our collection.

Heartland AEA 11 has provided many online research databases for use on school computers as well as on home computers. In addition, our library has purchased several other databases for your use.

They include three from Facts on File:

World News Digest;

Today's Science; and,

Issues and Controversies in American History.

We also subscribe to CQ Researcher and Careers-Internet. Information on all of the databases and usernames and passwords are available from the Teacher-Librarian or Library Associate.

Hours for the library and computer lab are 7:15 a. m. to 3:45 p. m. Extended times may be scheduled in advance with the Teacher-Librarian.

Fines for overdue materials are:

\$.05 per day per item for books, and magazines.

\$.25 per day for reference materials, CDs, DVDs and videos

\$1.00 per day for calculators

The library uses an online card catalog called Destiny. It can be accessed from school or home. The URL <http://library.norwalk.k12.ia.us/common/welcome.jsp?site=100> School-related copies are free. Any non-school-related copies are \$.10 each. Calculators can be rented for \$10 a semester. Please see the Teacher-Librarian for more details.

Inspection of Educational Materials [BP 605.1R1](#)

Parents and members of the school district community may view the instructional materials used by students. Please see the linked board policy for steps to request to review materials.

Computer Lab Use

The library computers and computer lab are available to students and faculty. Teachers who have scheduled classes in the lab will have priority for use of the computers during that time. Individual students may then use any unused computers. Please report any computer problems or printer problems to the Teacher-Librarian or library associate.

The Norwalk school computers and computer networks are designed for educational purposes. The programs are chosen for their educational merit and are licensed to the school. The computers are not to be used for games, sending personal emails, or anything outside of a school-related task without permission.

Money/Valuables

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles. Students are encouraged to contact their insurance carrier to see if theft loss is

covered by the parent(s') policies. Locks are available in the main office and activities office for a \$5 fee which is returned at the end of the year.

Visitors BP 903.3

1. The school policy is to accept only those visitors who have legitimate business at the school. Parents, alumni, and other visitors are asked to make an appointment in order to see a teacher or visit a classroom. Unscheduled visitors may not be allowed entry.
2. All visitors must report to the main office first to receive a visitor's identification card.
3. Students who wish to bring other students to class may do so only under the following conditions:
4. Approval from that student's Student Advocate.
 - a. A 24-hour notice must be given for visitors to the High School.
 - b. A pass must be obtained from the Student Advocate's office.
 - c. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so.
5. Any person found on the school grounds without permission is trespassing and is subject to arrest by authorities.

NORWALK ACTIVITIES BP 504.6

The Norwalk Community School activity Programs and sponsors accept the responsibility to provide opportunities for personal and intellectual growth to achieve self-esteem and lifelong skills through organized activities. We will encourage all student participants to reach their highest level of individual performance.

Adopted by Norwalk Community School Board on May 11, 1992

Philosophy of Norwalk Activities Department

- A. To provide as many opportunities as possible for students to participate in co-curricular activities.
- B. To teach and coach students participating in co-curricular activities in such a manner that the result will be the maintenance and improvement of each student's self-concept. Regardless of ability, each participant can be taught and coached in positive and constructive ways.

Sportsmanship at Activities

Students will conduct themselves in an appropriate manner at school activities. This will include exhibiting respect: during our National Anthem; toward spectators,

coaches, contestants, and officials; toward event sponsors and fellow students; and, for property of others. Constructive enthusiasm and vocal support for fellow students is encouraged. However, actions or words that are offensive or abusive will not be tolerated. Reprimand may include suspension and exclusion from attendance at school events.

If the student leaves a school-sponsored event, including dances and parties, before it is over, the student may not return unless prior permission is granted by the sponsor. Following school-sponsored events, it is the responsibility of the parent as to the whereabouts and conduct of the student.

