

Table of Contents

[2017-18 Class Schedule Times](#)

[W E L C O M E](#)

[ATTENDANCE AND TARDY POLICIES](#)

[CELL PHONES](#)

[WHAT IT MEANS TO BE A GO-HAWK](#)

[STUDENT DISCIPLINE](#)

[DISCIPLINE MATRIX](#)

[DISMISSAL FROM CLASS](#)

[DETENTION TIME](#)

[SENIOR OPEN CAMPUS](#)

[JUNIOR RELEASE POLICY](#)

[TOBACCO, POSSESSION, OR USE OF \(SMOKING OR CHEWING\)](#)

[ILLEGAL AND/OR CONTROLLED SUBSTANCES, POSSESSION, USE, SALE...](#)

[VANDALISM](#)

[ASSAULT VERBAL](#)

[ASSAULT – PHYSICAL](#)

[POTENTIALLY DANGEROUS ACTS](#)

[WEAPONS](#)

[RECKLESS USE OF FIRE OR EXPLOSIVES](#)

[STUDENT USE OF MOTOR VEHICLES AND PARKING](#)

[STUDENT PARKING](#)

[PARKING PERMIT INSTRUCTIONS](#)

[CAFETERIA](#)

[CAMERA SURVEILLANCE](#)

[LOCKERS](#)

[BOOK BAGS, COATS, AND HATS](#)

[STUDY HALL](#)

[DRESS CODE](#)

[STUDENT USE OF THE HIGH SCHOOL BUILDING](#)

[HALL CONDUCT](#)

[PUBLIC DISPLAY OF AFFECTION \(PDA\)](#)

[SEMESTER EXAMS](#)

[ANNOUNCEMENTS](#)

[DANCES](#)

[POSTERS](#)

[ACTIVITIES](#)

[ACTIVITY CARDS](#)

[TELEPHONE](#)

At Waverly-Shell Rock High School we will support, engage, value and challenge all learners.

[VISITORS](#)
[LOST AND FOUND](#)
[CHANGING OF SCHEDULES](#)
[COMPUTER RULES](#)
[SCHOOL BUS RULES AND REGULATIONS](#)
[SPORTSMANSHIP](#)
[GOOD CONDUCT POLICY AND ELIGIBILITY](#)
[GOOD CONDUCT POLICY EXPECTATIONS](#)
[GRADUATION REQUIREMENTS](#)
[GRADING](#)
[PROGRESS REPORTS](#)
[REPORT CARDS](#)
[FAILING OR INCOMPLETE GRADES](#)
[PASS/ NO CREDIT](#)
[CLASS RANK](#)
[GRADE POINT AVERAGE](#)
[HONOR ROLL](#)
[COMMENCEMENT ATTENDANCE](#)
[ACADEMIC LETTER CRITERIA](#)
[NATIONAL HONOR SOCIETY MEMBERSHIP SELECTION](#)
[CREDIT RETAKE POLICY](#)
[CREDIT RECOVERY POLICY](#)
[HEALTH SERVICES](#)
[SPECIAL SERVICES](#)
[THE GUIDANCE PROGRAM](#)
[TRANSCRIPTS](#)
[CHANGE OF ADDRESS](#)
[ADMISSION TO COLLEGE](#)
[POST-SECONDARY ENROLLMENT OPTIONS ACT \(PSEO\)](#)
[EARLY GRADUATION](#)
[A HIGH SCHOOL DIPLOMA OR EQUIVALENT](#)
[COLLEGE ENTRANCE AND PLACEMENT EXAMS](#)
[INDEPENDENT STUDY](#)
[PLANNING FOR CONTINUING EDUCATION - FOUR YEAR COLLEGE](#)
[CAREER EDUCATION](#)
[FOREIGN STUDY](#)
[REGISTRATION](#)
[RELEASE OF INFORMATION](#)
[PE EXEMPTION](#)
[STUDENT FEES](#)

[INSURANCE](#)

[GIFTS](#)

[INTERNET ACCESS NOTICE TO PARENTS](#)

[LIBRARY](#)

[BULLYING/HARASSMENT](#)

[ACCESS FOR THE MOBILITY IMPAIRED](#)

[STUDENT RECORDS POLICY](#)

[ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES](#)

[NONDISCRIMINATION](#)

[SECTION 504 NOTICE OF NONDISCRIMINATION](#)

[SCHOOL CANCELLATION OR DISMISSAL](#)

[FIRE/TORNADO DRILLS](#)

[DISASTER DRILLS](#)

[ASBESTOS MANAGEMENT PLAN](#)

[HUMAN GROWTH AND DEVELOPMENT CURRICULUM](#)

[STUDENT EXERCISE OF FREE EXPRESSION](#)

[DEVICE POLICY \(CHROMEBOOK\)](#)

Waverly-Shell Rock High School

2017-2018

Student Handbook

Mr. David Fox, Principal

Mr. Brady Weber, Associate Principal

1405 4th Ave SW
Waverly, IA 50677

Ph: 319-352-2087
Fax: 319-352-2098

www.waverly-shellrock.k12.ia.us

No student in the Waverly-Shell Rock Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background.

The district has grievance procedure for processing complaints of discrimination, which can be initiated by contacting the district's Equity Coordinator:

Bridgette Wagoner, Director of Educational Services
Waverly-Shell Rock Community Schools
1415 4th Ave SW
Waverly, IA 50677
(319) 352-2871
bridgette.wagoner@wsr.k12.ia.us

At Waverly-Shell Rock High School we will support, engage, value and challenge all learners.

Waverly-Shell Rock High School 2017-18 Class Schedule Times

REGULAR SCHEDULE

Period 1 8:15 – 9:00
 Period 2 9:05 – 9:50
 Period 3 9:55 – 10:40
 Period 4 10:45 – 11:30
 Period 5 11:35 – 12:50 (*Lunch)
 A: 11:30-11:56
 B: 11:59-12:23
 C: 12:26-12:50
 Period 6 12:55 – 1:40
 Period 7 1:45 – 2:30
 Period 8 2:35 – 3:20

2-Hour Late Start

Period 1: 10:15-10:50
 Period 2: 10:55-11:30
 Period 3: 11:35-12:45 (Lunch)
 Period 4: 12:50-1:15
 Period 5: 1:20-1:45
 Period 6: 1:50-2:15
 Period 7: 2:20-2:45
 Period 8: 2:50-3:20

WEDNESDAY PLC SCHEDULE

Period 1 8:15 – 8:50 (35)
 Period 2 8:55 – 9:30 (35)
 Period 3 9:35 – 10:10 (35)
 Period 4 10:15 – 10:50 (35)
 Period 5 10:55 – 11:30 (35)
 Period 6 11:35 – 12:45 (*Lunch)
 A: 11:30-11:55
 B: 11:55-12:20
 C: 12:20-12:45
 Period 7 12:50 – 1:25 (35)
 Period 8 1:30 – 2:05 (35)
 PLC 2:30 – 3:45

Early Dismissal

Period 1: 8:15-8:39
 Period 2: 8:44-9:08
 Period 3: 9:13-9:37
 Period 4: 9:42-10:06
 Period 5: 10:11-10:34
 Period 6: 10:40-11:02
 Period 7: 11:10-11:30
 Period 8: 11:35-12:50 (Lunch)

W E L C O M E

The students, faculty, and administration extend to you a sincere welcome. We hope that you have many happy and worthwhile experiences at Waverly-Shell Rock High School. We hope that all students will take pride in the relationships and culture we build as we learn together.

ATTENDANCE AND TARDY POLICIES

1. **Students are expected to be in class.** Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are significant school objectives. Learning lost due to an absence can never be replaced. Regular attendance helps students prepare for adulthood.
2. **Excused absences:**
Students may be absent from school for only five reasons:
 - A. **Injury or personal illness.** Students who are ill should not be in school. The assumption is made, however, that if students are too ill to attend school, they are also too ill to appear in public that day.
Illnesses - Students should stay home if their temperature is over 99.6 degrees, their coughing or sneezing is excessive, their vomiting or nausea has not stopped, or their doctor has recommended it.
 - B. **Professional appointments** that cannot be scheduled outside the school day. Examples would include doctor, dentist, court appearances and/or legal appointments, college visits approved by a counselor, and procurement of a driver's license on one occasion.
 - C. **Important personal or family reasons.** This includes death or serious injury or illness in the family, emergency situations, religious events, and the wedding of an immediate family member.
 - D. **School Activities.** School-sponsored activities, such as field trips, athletic contests, speech and music activities. Students must be in attendance all day on the day of an event or practice in order to participate in a school activity. Exceptions will need prior administrative approval.
 - E. **Vacations and other absences.** Students and parents must notify the administration at least one week in advance of their vacation.
 - F. **Impacting on grades and credits:** Any distinction between approved/unapproved absences should not affect the student's grade, the potential for credit, or right to make-up missed assignments. Additional work could be assigned to compensate for the class time lost due to absences. However, the failure to complete make-up work satisfactorily within a reasonable time is a separate act and may constitute grounds for no credit or reduced credit.

The administration has the final say on determining excused and unexcused absences.

3. **Procedures for Excused Absences**
 - A. Parents/guardians should notify the office at 352-2087 prior to 8:25 am the day of the absence. If a call cannot be made, the next day students should bring a note signed by the student's parent/guardian to the office explaining the reason for the absence.
 - B. When students leave during the day, they must report to the office, where prior arrangements will be made. Students should never leave school without getting the proper pass from the office, or the absence will be considered unexcused.
 - C. Students are responsible for contacting their teachers for makeup work. Students will have the number of days of absence plus one in which to get the make-up work completed. For example, if a student misses two days, he/she would have three days to complete all makeup work. However, term papers, term projects, and major tests announced before the absence(s) will be due the day the student returns to school, or as otherwise previously arranged with the teacher. Failure to complete assigned make-up work may result in no credit.
 - A. For school activities students are expected to meet with teachers before the school activity, and make-up arrangements should be discussed at that time.
 - E. For vacations and other absences, arrangements should be made with the high school office one week in advance. The main office will provide a Planned Absence Form for the students to contact teachers concerning school assignments, tests, papers, and projects. Failure to complete the agreement may result in no credit for the assigned course work.
 - F. Participation points may be given in the classroom and may vary from class to class. When students are absent from school, these participation points may be lost and may affect the student's grade. It will be the responsibility of the students to make arrangements with the teacher to make up these participation points. These arrangements should be made no more than two school days following the return of the student. Participation make-up credit will be lost if it is not done in a timely manner.

At Waverly-Shell Rock High School we will support, engage, value and challenge all learners.

4. **Unexcused absences:**

- A. Truancy: The student is absent from class without knowledge or consent of the parent or guardian.
- B. Students who leave the building without the proper permission or pass.
- C. Students who are in an area of the building without proper permission.
- D. Students who fail to sign in on the add list in the classroom when coming from study hall.
- E. An absence that does not fall into the excused absence category. (Examples: oversleeping, haircuts, senior pictures, shopping).
- F. An unauthorized vacation.
- G. Unexcused absences accrue for the entire school year.

The administration has the final say on determining excused and unexcused absences.

Consequences for Unexcused Absences:

A. Students who are absent without a reasonable excuse as determined by the principal will be assigned to detention, Wednesday detention and/or Saturday School. After a total of more than three unexcused absences from a class in any semester, students may not receive credit, which may result in an assigned grade of 'F'.

B. After a student's *seventh absence* in any term for any reason, a letter may be sent home regarding excessive absences. Chronic absenteeism will also result in the need for the student to submit additional documentation designated by or have the permission of school personnel to be absent. Administration will initiate an attendance contract for students identified as "chronic" in their attendance.

C. Students who exceed 10 absences may be dropped from the course and placed in a Credit Retake Program.

6. **Tardies:**

- A. It is the responsibility of the student to be on time to classes, study halls, and activities. Five minutes is allowed for passing time between classes. If a student is not in the classroom when the bell rings, the teacher will mark the student tardy and students will receive consequences. Unexcused tardies are counted by semester and consequences will be given to students by teachers and/or administration based. Arriving late or not attending a study hall will constitute a tardy or an unexcused absence, just as they would a regular class. Consequences for students who are tardy to class are explained in the discipline matrix. If students have been detained in the office or by a teacher, students should ask for a pass from the person who detained them before going to their next class. Students are tardy if they miss less than ten (10) minutes of a period; students are considered absent if they miss more than ten (10) minutes of the period.

The student must serve their detention within 48 hours of receiving their tardy. In this process, the student may lose COOP time, practice time, or game time after school. Failure to fulfill the agreement could result in-school-suspension or Saturday School Suspension.

CELL PHONES

- 1. Students will be allowed to carry their cell phones with them to class but cell phones may not be heard or used during class periods. It is suggested by administration that cell phones remained off and in students' lockers during classes.
- 2. The school is not responsible for lost or stolen cell phones.
- 3. Cell phones *may be* used between class periods in the hallways and during the lunch periods.
- 4. Cell phones may not be used in classrooms, study halls, locker rooms, or restrooms unless granted explicit permission by a teacher or an administrator.
- 5. Cell phone use may not be used as an excuse for tardiness to a class.
- 6. The following are the consequences if a student uses their cell phone during a class when not granted permission:
 - 1st offense per semester, warning from a teacher and parent notification.
 - 2nd offense per semester, a teacher confiscates the phone for the class period and returns to the student at the end of a class period, parent notification, administration notification.
 - 3rd offense per semester, teacher confiscates the phone and takes it to the office. The phone will be provided back to the student at the end of the school day, parent notification,

administration notification, and 2 X 30 minute detentions.

- 4 or more offenses would result in a student's phone being confiscated and turned into the office. Students' must have a parent come into the office to get their phone returned to them. Other consequences could be provided which could include but is not limited to detention time, Saturday school, or ISS.
 - NOTE: Policy stands for all classes per semester.
7. Student's' cell phone numbers will be recorded in the school database for issues regarding ownership, safety, and increased communication.

WHAT IT MEANS TO BE A GO-HAWK

Attending Waverly-Shell Rock High School and being a Go-Hawk is a privilege you earn by working hard and doing the right things. You will make mistakes. You will learn from your mistakes in order to earn the privilege of being a Go-Hawk. We will hold you accountable for your actions and your progress toward graduation.

STUDENT DISCIPLINE

Discipline-definition

Breach of discipline is any conduct of students which interferes with learning. Behaviors which conflict with the educational program or are antagonistic to the welfare of other students cannot be tolerated. Insubordination and gross misbehavior are incompatible with good citizenship and good government. Breaches of discipline may include but are not limited to the following: Disrupting class; bullying and harassment; insubordination- involving refusal to conform to the rules and regulations; refusal to comply with the request or direction of teachers, administrators, or other school personnel, including requests to identify oneself or similar actions, profane language, physical assault on or threats of physical assault to teachers, students, or school personnel; extortion; intimidation; possession of dangerous objects; or display of racial bigotry or intolerance.

Discipline Action

The possible authorized action to be taken in cases of breach of school discipline regulations are: Reprimand, behavioral essay, detentions, loss of privileges, removal from class or study hall, in-school-suspension, out-of-school suspension, and/or recommendation to the Waverly-Shell Rock Board of Education for expulsion from school.

Due Process

Each student will be guaranteed private and constitutional rights. The student is expected to recognize the rights of classmates, the teacher, and/or the administrator. Respect, fairness, and recognition of rights and responsibilities for both parties must prevail in all relations.

Procedure

The teacher/administrator will inform the student of the alleged charges and will give the student an opportunity to present his/her side of the story. Parents will be informed verbally or by email of the charges and the discipline action taken (except in some minor incidents). Parents and student may contest in writing the incident with the next person in the chain of command, which is the teacher, associate principal, principal, superintendent, and Board of Education.

DISCIPLINE MATRIX

The Waverly-Shell Rock High School Discipline Matrix is a tool for administrators to respond appropriately when students have committed violations, per the Student Handbook. This tool is designed to offer consistency so that students are disciplined fairly and consistently when their behavior requires consequences beyond the classroom.

The Matrix is designed to assist students, parents, teachers, and administrators in understanding the consequences of violating school rules. While most students and parents will have no need to be familiar with the matrix, we want to ensure that students and parents are knowledgeable about the actions of school administrators when students misbehave. The matrix enables administrators to assign consequences consistently.

The matrix outlines the violations in the same way as the Student Handbook. When a student has multiple violations in one incident, e.g. fighting, using a weapon, the administrator will impose the more severe consequences.

The Discipline Matrix does not apply to classroom management as assigned by the teacher but rather as a progressive step when a student has broken the rules requiring a principal to assign consequences. While continuous disregard for classroom rules will almost always be referred to an administrator, certain violations of the rules, e.g. weapon possession, assault, sexual harassment, will require immediate administrative action.

As part of the Student Handbook, the matrix is reviewed annually by the District School Board.

Offense	1st Consequence	2nd Consequence	3rd Consequence
Unexcused Tardy	1 warning per class, per semester	Teacher detention or consequences by classroom teacher, parent notification. If students don't attend consequences, teachers will inform administration. Students could receive up to double the consequences for not attending discipline from their assigning teacher.	Administration assigned detentions based off context of situation. Consequences could include but are not limited to Saturday school <i>and/or</i> 4 x 30 minute detentions, and parent notification. For excessive tardiness an escort and ISS could be applied
Truancy, skipping class	Detention, Wednesday Detention or Saturday School	Detention, Wednesday Detention or Saturday School	Beyond 3 = loss of credit
Unexcused absences	Detention, Wednesday Detention or Saturday School	Detention, Wednesday Detention or Saturday School	Beyond 3 = loss of credit
Leaving class w/o permission	2 x 30 minute detentions, parent notification	Saturday school and/or 4 x 30 minute detentions, parent notification	Beyond 3 = loss of credit
Being dismissed from class	2 x 30 minute detentions, parent notification	Saturday school and/or 4 x 30 minute detentions, parent notification	Possible Removal from class, Loss of credit, and/or ISS
Insubordination	Detention, Wednesday Detention, parent meeting	1 day ISS	3 day ISS
Assault-physical	up to 3 days ISS, police involvement	10 days ISS, police involvement	Expulsion
Assault- verbal	1 day ISS, police involvement	3 days ISS, police involvement	Expulsion
Swearing at teacher	up to 3 days ISS	3 days ISS	Expulsion
Cell Phones	Detention, confiscation	Up to 3 detentions, confiscation, parent notice	one day ISS
Harassment	up to 3 days ISS, police involvement	5 days ISS, police involvement	expulsion
Stealing	up to 3 days ISS, police involvement	5 days ISS, police involvement	expulsion
Cheating	Could include but not limited to up to 3 days ISS, loss of credit for assignment. Based off severity of situation.	Could include but not limited to up to 3 days ISS, loss of credit for assignment. Based off severity of situation.	Dropped from class without credit
Plagiarism	Could include but not limited to up to 3 days ISS, loss of credit for assignment. Based off severity of situation.	Could include but not limited to up to 3 days ISS, loss of credit for assignment. Based off severity of situation.	Dropped from class without credit
Computer misuse	up to 3 days ISS, loss of computer access, based off severity of offense	up to 3 days ISS, loss of computer access, based off severity of offense	Dropped from class without credit or expulsion
Parking	\$20 citation (\$10 if paid in 24 hrs)	\$20 citation	\$20 citation
Weapon or perceived weapon	ISS -Expulsion, police involvement	Expulsion, police involvement, OSS	
Controlled substances	ISS -Expulsion, police involvement	Expulsion, police involvement	
Vandalism	up to 3 days ISS	up to 5 days ISS, police involvement	Expulsion, police involvement
Failure to serve detention	ISS	2 days ISS	3 days ISS
ISS= in school suspension may be	This matrix is not intended to cover every offense or situation.	Serious infractions in any category may involve moving	