EXTRA-CURRICULAR ATHLETICS AT NORWALK HIGH SCHOOL

Baseball	Track (boys and girls)
Softball	Tennis (boys and girls)
Football	Basketball (boys and girls)
Wrestling	Cross Country (boys and girls)
Volleyball (girls)	Swimming (boys and girls)
Golf (boys and girls)	Bowling (Boys and Girls)
Soccer (boys and girls)	

EXTRA-CURRICULAR ACTIVITIES AT NORWALK HIGH SCHOOL

Band	Play	RoboWarrios
Speech	Chess Club	
Chorus	Debate	
Spanish Club	SADD	
French Club	Cheerleading	
Yearbook	Student Government	
Drill/Dance Team	Mock Trial	

NCAA Guidelines

Any Student who wants to practice and play as freshmen in either Division I or Division II colleges should meet with his or her Student Advocate to ensure all the courses taken at Norwalk will meet the standards of the NCAA. Student athletes must keep these [requirements](#) ([Quick Reference Guide](#)) in mind as he/she looks to

the future. College athletics are not nearly as important as a solid educational foundation, which will help all students regardless of their endeavors.

Good Conduct Policy BP-[503.4](#)

Participation in interscholastic competition and extra-curricular and co-curricular events is a privilege and not a right. Students who wish to have the privilege of participating in interscholastic competition and public appearances in extra-curricular and co-curricular events must practice “Good Conduct” by conducting themselves in accordance with Board Policies governing general student conduct. Students must also refrain from conduct which is illegal or which would detract from or be detrimental to the ideals, principles or standards of the District and its activities program.

Prohibited conduct.

Prohibited conduct under this Policy shall include, but not be limited to, the following:

- * possession or use of tobacco products;
- * possession or use of alcohol products;
- * possession or use of unauthorized controlled substances and/or unauthorized medications (including look-alikes);
- * violation of board policies governing general student conduct, including [502.7](#), [502.12](#), [502.6](#), [503.4](#) and [503.4R1](#)
- * possession or use of weapons or other dangerous objects;
- * commission of any act that would constitute an offense punishable by law as defined in federal and state statutes and municipal ordinances (except for simple misdemeanor traffic violations) regardless of whether the student is charged with an offense
- * Other inappropriate or offensive conduct such as fighting, hazing and harassment of others.

For purposes of this Policy, "possession" includes constructive possession and includes instances when the student has knowing dominion or control over the contraband item.

Publication of Policy

This Policy shall be published in the Student Handbook. In addition, all coaches of athletic programs and sponsors of extracurricular activities and co-curricular activities which have public appearance events shall, at the beginning of their seasons, reinforce this policy by informing participating students of the Good Conduct Policy and the penalties for violating the policy. Students shall also receive a written copy of the

Good Conduct Policy and any other additional expectations of their coaches and sponsors. Students who wish to participate in activities and the public appearance events of such activities must return an acknowledgement form signed by the student and the student's parent or guardian stating that they have read and understand the Good Conduct Policy. All students participating in athletics and activities shall be subject to this Policy regardless of whether their coaches and sponsors informed them of the Policy and regardless of whether they returned a signed acknowledgement form.

Enforcement. [503.4R1](#)

Suspected violations of the Good Conduct Policy should be reported to the Athletic/Activities Director. Students suspected of violating the Good Conduct Policy will be interviewed by the principal or designee. Students will be encouraged to present information in a straightforward and honest manner. Students will be found in violation of the Good Conduct Policy if:

- 1) the administration has been notified by law enforcement of conduct in violation of the Policy,
- 2) the conduct was witnessed by a school employee, or otherwise verified by a school employee, and/or
- 3) the student admits to the conduct.

Violations will result in application of the Good Conduct Policy and the student will be sanctioned as provided in this Policy. The principal or designee shall keep records of violations of the Good Conduct Policy. Those students violating the Good Conduct Policy shall be notified in writing and the parent/guardian will also be notified in writing delivered via US Mail. Please see the board policy for Sample suspensions and further explanation of the rules.

Loss of Eligibility

Violation of the Good Conduct Policy will result in the student losing eligibility to participate in any public contest, performance, game, meet, or concert where the student represents the District. . The period of ineligibility will begin immediately if the student is currently involved in an activity which is in season. If the student is not currently involved in an activity that is in season, the student's period of ineligibility will begin at the beginning of the season of the first activity for the student. Students involved in multiple activities will be ineligible for all such activities if the competition seasons of the activities occur at the same time. A student who participates in any activity must serve a minimum of one contest, game or performance depending on the number of contests or performances of that activity. All athletic, extra curricular & co-curricular programs that have public performances are considered an activity.