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served in the Bremwood Campus Transition Room, parents notified	Administrator discretion and options may apply.	directly to more severe consequences including expulsion.	
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DISMISSAL FROM CLASS

The following procedure will be used whenever a teacher finds it necessary to send a student to the principal's office from his/her class for disciplinary reasons:

FIRST OFFENSE: The student will be sent to the principal's office for the remainder of the period, and parents will be notified of the consequences. The student will be assigned two, 30 minute detentions and will be given specific days to serve the detention(s).

SECOND OFFENSE: The student will remain in the principal's office for the remainder of the period. The administrator will contact the parent or guardian and ask him/her to come in for a conference. The student, his/her parent or guardian, the administrator, and the teacher involved will attend the conference. The student will remain out of class until after the conference. The student will be assigned to one day of in school suspension.

THIRD OFFENSE: If the previous conference resulted in the student being readmitted to class, a third dismissal will result in loss of class credit and being assigned to study hall during the time the class would normally meet.

DETENTION TIME

Monday – Friday

Detention time will be scheduled from 3:25 – 4:10 p. m. on Mondays, Tuesdays, Thursdays, and Fridays. All detention students should report to the office. **All Wednesday detentions are from 2:15 to 3:25 and be held in the main office.** Students are expected to bring school work and be engaged for the entire detention period.

Unsatisfactory behavior, work, or attitude may result in further disciplinary measures. Before school detention time is available by appointment with an administrator.

SENIOR OPEN CAMPUS

Under the Senior Open Campus Policy, seniors who qualify are free to leave the school campus during the day when not assigned to a class.

Students will be required to maintain acceptable behavior and academic levels to remain eligible.

It is critically important that all seniors understand that the WSR High School day runs from 8:15 a.m. to 3:20 p.m. This means that during senior open campus, students are still obligated to attend meetings, assemblies, teacher conferences, or any other school obligations that may be scheduled during their senior open campus.

All seniors wanting consideration for senior open campus must complete a senior release application form. The senior release form will require a parent's signature along with the high school principal's signature.

In order to qualify for senior open campus privileges, the student must be in good standing with all responsibilities at WSR High School and have parent and school administration permission.

Academic- Good standing for senior open campus is defined as:

Having earned the minimum number of credits to be on schedule for graduation.

Satisfactory completion of all homework, makeup work, and tests.

Behavior- good standing for senior open campus is defined as:

No obligations-fees, detentions, uniforms, etc. No unresolved UNEXCUSED absences. No office referrals.

Park in authorized areas. Food and drinks may not be brought into the school for yourself or for others following their off campus time.

Loitering in the parking lot and/or in the building is strictly prohibited.

Senior release/release pass is a privilege, not a right. The privilege may be revoked by the administration at any time during the school year.

WSR HIGH SCHOOL SENIOR RELEASE
PARENT PERMISSION FORM
School Year 2016-17

STUDENT NAME (PRINTED): _____

I have read the rules and regulations for senior open campus. I understand senior open campus is a **privilege** for seniors only. By signing below, I acknowledge and accept full responsibility for my actions and understand that the privilege can be suspended, altered, or revoked should I not follow the guidelines.

STUDENT SIGNATURE: _____

Student cell phone number: _____

I have read the rules and regulations for senior open campus and give Waverly-Shell Rock High School permission to allow my son/daughter to participate. I understand that I am able to call my child's principal at any time if I wish to have these privileges altered or rescinded.

PARENT NAME: _____

PARENT SIGNATURE: _____

CELL PHONE: _____

PLEASE RETURN THIS FORM to the HIGH SCHOOL OFFICE.

JUNIOR RELEASE POLICY

Under the Junior Release Campus Policy, juniors who qualify are free to leave the school campus during one assigned study hall period during 1st or 8th period. Administrative approval may also be given for another class period in cases where students begin or end their day with college classes.

Students will be required to maintain acceptable behavior and academic levels to remain eligible.

It is critically important that all juniors understand that the WSR High School day runs from 8:15 a.m. to 3:20 p.m. This means that during junior release students are still obligated to attend meetings, assemblies, teacher conferences, or any other school obligations that may be scheduled during their senior release. Schedules will not be changed to create open periods at student request.

All juniors wanting consideration for junior release must complete a junior release application form. The junior release form will require a parent's signature along with the high school principal's signature.

In order to qualify for junior release privileges, the student must be in good standing with all responsibilities at WSR High School and have parent and school administration permission.

Academic- Good standing for junior release is defined as:

Having earned the minimum number of credits to be on schedule for graduation.

No grade report lower than a C- at weeks 3, 5, 7, and 9 each quarter.

Satisfactory completion of all homework, makeup work, and tests.

Behavior- good standing for senior release is defined as:

No obligations-fees, detentions, uniforms, etc. No unresolved UNEXCUSED absences. No office referrals.

Fewer than 3 tardies in all classes per semester. Attendance at all assigned meetings, assemblies, and CORE sessions that take place during junior release. Students who receive a pass from one of their teachers to see them during junior release time are required to go see that teacher.

Park in authorized areas. Food and drinks may not be brought into the school for yourself or for others. Loitering in the parking lot and/or in the building is strictly prohibited.

Junior release/release pass is a privilege, not a right. The privilege may be revoked by the administration.

WSR HIGH SCHOOL JUNIOR RELEASE

PARENT PERMISSION FORM

School Year 2016-17

STUDENT NAME (PRINTED): _____

CIRCLE WHICH PERIOD YOU WILL NOT ATTEND STUDY HALL:

1ST 8TH OTHER: _____

I have read the rules and regulations for junior release. I understand junior release is a **privilege** for juniors only. By signing below, I acknowledge and accept full responsibility for my actions and understand that the privilege can be suspended, altered, or revoked should I not follow the guidelines.

STUDENT SIGNATURE: _____

Student cell phone number: _____

I have read the rules and regulations for junior release and give Waverly-Shell Rock High School permission to allow my son/daughter to participate. I understand that I am able to call my child's principal at any time if I wish to have these privileges altered or rescinded.

PARENT NAME: _____

PARENT SIGNATURE: _____

CELL PHONE: _____

PLEASE RETURN THIS FORM to the HIGH SCHOOL OFFICE.

TOBACCO, POSSESSION, OR USE OF (SMOKING OR CHEWING)

If a student of any age is found to be in possession of, or using any form of tobacco, he/she will automatically be referred to the Waverly Police Department. This rule will apply to a maximum of two violations during the school year. On the third violation for the school year, in addition to referral to the Waverly Police Department, the student will be recommended for expulsion from school.

ILLEGAL AND/OR CONTROLLED SUBSTANCES, POSSESSION, USE, SALE OR TRANSFER OF

Any possession, use, sale or transfer of controlled substances on the property of Waverly-Shell Rock Schools or at school sponsored events will result in an immediate referral to law enforcement and could result in a recommendation to the Waverly-Shell Rock Board of Directors for immediate expulsion.

VANDALISM

1. For minor, non destructive malicious mischief.
 - a. Placed on a structured schedule and loss of free time options.
 - b. Suspension.
 - c. Severe and/or repetitious acts may be considered grounds for expulsion.
2. For malicious destruction of any school building or school property.
 - a. Recommendation for expulsion.
 - b. In all cases of vandalism the parents will be informed.

ASSAULT VERBAL

1. one day In school-suspension parent notification and police involvement.
2. 3 days In school-suspension parent notification and police involvement.
3. Additional acts of assault will be considered grounds for a recommendation for expulsion.

ASSAULT – PHYSICAL

1. 3 days in school-suspension parent notification and police involvement.
2. 10 days in school-suspension parent notification and police involvement.
3. Additional acts of assault will be considered grounds for a recommendation for expulsion.

POTENTIALLY DANGEROUS ACTS

Any action that could be considered dangerous to the well being of the student, and/or the school is prohibited. Examples include, but are not limited to, huffing, over consumption of cough medicine, use of look-alike chemicals, etc. If a student is in possession of, or using, potentially dangerous contraband on school grounds or transportation, the following disciplinary actions will result.

1st offense: 3 days In-school suspension and re-entry parent/guardian conference, police involvement.

2nd offense: Recommendation for expulsion from school.