Good Conduct Policy, Tiered System

The following tiered system is used to determine the duration of the student's period of ineligibility:

First Offense - 25% of the total number of contests, games, meets, or public performances.

Second Offense - 50% of the total number of contests, games, meets, or public performances.

Third Offense - 365 days.

In all cases involving alcohol or drugs, the student will also be required to undergo a substance abuse assessment through the school's student assessment program or by a provider of the student's choice. Proof of assessment shall be provided to the Athletic/Activities Director with written confirmation from the agency.

During the period of ineligibility, the student must continue participation in the respective activity program(s) for the length of the suspension and complete the season in "good standing". Failure to complete the season in "good standing" will result in a carry over of the suspension to the next activity of participation. Students must continue to practice with the team and/or activity and meet the expectations of the coach, director, or sponsor during the suspension. This may include, but is not limited to, traveling with an activity program to away events and attending home events. However, students are prohibited from dressing in program uniforms for their respective contests or performances.

Students found in violation of the Good Conduct Policy may not register for a new activity after the state mandated or district defined start date in order to avoid the penalty hereunder being applied at a later time to another activity.

Periods of ineligibility that are not completely fulfilled in the activity that the student is participating in due to the timing of the violation will continue to be applied into the next activity in which the student participates.

Students with a violation who then commit another violation prior to completing the period of ineligibility from the previous violation will have both penalties added together and these periods of ineligibility will be served consecutively.

Students who are academically ineligible will serve the full period of ineligibility for a violation of the Good Conduct Policy upon regaining academic eligibility.

If the public performance or event is one for which a grade is assigned, the student will be allowed to complete an alternative assignment or activity to earn the grade.

Enforcement of the Good Conduct Policy may occur regardless of whether the student is also subject to discipline under general student discipline policies.

Students who participate in school-sponsored summer activities and violate school policies will face the same consequences as students violating the policy during the year. This Good Conduct Policy applies 365 days a year and everywhere that students are located.

Students transferring into the district who are ineligible due to a violation of the previous school district's Good Conduct Policy must complete the period of ineligibility from the previous district before eligibility is granted in this district.

Appeals. Students may appeal a Good Conduct Policy decision made by school administration within five school days of administration's decision. An appeal must be in writing and addressed to the superintendent of schools and delivered within five school days. If the Student is not satisfied with the decision of the Superintendent, the student may appeal the decision of the superintendent to the School Board. All appeals from the Superintendent's decision must be in writing and addressed to the board of education and delivered to the Board Secretary within 7 days of the Superintendent's decision. A meeting of the School Board to consider such an appeal will be scheduled as soon as practicable. All Board decisions shall be final. During the appeal process, the student shall remain ineligible.

Self reporting to seek assistance. If a student, in good faith, believes that he or she may need assistance in dealing with a personal alcohol or substance abuse problem and there are no legal charges or other pending student discipline or Good Conduct Policy matters involved, the student may request assistance from the school administration, a guidance counselor/Student Advocate, the building assistance team, or a coach or sponsor of an activity without risk of penalty under the Good Conduct Policy. The student must be evaluated by the school-sponsored Student Assistance Program or a provider of the student's choice, enter and follow a prescribed program of alcohol or substance abuse assessment, evaluation and treatment at the student's expense, and must make the Athletic/Activity Director aware of his or her

participation in such program by providing a written confirmation from the agency providing the program. This option may be used once per calendar year.

The following are examples of what the penalty might be in a typical season (less postseason appearances), using the current defined contest limitations of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association, along with “typical” schedules for the Extra-Curricular and Co-Curricular Activity Programs. These are only sample penalties that may be modified by the Athletic/Activities Director due to the actual number of games, contests, events, or performances scheduled. The actual number of events will be calculated annually.

Interscholastic Competition and Public Appearances in Co-Curricular Events BP

504.7R1

Students may participate in interscholastic athletics, music, speech and other contests or events approved by the administration. To be eligible to participate, students shall:

1. Be enrolled and in good standing. Good standing consists of being enrolled in at least four classes. Exceptions: Early Dismissal Students, Post-secondary options enrollment, alternative school students, IEP students with non-traditional day, professional appointments, students under physician's care.
2. Not ineligible under the Good Conduct Rule (this does not apply to participation in practice sessions).
3. In accordance with the Iowa Department of Education Scholarship Academic Rule 36.15(2), any student who is considered a contestant in a sport sanctioned by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union shall be declared academically ineligible for 30 calendar days if a student is not passing ALL credit courses at the conclusion of the first and second semester grading periods. A student academically ineligible while participating in an athletic program must remain in good standing and complete the entirety of the season in order to have met the requirements of regaining eligibility. If a student does not complete the season in good standing the 30 day academic ineligibility rule will be applied in the next sport of participation. (Contact the Athletic / Activities Office for details on this rule)
4. In accordance to the Iowa High School Music and Speech Association, which is the sanctioning body for all extra-curricular music and speech activity, any

student not passing ALL credit courses at the conclusion of the first and second semester grading periods shall be academically ineligible for thirty (30) school days for all state and school sanctioned events in extra-curricular music and speech contests. (Contact the Athletic / Activities Office for details on this rule).

5. For all other extra-curricular activities available to students at Norwalk High School but not sanctioned by the IHSAA, IGHSAA, or the IHSMSA, a student participant shall be declared academically ineligible for 30 calendar days of the immediate semester following the grading period if a student is not passing ALL credit courses at the conclusion of the first and / or second semester grading periods in accordance to Norwalk High School Academic Eligibility Policy.
6. Any suspension (in or out of school) excludes the student from all events during the time of the suspension. In school suspension does not exclude students from practice sessions or attending events if the departure time or event is after school has been dismissed. Out of school suspension does exclude the student from practice sessions and attending events during the time of the suspension.

Middle School Academic Policy

All seventh and eighth grade students participating in extracurricular activities sponsored by Norwalk Community Schools are expected to be maintaining their best efforts to pass all courses to maintain eligibility status. On each of the four and a half week grade checks of the semester the Activities/Athletic Department will run a Grade/Eligibility report. If a student is failing a course at that time, he/she will be notified that they need to complete a Learning Improvement Plan. The student is required to meet with their teacher, and coach to get the plan approved within two school days. Once the plan is approved the student will also get it signed by their parents. If a student is adhering to their Learning Improvement Plan they will remain eligible for activities. If at any point prior to passing, a student is not adhering to the Learning Improvement Plan, then parents and students will be contacted about a loss of eligibility. A student who has been declared ineligible must still attend practice. With prior approval/notification, a student may report late to practice if he/she is working with a teacher after school. Once an athlete has completed their Learning Improvement Plan and is passing they will be restored to normal academic status.

General Norwalk Activities Policies

Before participating in any athletic practice or contest, a participant must have on file with the school activity office a complete and current physical examination report. The examination is valid for one calendar year. The physical must be concurrent with the school year or must be dated after August 1, in the current year. In addition any participant in athletic programs as well as dance team and cheerleading must have on file in the school athletic / activity office a concussion fact sheet that is signed by both the parent and the participant.

Additional Policy Requirements:

1. Within the first week of practice, the athlete must: Take out accident insurance through the school or present to the school an insurance waiver signed by his/her parent/guardian.
2. Have an emergency card/consent form signed by his/her parent/guardian and returned to the activity office.
3. If injured, he/she is to report immediately the nature of the injury and how it happened to the coach/sponsor.
4. If a student leaves an activity then he/she must inform the coach of his/her decision and turn in any uniforms or equipment.

NCAA Guidelines

Any Student who wants to practice and play as freshmen in either Division I or Division II colleges must meet with his or her Student Advocate to ensure all the courses taken at Norwalk will meet the standards of the NCAA. Student athletes must keep these requirements in mind as he/she looks to the future. College athletics are not nearly as important as a solid educational foundation, which will help all students regardless of their endeavors.