WEAPONS

Weapons, other dangerous objects, such as pocket knives or other look-alikes, are strictly prohibited in school, or on any school property. If found, these items will be confiscated, parents/guardians notified, and a report filed with the police department. Students will be subject to disciplinary action including, but not limited to, suspension or recommendation for expulsion. Further explanation of disciplinary actions is found in Board Policy 502. 6.

RECKLESS USE OF FIRE OR EXPLOSIVES

Any person who shall so use fire or any incendiary or explosive device or material as to recklessly endanger the property or safety of another, shall be guilty of a serious misdemeanor. A person convicted of a serious misdemeanor may be sentenced to imprisonment for no more than one year, or may be fined one thousand dollars, or may be both

fined and imprisoned.

STUDENT USE OF MOTOR VEHICLES AND PARKING

Students who drive motor vehicles to school are to park them in the school parking lot and not move them until school is dismissed.

The principal may withdraw parking privileges from a student who fails to comply with school district rules.

STUDENT PARKING

Cars A student parking lot is located at the east edge of the school grounds and students driving to school are required to park in the school lot. Senior students who are traveling to and from college classes will be permitted to park in the streets.

All student vehicles must be registered with the office and have a student parking sticker displayed in the lower left corner of the rear window of the vehicle. There will be a \$5 cost for one parking sticker per student. Cost of additional parking stickers will be \$5.00.

While in the student parking lot, cars should be parked head in according to the lines. Traffic flow patterns will be shared with all students at the beginning of the school year. Students that park incorrectly, do not follow rules of driving for the parking lot, or do not properly display a W-SR parking sticker will be ticketed.

PARKING PERMIT INSTRUCTIONS

Parking permits must be placed on the outside of the LOWER LEFT CORNER of the rear window. If a parking permit is not in the appropriate area on your vehicle, you will be issued a ticket.

Tickets are \$20.00 per citation. If tickets are paid within 24 hours, the citation is reduced to \$10.00.

Motorcycles Motorcycles should be parked in the student parking lot according to the spaces provided on the north side of the parking lot.

Bicycles All bicycles are to be parked in the bicycle racks located northwest of the student parking lot.

If you need to drive a different vehicle, you must park east of the easternmost yellow post and the sign-in sheet is in the main office. Please stop at the office when you arrive at school to sign yourself and your vehicle up for a one-day pass. If you forget to sign into the office, you will be given a ticket. If you are driving a different vehicle for more than three days, an additional sticker needs to be purchased. If you are injured or need to park in the handicap areas, please contact the county courthouse for a special handicapped parking sticker.

CAFETERIA

A hot lunch program including a salad bar is available at a nominal cost to all students and staff. Students may also bring a lunch from home and eat it in the cafeteria.

Money for lunch accounts may be deposited during registration, before school in the cafeteria from 8:00 - 8:25 a. m., or at the end of each lunch period in the cafeteria. *Parents may also use Infinite Campus to deposit money in a student's lunch account.* The students will be notified when the equivalent of two meals or less is left in their lunch account.

Cafeteria Regulations The cafeteria is the school dining room. It is expected that each pupil's conduct will be courteous and cooperative.

The lunch supervisors are in complete charge of the lunch period and special rules or loss of privileges or assigned seats are within their jurisdiction. Proper respect is expected toward all cafeteria employees.

Students should dispose of gum in the trash before lining up for lunch in a single file line. While going through the line, use tongs to serve yourself.

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After eating, students should clear the area, leaving it clean for the next person. Replace chair, put lunch sacks, milk cartons, and papers in receptacle provided. Take dishes to the counter, scrape them and stack them neatly according to kind. You are to stay in the cafeteria until dismissed at the end of the period before passing to the next class. Only the first floor restroom by the cafeteria should be used during the lunch hour. All other restrooms are off limits.

CAMERA SURVEILLANCE

Waverly-Shell Rock Community School District uses surveillance cameras in our building for the safety of our students and for the security of our properties.

LOCKERS

Students are assigned a locker for the entire year. Students are expected to use their lockers and to keep them neat at all times. Students who fail to keep their lockers free of tape, gum, and other trash will be charged accordingly. Students will be asked to share a locker. Keep the locker that is assigned to you. Protect yourself and your belongings by keeping your locker locked at all times. Students are expected to keep the outside of their locker clean and attractive. Signs attached to the outside of the locker for participation in a school activity should be removed after completion of the activity. Failure to do so will result in anything attached to the outside of the locker being discarded.

Waverly-Shell Rock Community School District hereby gives notice that periodic inspections and/or searches may occur in any school-owned property. Examples of school-owned property include, but are not limited to, lockers, desks and other storage areas. These periodic inspections and/or searches may be announced or unannounced, and will be conducted by an administrator in the presence of the student or another person.

BOOK BAGS, COATS, AND HATS

Because of a concern for safety and overcrowding, students may not carry book bags, string bags or anything larger than a trapper keeper of any type, large purses used as book bags, wear coats or carry hats throughout the school day, including study hall. Book bags, coats and hats may be worn to school, but not worn or carried during the regular school day. This provision may be waived or modified at the discretion of the building principal.

STUDY HALL

Students have three choices during the study hall: (1) remain in study hall; (2) sign out in the Media Center; (3) sign into a classroom by means of the ADD list procedure.

DRESS CODE

Students at Waverly-Shell Rock High School are to dress in a neat and clean manner. Recognizing that grooming styles, clothing and appearance are an individual's choice, the following guidelines are to be followed.

1. Unacceptable attire is clothing, adornment or accessories that are considered disruptive to the educational process.
2. Inappropriate attire for school includes, but is not limited to, items that display drugs, alcohol or tobacco, is considered harmful, sexual or obscene, promotes violence, racism, or gang affiliation. Clothing or material containing print or images that are derogatory to any race, gender, ethnic group, political ideology, gender identification, and/or gender preference are prohibited.
3. All visible shirts, blouses or tops must have straps at least one inch in width, covering both shoulders. No revealing or overly tight clothing such as midriff-baring tops, tube tops, halter tops, see-through clothing, spaghetti straps, exposed undergarments, or back side. Tears in clothing will be allowed at the thigh or below.
4. Hats, head scarves, bandanas or other headgear, or sunglasses are not allowed during school hours without administrative approval.
5. Roller skate shoes, spikes, wallet chains, and similar items are a safety hazard and as such are not allowed at school.
6. Appropriate footwear is required.

STUDENT USE OF THE HIGH SCHOOL BUILDING

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Morning: Students who are in the building before school are expected to use their time wisely. All food and drink must be consumed in the cafeteria area.

Noon: Students will be expected to eat and remain in the cafeteria until the release bell. If the weather is nice, you may go outside the building.

After School: Students are to leave the building by 3:45 pm unless you have a specific purpose for staying and are under faculty supervision.

HALL CONDUCT

Running and boisterous behavior are considered out of order. Running in the hall may mean detention time after school. Students are to keep to the right on the steps and in the halls and avoid gathering in large groups.

PUBLIC DISPLAY OF AFFECTION (PDA)

Display of affection for others in public should not occur as it offends others. Kissing, romantic hugging, and rubbing bodies in a sensual way are inappropriate for school. Students involved in such activities may be banned from being in the same area with each other for a period of time. Parents will be contacted.

SEMESTER EXAMS

Students who are unable to be in school for the regular scheduled semester test must make arrangements with the administration and instructor for the completion of the semester exam and the course. Semester tests will not be given in advance.

ANNOUNCEMENTS

A student bulletin will be published at the beginning of 4th period. Notice of club meetings, athletic and social events, general information for the day, and specific instructions will be included in the student bulletin. All notices must be initialed by the advisor of the group making the request.

DANCES

All school parties are scheduled each year by the student senate. The seniors are responsible for Homecoming. The juniors are responsible for the Junior-Senior Prom.

Dance Information

- a. Attendance All dances at Waverly-Shell Rock High School are open only to current members of the high school student body. Graduates of W-SR or students from other schools may attend dances only as dates of current W-SR students. The only exception to this is the Homecoming dance where W-SR alumni are invited and welcome to attend. Parents, faculty, staff, and student teachers are always welcome to attend dances at Waverly-Shell Rock High School.
2. Admission You must pay admission to enter the dance. Students and guests will not be allowed to leave the dance and be readmitted without permission. If a situation arises where it is necessary for you to leave, please check with a school official before you leave the dance.
3. Rules:
 - A. No drinking, smoking, or drugs
 - B. Beverage containers of any sort may not be brought into the dance.
 - C. No grinding. No horseplay.
 - D. Expected to act like young men and ladies
 - E. Dress Homecoming semi formal;
Prom – formal;
Other dances casual; reasonable

Arrangements for parties, dances, and other special activities of the school must be made through the principal's office and placed on the calendar well in advance of the actual date.

POSTERS

Any poster or bulletin advertising any activity must be marked with the approval stamp of the principal before being

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posted.

ACTIVITIES

There are a number of activities at Waverly Shell Rock High School designed to meet the different interests of students. Students are encouraged to join activities of their particular interests.

Band	FFA	National Honor Society
Cheerleading	Foreign Student Club	School Newspaper
Choir	French Club	Student Senate
Dance Team	German Club	Yearbook
DECA	Masquers	GSA
Environmental Science Club	Mathletes	

Athletic		
Fall	Winter	Spring/Summer
Football	Girls'/Boys' Basketball	Girls' and Boys' Golf
Girls'/Boys' Cross-Country	Wrestling	Girls' and Boys' Tennis
Girls' Volleyball	Boys' Swim	Girls' and Boys' Track
Girls' Swim	Girls' and Boys' Bowling	Girls' and Boys' Soccer
Summer		
Baseball		
Softball		

When entering a school activity, all W-SR students, or student-age guests, are giving permission to be tested for alcohol consumption. Anyone suspected of having consumed alcohol will be tested. The testing will be done by the administrator on duty, in a private location if possible. If a student, or guest of a student, under the age of 21, tests positive for alcohol the following will occur. 1. Parents/Guardians will be called immediately. 2. The student will be referred to the Waverly Police Department. 3. The student will be subject to the good conduct policy.

Anyone 21 years of age or older testing positive for alcohol will be referred to the Waverly Police Department. Anyone refusing to be tested for alcohol will be immediately referred to the Waverly Police Department.

ACTIVITY CARDS

An activity card is a student's identification as a member of the student body. The replacement cost is \$2.00 unless the student supplies their own picture (\$1.00). This card enables the holder to admission to all home athletic events, plays, and concerts. Without the activity card the student will pay regular prices.

TELEPHONE

Students will not be called to the telephone during school hours except in a case of extreme emergency. Every effort will be made to take important messages and to notify students during a study hall or between classes. Students will not be permitted to use the office phone except for school business and emergencies.

VISITORS

Visitors are always welcome to tour Waverly-Shell Rock High School. Please contact the office to set a convenient time. Students from other schools are not allowed to accompany a W-SR student to classes, however, due to possible disruption to instruction.

LOST AND FOUND

The lost and found department is located in the office. Students who lose or find something should inform the secretary in the office. The school is not responsible for lost items.

CHANGING OF SCHEDULES

All schedules must be changed through the guidance office. Students will be expected to take the courses for which they registered unless there are severe circumstances to merit a change. As a result, students should not request a change in their schedules unless absolutely necessary.

If it is determined that a schedule change is absolutely necessary, students must obtain the signatures of the teachers whose classes they are adding and dropping. Written consent from a parent or guardian may also be needed before a schedule change will be granted. It is the student's responsibility to return signed schedule change papers to the guidance office. Any schedule changes granted after the first three days of the semester will result in the student receiving an 'F' on his or her transcript for the course being dropped.

If students drop an in-house, concurrent Hawkeye Community College course, the student will be responsible for contacting the W-SR Counseling Office and Hawkeye Community College to request the course drop. If this is not done by Hawkeye's deadline, the student could receive a "W" or "F" on his/her transcript, which could potentially affect future financial aid should the student eventually enroll as a full-time student at Hawkeye Community College. This does not mean a student may drop anytime during the semester. He or she still needs to follow the 3-day schedule change window.

Students will not be allowed to request specific teachers or specific periods for classes when making schedule changes. No schedule changes will be allowed after the first 3 days of the semester. Any changes requested after the first 3 days of the semester must have the approval of an administrator.

COMPUTER RULES

1. No students in the lab without direct staff supervision or permission.
2. Students will be billed for any damages they cause to computers or peripherals.
3. Any tampering with files not owned by that user will result in loss of computer privileges and a fine. The fine will be based upon the time/cost needed to repair damaged files.
4. Students must have supervision approval before printing graphics and excessive waste will be billed to the students at .10 per copy.
5. Print documents one time only. If your copy does not print, contact your supervising teacher. Students will be billed for waste copies.
6. Do not shut off system. Log out completely.
7. Large files, downloads, or files containing illicit materials are prohibited.
8. Rules infractions will result in loss of computer privileges, in-school-suspension, and/or incurrence of financial penalty.

SCHOOL BUS RULES AND REGULATIONS

Bus Rules For Students

Waverly Shell Rock Community School strives to provide transportation services that reflect an emphasis on safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to stay seated, to keep hands to self, and to keep voice to an "inside" level. Primary responsibility for bus discipline rests with the driver. Serious infractions or repeated infractions will be referred to the building principal. Consequences shall be administered in the following manner:

Referral 1:

Student conference with principal

Referral 2:

Conference which may include parent, student, principal and/or bus driver

Referral 3:

Three day suspension from the bus

Referral 4:

Five day suspension from the bus

Referral 5 and subsequent referrals:

Ten day suspension from the bus to consider expulsion for remainder of the semester.

Principals may deviate from the above schedule, depending on seriousness of referral, age appropriateness, time between referrals, and other extenuating circumstances.

Regulations Governing Students Riding School Buses

- A. There should be mutual respect between the driver and students.
- B. Be on time for the bus both morning and evening.
- C. Please remain seated at all times while the bus is in action.
- D. Refrain from extending hands, arms, or head through bus windows
- E. Keep your voice at a reasonable tone. Do not use profanity.
- F. The railroad crossing is a sign of danger. Remain quiet when the bus stops or crosses the tracks.
- G. Take pride in helping to keep your bus clean. \
- H. Please ask permission from the driver before opening and closing the windows.
- I. Go directly to your seat when entering the bus. You will get home sooner.
- J. Do not leave your seat until the bus has stopped.
- K. Shooting paper wads or other material and throwing things on the bus or out the window invite injury and accident.

Video Cameras on School Buses

The Waverly-Shell Rock Community School District Board of Directors 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 contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter 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.

SPORTSMANSHIP

Exhibiting good sportsmanship consists of positive support of our teams' efforts in ways that are considerate of other fans. A good sportsman abides by the rules, exhibits control of emotions, and is enthusiastic in displays of positive encouragement while being respectful of the opposing team's players and fans.

Appropriate behaviors include showing proper respect during the playing of the national anthem, applause for players and coaches, acceptance of officials' decisions, responding to cheerleaders' efforts in leading yells, and encouraging surrounding fans to positively support team efforts.

Inappropriate behaviors include profanity, antagonizing an opposing player or coach, throwing objects onto the area of competition, running onto the area of competition, directing derogatory comments at officials or opposing fans, and making threatening gestures or remarks.

Responsibility for enforcement rests with the Athletic Director, on duty administrators, and the police.

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Consequences of failure to comply with policy might include a reprimand, a reprimand and on site conference, ejection from the event, and in the case of repeat offenses, possible suspension from future events.

Resolution of disputes may include appeal to and vote by the Sportsmanship Committee Appeal Board. This Board will be comprised of a teacher designated by the principal for a one year term, the coach of the sport involved in the incident under appeal, a Student Senate member, a cheerleader, and an administrator or athletic director not involved in the incident under appeal. The decision of the Appeal Board shall be by simple majority and is final.

As the Student Body recommit itself to practicing good sportsmanship, the adult fans of our community are invited to do likewise. Adult fans are reminded that a ticket is a privilege to observe a contest and not a license to verbally assault officials or other fans. Adults of our community are requested to serve as models by positively supporting our teams and respecting other fans, coaches, officials, and participants.

As a participant on a W-SR sanctioned team or extracurricular group the following “Positive Communication” policy is in place:

As a participant on a Waverly-Shell Rock extra-curriculum team you are an extension of the school and community. Because you will be recognized in and out of uniform, team members are to be positive communicators no matter the setting (which could include but is not limited to dialog with peers, teachers teammates, coaches, and competitors). If at any time you communicate in a disrespectful manner towards peers, competitors, teachers, etc., via the internet, phone, or in person, you will receive consequences at the discretion of W-SR coaches and administrators. Behaviors that could be disciplined include but are not limited to, bad language, hurtful names, bullying, harassment, etc.

It is our hope and expectation that our fans and parents conduct themselves in a similar fashion to what is expected of students involved in activities.

GOOD CONDUCT POLICY AND ELIGIBILITY

The Good Conduct Policy has been developed to provide parameters of expected behavior for any student participating in activities at Waverly-Shell Rock High School. Activities are a major part of the high school experience but are a privilege not a right.

GOOD CONDUCT POLICY EXPECTATIONS

A. **What Can Be Expected From the School Personnel?**

1. Deal with students involved in violation of the policy in a timely, fair, and compassionate manner.
2. Communicate with the student, parent, and all coaches/activity sponsors involved.
3. Inform students and parents of policy expectations at the beginning of the year or prior to the first competition.
4. Emphasize that the policy is of educational value to students and encourage responsible decision making.
5. Provide a means to effectively communicate to parents and students the implications of code violations. (Mandatory attendance will be required.)

B. **What Can Be Expected From the Student?**

1. Represent W-SR schools in a positive manner throughout the year, in and out of the competitive seasons.
2. Communicate with school officials in a timely and honest manner in regard to the Good Conduct Policy.
3. To be open to consequences of the Good Conduct Code and recognize these consequences as educational and beneficial.
4. To communicate with parents/guardians about any behaviors that may be considered violation of the policy.
5. To make good decisions and choices when questionable behaviors are presented.

C. **What Can Be Expected From Parents?**

1. To attend meetings and visit with school personnel as to understand policy.
2. To communicate directly with your student about the policy itself, consequences, and the need to make good choices and decisions.
3. To inform your student of the support you have for the policy and school officials administering the policy.
4. To understand that students make mistakes, grow, and mature by dealing with consequences and learning from them.
5. To be aware of the activities their student is involved in at all times.
6. To contact the school and inform school officials of any violation of this policy should the student not

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- volunteer.
7. To communicate with their student about the consequences of a violation and other consequences that may come from home or law enforcement officials.
 8. To make a commitment to deal with any violation of this policy in a manner so as all parties involved will benefit.
 9. To make a commitment to deal with any violation of this policy in a manner so as all parties involved will benefit.

General Guidelines

1. Activities at Waverly-Shell Rock High School are defined as anything where there is voluntary participation by the student outside of the normal academic day. Classification of activities includes Athletics and Non-Athletics.

<u>ATHLETICS</u>	<u>NON-ATHLETICS</u> (activities not course grade related)
Baseball	DECA Competitions
Basketball	Envirothon Competitions
Cheerleading	FFA Competitions
Cross Country	Jazz Band
Dance Team	Jazz Choir
Football	Music Honor Festivals
Golf	Musicals
Hockey	Pep Band
Soccer	Plays
Softball	PLUS Competitions
Swimming	Speech Activities
Tennis	
Track	
Volleyball	
Wrestling	
Bowling	

2. Determination of violation of the Good Conduct Policy and any imposing of consequences shall rest with the high school administration based on information provided from staff members, law enforcement officials, courts, parents, self-admission by the student, or other students' testimony.

Violations of the Good Conduct Policy

A student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given *due process*, is found to have violated the Waverly-Shell Rock High School Good Conduct Code, will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Code for any of the following behaviors:

1. Possession, use, or purchase of tobacco products, regardless of age;
2. Possession, use, or purchase of alcoholic beverages, including beer and wine. The odor of alcohol on one's breath is evidence of "use"; "possession has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the substance (e. g. alcohol or other drugs). Also, being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
3. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.

Students who find themselves in a situation where alcohol or other drugs are being consumed illegally by minors have the following options:

 - a. Leave immediately. An intention to leave or being a designated driver is not a defense.
 - b. Apply "reverse" peer pressure to convince the persons responsible for bringing the substance to leave the party and take the drugs/alcohol with them.
 - c. Get rid of the offending substances. (Flush or pour, but do not consume.)
 - d. Stay and risk loss of eligibility for co-curricular activities.
4. Engaging in any act that would be grounds for arrest or citation in criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
5. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct.

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6. Discretionary ineligibility may be declared by the administration for repeated or flagrant violation of school rules.

Consequences for violations of the Good Conduct Policy include:

ATHLETIC CLASSIFICATION

Violation Consequences

- 1st violation: Missed events equal to 1/3 of the season's scheduled events*. In addition, the student is to compose a document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.
- 2nd violation: Missed events equal to 2/3 of the season's scheduled events*. In addition, the student is to compose a document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.
- 3rd violation: Ineligibility for one calendar year.

*One athletic event is defined as any and all scheduled events in which a student participates. Each sport may have more events than scheduled dates. Consequences will be determined by the number of events scheduled for each sport. Fractional portions of games will be rounded off to the lowest whole number.

NON-ATHLETIC CLASSIFICATION

- 1st violation: Missing one-third of all activities for the next 12 weeks beginning with the next scheduled event. In addition, the student is to compose a document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.
- 2nd violation: Missing events equal to 2/3 of the season's scheduled events. In addition, the student is to compose a document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.
- 3rd violation: Ineligibility in all activities for one calendar year.

Events (defined as above) missed will be the next scheduled event within that season/activity. Coaches or directors may impose additional consequences, not in conflict with this policy, as outlined in their respective activity guidelines. All activity guidelines must have prior approval from the administration, and be made known in writing to student participants. Fractional portions of activities will be rounded off to the nearest whole number.

ADDITIONAL CONDUCT CODE EXPLANATIONS

1. Good Conduct records are cumulative for grades 9-12.
2. The Good Conduct Policy is in effect 24 hours per day, 365 days per year, starting from the completion of the 8th grade school year until the completion of summer activities following their senior season. Students injured or otherwise unable to participate will not be allowed to use the time as being ineligible.
3. Clubs, teams and other organizations associated with Waverly-Shell Rock High School may have their own individual consequences for violations of the Good Conduct Policy. All club/organization policies must have prior approval of the administration.
4. Students will be afforded due process at all times. Procedures to be followed include:
 - a. The student is presented with his/her infraction.
 - b. The student will be allowed to state his/her version of the incident.
 - c. The administration will either investigate further if deemed appropriate, or administer the consequences.
 - d. The student will either accept the decision or, within one calendar week, request in writing to the principal a hearing with the Waverly-Shell Rock Appeals Council.
 - e. The student will either accept the decision of the Appeals Council or, within one calendar week, request in writing to the superintendent a hearing with the Waverly-Shell Rock Board of Education.
5. The Good Conduct Appeals Council will consist of 3 faculty members appointed annually by the principal, and be chaired by the Superintendent of Schools. The Appeals Council will listen to each side of an appeal, then render a decision that upholds the decision, reverses the decision, or alters/adjusts the decision.
6. All consequences will remain in force and effect unless and until it is reversed on appeal.
7. If a student is found to be in violation of the Good Conduct Policy and does not fulfill his/her consequences prior to the ending of that season/activity, the consequences will be carried over to the student's next activity. At that point, whatever percentage of the original consequence remains unfulfilled will be applied to the new activity and enforced at that rate under the activity's policy.

8. If after 365 days a student ruled in violation of the Good Conduct Policy has not participated in any activities nor had another violation of the policy, he/she would be eligible to participate in any activity without further consequences from the initial violation.

CLASS OFFICERS, STUDENT SENATE AND HOMECOMING COURT

Students who have violated the Good Conduct Code will be allowed to run and be elected to Student Senate as an officer or member, class officer, and/or Homecoming King or Queen. After the selection, however, any student who violates the Good Conduct Code will be removed from that position.

GUIDELINES FOR ATHLETES AND ACTIVITY PARTICIPANTS

A. Semester Academic Eligibility

- 1) If at the end of a semester grading period a student is given a failing grade in any course for which credit is awarded, the student is ineligible to dress or compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive calendar days.
 - a) If the sport has already had interscholastic competitions, then the 30 days will start after the report card is made available to the student.
 - b) If the sport has not started, the ineligibility begins the first day on which the competition is allowed by the state. (This is not the first practice date or the first scheduled competition date for this student's team.)
- 2) If the student receives an Incomplete in any course, the student will be ineligible immediately until a grade is given. If the student receives an F in this course, the time already served from the Incomplete will count toward the ineligibility time.
- 3) Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.
- 4) If the season ends (determined by the level of competition and the administrators) before 30 calendar days expire, the extra days carry over to the next sport in which the student competes.
- 5) A student with a disability, who has an individualized education program, shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- 6) A student is academically eligible upon entering the ninth grade.

C. School Attendance

A student must be in attendance for a full regular school day on the day of competition and/or practice. A student who has previously requested and received approval from a high school administrator is not affected by the attendance requirement.

D. Suspension from School

A student may not rejoin the activity until the school suspension has been lifted by the high school administration.

E. School Equipment

School equipment shall be returned in accordance with the sponsor's procedure. Indefinite suspension from activities shall result until the equipment is returned in reasonable condition or restitution is made.

F. Additional Requirements

ADDITIONAL REQUIREMENTS FOR EACH ACTIVITY MAY NOT BE ISSUED BY A SPONSOR/COACH WITHOUT PRIOR APPROVAL OF THE ADMINISTRATIVE TEAM.

G. Requirements for Athletes Only

An athlete is ineligible for participation if he/she:

1. is below ninth grade.
2. has attended high school for more than eight semesters. (twenty days attendance constitutes a semester)
3. is a full time student and fails more than one subject the previous semester.
4. was not in any school the previous semester.
5. entered school this semester later than the second week of school. (Does not apply to transfers.)
6. has changed schools this semester (except upon change of residence of parents).
7. does not have a doctor's certificate of fitness issued for the current school year.
8. is 20 years of age or over.
9. has ever accepted any money or expenses for participation in any athletic activity.
10. accepts awards for high school participation other than the customary awards issued by the school.
11. has trained with or has been a member of a college squad or has participated in a college contest.
12. is a transfer student who is ineligible from their former school.

GRADUATION REQUIREMENTS

Students are required to complete 46 credits to meet the Waverly-Shell Rock High School graduation requirements. Four of these credits will consist of physical education. Each student is required to carry a minimum of six credits and physical education. The only exception to the attendance requirement and the physical education requirement exists when a student chooses to graduate early. In this instance, students must complete the required number of credits in seven semesters rather than eight, and must complete three and one half credits of physical education rather than four.

The only exception to the six and one half credit load is for those students who are on an educational experience with Wartburg or the University of Northern Iowa. In this case, students may reduce their load to five and one half credits.

Students should consider their own needs when selecting courses from the elective areas so that they attain the highest level of competency possible in the basic skill areas of reading comprehension, writing, and mathematics.

Students should also develop a thorough knowledge of his/her world through additional studies in the social studies and the science fields. In this regard, students should consider the following sequence of required courses as a minimum listing and should plan to take additional courses in these areas as their needs indicate.

Minimum Academic Requirements for Graduation

A. English - 8 credits

- 9th grade – English 9 – 2 credits
- 10th grade – English 10 – 2 credits
- 11th grade and/or 12th grade – Composition - 1 credit
- 11th grade and/or 12th grade –Literature – 1 credit
- 9th, 10th, 11th, or 12th – Speech – 1 credit Elective – 1 credit

B. Mathematics - 6 credits

- 9th grade - General Math, Pre-Algebra, Algebra A, Algebra 1, or Geometry 9 – 2 credits
- 10th-12th grade - 4 credits

C. Science - 6 credits

- 9th grade: Earth Science (1 credit) FALL
- 9th grade: Biology: Ecology (1 credit) SPRING
- 10th grade: Biology: Cells (1 credit) FALL
- 10th-12th grade: Physics course (1 credit)
- 10th-12th grade: Chemistry course (1 credit)
- 10th-12th grade: Science elective course (1 credit)

D. Social Studies - 6 credits

9th or 10th grade - American History - 2 credits

11th grade - American Government - 1 credit

11th grade - Behavioral Science- 1 credit

12th grade – Contemporary Issues- 1 credit

11th or 12th grade - Ancient World History or Modern World History. - 1 credit

E. Physical Education - 4 credits - 1/2 credit each semester**F. Health** (9th or 10th) or **Adult Living** (11th or 12th) - 1 credit**G. Total credits** =46 - (31 required – 15 elective)**Greenview Alternative High School:**

Greenview Alternative High School is a 38 credit diploma program. To attend Greenview students must be identified as “at risk of graduation” according to the criteria established by the Iowa Department of Education. The graduation requirements of Greenview are consistent with the high school’s core credit programming (i.e. 8 Language Arts, 6 math, 6 science, and 6 social studies). Additionally, students must earn 3 PE credits, 1 health, 7 elective, 1 capstone credit to be eligible to graduate.

Greenview staff will offer students individualized schedules but all students are expected to attend 6 of the 8 periods of the day at either Greenview or W-SR High School. Greenview students may be eligible to attend .5 days if they have obtained all credits in their elective courses and are on pace to graduate on time with their peers. Greenview students are expected to take high school classes that are fit to their educational needs, and they must adhere to all the same code of conduct and behavior expectations established for all W-SR High School students.

GRADING

The semester grade of a subject is composed of two quarter grades and one semester examination or project. Incomplete grades must be made up within two weeks or earlier. If a student fails the same course the second time, he or she will be expected to complete the course through the credit retake program.

PROGRESS REPORTS

Progress reports will be sent to the parents, via email, indicating the status of the students at mid-term (4 1/2 weeks) and quarters (every 9 weeks).

REPORT CARDS

Parents are asked to go on Infinite Campus to view student report cards. If parents are not able to use Infinite Campus they may request a copy from the high school. If there does happen to be a question about the report card, please contact the office.

FAILING OR INCOMPLETE GRADES

Any student receiving an "I" (incomplete) grade at the end of a quarter will have two weeks (or at the end of a semester two weeks) to complete the work or an "F" (failure) grade will be issued.

PASS/ NO CREDIT

Any student is eligible to participate in the Pass/No Credit Program at Waverly Shell Rock High School providing the following guidelines are followed. Students will be expected to follow all the requirements of the course, except a letter grade will not be given, instead a "P" for passing or "F" for failure. Guidelines for the Pass/No Credit Program are as follows:

1. Pass/No Credit courses must be taken as an elective, sixth credit each semester.
2. Pass/No Credit courses that are passed would count as a credit toward graduation.
3. A student will be allowed to take four credits on a pass/no credit basis during his/her four years of high

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school. No more than one credit may be earned each semester on the pass/no credit basis.

4. A "P" or pass will indicate a grade between a C to A, and no letter grade will be communicated on transcripts, report cards, or verbally to colleges, universities, or educational institutions. It will be the decision of the educational institution to accept or reject a "P" grade.
5. A course that is failed on a pass/no credit basis will be used to determine overall grade average, class rank, honor roll, or eligibility requirements.
6. A course in which a student receives a Pass will not be used to determine overall grade average, class rank, or honor roll.
7. Before a student may enroll on a pass/no credit basis, he/she must complete a form from the counseling office indicating reasons for taking the course pass/no credit, and securing signatures of approval from parents/guardians. The forms will be evaluated by the counseling office and building principals, with consultation from the involved teacher, in either approving or not approving the request. In all cases, the student will be informed of the decision.
8. A student must register and declare intention for pass/no credit in the first 6 weeks of each semester.
9. PSEO classes cannot be taken Pass/No Credit.
10. Concurrent classes cannot be taken Pass/No Credit.

CLASS RANK

A student's class rank is his/her standing according to total grade point average, with the student with the highest average taking top position of first rank. If several students are given the same grade point average, they are all given the same rank. The next lower ranking student will be as many positions below the rank of this group as would have been the case if the students in the group had ranked in succession. Class rank is figured at the end of the year, mid term, and after graduation for 9, 10, 11, and 12th grade students.

GRADE POINT AVERAGE

The grade point average is the total sum of grade point averages divided by the potential credits for courses the student is taking. The school uses a 4.000 scale with the following values being used: A = 4.000, A- = 3.667, B+ = 3.333, B = 3.000, B- = 2.667, C+ = 2.333, C = 2.000, C- = 1.667, D+ = 1.333, D = 1.000, D- = 0.667, F = 0.

HONOR ROLL

All students who have received a "B" average (3 point grade point average) will be placed on the school honor roll. Students who have 3.5 GPA will be included on the "A" honor roll. Students must be taking 5 classes plus P.E. to qualify for the honor roll. Students with incompletes will not be eligible for the honor roll.

COMMENCEMENT ATTENDANCE

Seniors who intend to take part in commencement exercises must have work completed, all obligations taken care of, 46 academic credits and have a parent/student agreement form signed. This agreement will indicate expectations of dress (tie, dress slacks, dress shoes for men; dress or skirt, dress shoes for women). Students must attend commencement rehearsal in order to participate in the commencement ceremony unless previously approved by the principal.

ACADEMIC LETTER CRITERIA

1. Students in grades 9 through 12 who have taken at least 5 classes plus P. E. each semester will be eligible to receive an Academic Letter.
2. Students must maintain a 3.5 GPA on a 4.00 GPA scale for two consecutive semesters (this could be the second semester of one school year and the first semester of the next school year) to receive an Academic Letter.
3. If a student falls below a 3.5 GPA for a semester, they must have a 3.5 GPA for two consecutive semesters before additional awards would be given.
4. Most students will receive their Academic Letter award the semester after they have earned it. Arrangements will be made for graduating seniors.

The awards will be presented at a ceremony the following semester. Students and their families will be invited to attend the ceremony.

NATIONAL HONOR SOCIETY MEMBERSHIP SELECTION

1. Students may not apply for membership. Membership is an honor bestowed upon a student by the faculty council on behalf of the school faculty. Not all eligible students will be selected.
2. Students who have violated the Good Conduct Policy and qualify academically for National Honor Society may return required materials for consideration by the NHS Selection Committee. Violations of the Good Conduct Policy may be used as criteria by the Selection Committee in deciding membership.
3. Selection for membership is by a faculty council (five faculty members appointed by the principal) with input on scholastically eligible students from other faculty members.
4. All students applying will need a 3.5 GPA.
5. Students who are eligible scholastically will be notified by the NHS advisor and told that further consideration for selection will involve their completing a student activity form that contains information regarding service and leadership activities.
6. The guidelines for Leadership, Service, and Character are as follows:

1) Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive attitudes.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

2) Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter scholastic competition.
- Does committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

3) Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

Membership Dismissal

1. A member is never automatically dismissed for failing to maintain standards.
2. Members must understand that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character.
3. A member will be given no more than two warnings prior to dismissal.
4. These warnings will be presented to the member in writing by the advisor, along with the time period given for improvement.

5. In the case of an obvious violation of school rules, Good Conduct Policy, or violation of civil law, a warning is not necessarily required.
6. If the faculty council determines that the facts warrant consideration of dismissal, the member will be notified in writing of the violation, including a reason for the action and the possibility of dismissal. The member (and parent if desired) may then appear before the National Honor Society Advisor with an appeal in writing. The Advisor will present this document to the faculty council and explain the situation.
7. The Faculty Council will send a decision in writing to the NHS member, to the parents, and to the principal.
8. The student can accept the decision of the Faculty Council or within one calendar week request in writing for a review of the decision by the Principal. The Principal's decision will be made based upon the adequacy and fairness of the "due process" of the Faculty Council procedures, not the decision or dismissal.
9. The student can accept the decision of the Principal or within one calendar week request a hearing with the Superintendent. The Superintendent's decision will be based on the adequacy and fairness in the "due process" given to the student.
10. If a member is dismissed, written notice of the decision is sent to both the member and his or her parents. The member must then surrender the NHS emblem and membership card to the chapter advisor. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter.
11. Once a member is dismissed or resigns, he or she may never again become an Honor Society member.

CREDIT RETAKE POLICY

The credit retake program is designed to allow students an opportunity to earn high school credit for courses they have previously failed. The program is intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

Guidelines

Students may earn a maximum of four credits through the credit retake program during their four years at Waverly-Shell Rock High School.

Only high school students may earn credit towards graduation. No student may use credit retake until they have completed the first semester of their freshman year. Students removed from a class by the administration may be placed in credit retake courses at the principal's discretion. (Reasons for attendance and/or discipline may apply)

Students using credit retake will receive letter grades which will be reported on their transcript. These grades will be included in their grade-point average calculation and used to compute class rank.

Students will only be enrolled in credit retake courses that they have previously failed. Students may not use this program to gain credit for a course they have not already attempted. The course will be aligned to the standards established in the course they failed.

Students may not begin credit retake in the same semester as a course in which they are currently enrolled. For example, a student may not use this program to gain credit for the first semester of Algebra I if they are currently enrolled in the first semester of Algebra I. They must complete an entire semester in the classroom before using this program to recover credit.

Students will receive an "F" for any courses begun through credit retake that are not completed two weeks after the end of the semester.

Seniors utilizing credit retake must complete the course by May 5 in order to graduate with their class. Seniors wishing to use credit retake to graduate one semester early must complete the course by January 5.

All tests must be taken on site and proctored by the supervisor of the credit retake program. Tests may not be taken remotely via computer.

The principal of Waverly-Shell Rock High School may utilize credit retake with any student without regard to the guidelines listed above. Students who believe they have circumstances that would require deviating from these guidelines should make an appointment with the principal and counselor to discuss their individual situation.

CREDIT RECOVERY POLICY

The credit recovery program is designed to allow students an opportunity to earn high school credit for courses they nearly passed in a previous semester. The program is intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate. Students will be afforded the opportunity to recover a credit following the first two weeks of summer vacation.

Guidelines

Any student who failed a course with a percentage of 55% to 59% may use credit recovery to earn a credit.

Students will be assigned 20 hours of coursework to recover the credit.

Students who complete the coursework will receive a grade of D-.

Only two credits may be recovered during any one academic year.

Students must complete the Credit Recovery Contract Form. Parent/guardian and student signatures on the form signify agreement with the terms of Credit Recovery.

All coursework must be completed within the two weeks or the student will receive an 'F' on their transcript. Students may then choose to enroll in Credit Retake during the next semester.

Students who are removed from their class due to attendance, tardies, discipline, etc. may be placed in Credit Recovery for the remainder of the semester.

Attendance is required. Students who miss more than one day, regardless of the reason, will be dismissed from the program without refund or academic credit.

One morning session will be available from 9:00 am-11:30 pm.

The Summer Credit Recovery Program will meet for two weeks in the summer on weekdays (Mondays- Thursday).

Students will complete units through a computer program called *Edgenuity*.

If students complete the required coursework before the last day, they will earn credit, receive their D-, their refund, and will be excused from attending the remaining days.

If students do not complete the required coursework by the last day, they will not earn credit and will not receive their refund.

A maximum of two credits may be earned through the credit recovery program by a student in any one school year.

Students are allowed to take more than one course during any session but must complete one course before registering and paying for another.

Only currently enrolled WSR High School Students will be accepted into the Summer Credit Recovery Program.

Tuition: \$50 per course

Full Tuition Refund: Full refund of the tuition will be provided to students who earn credit for the credit recovery class by the last day of class.

I have read and meet all requirements for the Waverly-Shell Rock High School's Credit Recovery Program. I have received information about regulations/rules/procedures for the program and understand my responsibility if admitted. I am aware that a maximum grade of a D- is available through the credit recovery program. If I should desire a higher grade option, I will be required to repeat the entire course through traditional methods. By signing below, I agree to abide by all the guidelines of the program.

Student Signature _____ Date: _____

I understand that if my child does not follow all regulations/expectations and procedures of the credit recovery program he/she may be removed from the program and will lose the course tuition fee and the opportunity to regain credit through the program. I further understand that the maximum grade available through this program is a D-.

Parent Signature _____ Date: _____

HEALTH SERVICES

A registered nurse is on duty full time. She has a rotating schedule covering all schools, but is on call to any school in case of accident or emergency situations. As part of her duties she monitors immunization records and the health concerns of all students. Height, weight, and vision of students are checked annually. Students are required to have a physical examination before kindergarten and 9th grade.

W SR board policy and local area doctors consider the following symptoms suggestive of a communicable disease: fever (99.6 degrees or more), sore throat, nasal or ear drainage, nausea and vomiting, skin rash, inflamed eyes, skin lesions suggestive of scabies or impetigo, head lice or headache. Parents are urged to keep all children home when these symptoms are present.

Before giving your child medication (prescription or over the counter), a consent form must be signed by parent and doctor. These forms are available from your doctor or school office. All medication must be in the original or prescription bottle. This is our way of protecting your child and making sure he or she receives the proper medication at the proper time.

Confidentiality

Any information shared with a CARE team member will be held in the highest confidence. Information will not be released to a community agency without written permission from the student and/or parents. The release of information form specifies what information is to be disclosed, to whom, and for what purpose.

SPECIAL SERVICES

The following special services are available to students at Waverly Shell Rock High School: Speech Therapy, Hearing and Vision Screening, School Psychologist, Social Worker, and the Resource Room. At some time during the school year, it may be beneficial for teachers, parents, or students to request the help of these specially trained people. Parental written permission is needed for some of these services.

THE SCHOOL COUNSELING PROGRAM

The services of the school counseling program are available to all students in the high school. The counseling staff consists of two counselors and a secretary. Appointments are made with students; however, students are urged to take the initiative and visit the counseling office whenever they feel the need to do so. Students may check out of their study halls to see a counselor or they may stop in before school, after school, or during their open study periods. The counseling office conducts the following services for students:

The Appraisal Service

The appraisal service is directed toward positive student development and towards the goal of increased self understanding and self acceptance. The procedures used here include academic achievement tests and the student's grade achievement records. The results of all appraisal tools are available to the student to review and discuss individually with his counselor.

The Information Service

The process of making appropriate choices, decisions, and adjustments can be done only to the extent that the individual has access to an understanding of information about his environment. The counseling office library contains this information about his environment. The guidance office library consists of information on careers, post high school educational opportunities and personal social techniques and responsibilities. This information is available for all students to review.

The Counseling Service

Counseling represents that part of the guidance program where major decisions of the student can be made. Counseling involves a relationship between the counselor and the student which allows for expression of student values, knowledge, attitudes, and feelings. The relationship that develops between the student and the counselor as a result of an exchange of information is a relationship which the student can use for personal growth. The subject of counseling is the individual student. The counseling process is an opportunity for the student to seek serious answers to such questions as, "Who am I?", "What am I really like?", "What opportunities are available to me?", and "What kind of person do I want to become?" Counseling centers on personal problems and personal growth, career growth, and educational growth.

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Placement Services

The guidance office invites representatives from a wide variety of post high school educational institutions to the high school. Students are urged to visit these representatives for information. Also, the counselors keep abreast of the local job market for those students who wish to enter the world of work upon graduation.

Research Service

The guidance office is continually researching students' needs and relating those needs into activities or programs. Students are surveyed in school and after graduation to determine the overall effect of the school program and the demands of students of their post high school endeavors.

TRANSCRIPTS

Request for high school transcripts are to be made at the guidance office. A fee of \$2.00 is charged for each transcript requested after graduation. Each student must give their permission for a transcript to be mailed.

CHANGE OF ADDRESS

If a student moves to a different residence, he should inform the office at once of his change of address and telephone number. Parents are encouraged to make changes with Mrs. Dawn Stover in the high school office.

ADMISSION TO COLLEGE

If you plan to attend college, you should inform yourself early concerning entrance requirements of the particular college which you have selected. Don't wait until your senior year before thinking about your future plans. Feel free to visit with any teacher, your school counselor, or the principal concerning your plans, college requirements, vocational information or your problems.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) ACT AND CONCURRENT ENROLLMENT PROGRAM

Under the guidelines of the PSEO Act, juniors and seniors may enroll in post-secondary courses for both secondary and college credit. Freshmen and sophomores who are identified members of the Plus Program Talent Pool are also eligible to enroll in post-secondary courses. A student who enrolls under the Act at the beginning of grade 11 is eligible to participate for the equivalent of two years.

Students must be proficient in reading, math, and science on the Iowa Assessments. They must also meet entrance requirements to the post-secondary institution and must meet all of the requirements of the course that are required of post-secondary students.

Course selection under this act is limited to courses which are not comparable to those which are offered in the high school curriculum and to courses in the discipline areas of math, science, social studies, English - humanities, and to vocational-career courses.

The school district will provide the tuition for those students who qualify under the Act and who meet the post-secondary entrance requirements. Students who do not pass Wartburg classes will be expected to pay the tuition.

Under the concurrent enrollment program, students in grades 9-12 may take coursework through Hawkeye Community College. Students must be proficient in reading, math, and science on the Iowa Assessments. Students must also meet all of the requirements of the course that are required of post-secondary students. Students taking Hawkeye Community College courses **will** be required to purchase their own textbooks.

Students who are interested in either of these options need to meet with their counselor and carefully plan their schedules to accommodate their dual enrollment. Hawkeye classes must be declared on the registration sheet you turn in during the month of February. No students will be added to Hawkeye classes after April 30th for 1st semester classes or November 30th for 2nd semester classes.

Students will **not** be allowed to take post-secondary courses through PSEO or concurrent enrollment on a pass/fail basis.

EARLY GRADUATION

All students graduating during the current year are required to give notice of their graduation date intentions by December 1. The Graduation Intention Form is available in the guidance office. Students completing graduation requirements have the option to participate in the spring commencement exercise. This is not a requirement. If the student wishes to go through the spring commencement, it will be the responsibility of the student to check with the school, in advance, regarding:

1. Picking up announcement package (ordered in first semester)
2. Distribution of cap and gown
3. Graduation practice – All students must take part in the graduation practice in order to participate in the graduation.

Notification of the intent to be involved in the spring commencement must be made before the month of February following the first semester. The high school diploma will be handed out at commencement, or sent to the student who does not participate in the ceremony after graduation. Early graduates qualify as to final class rank, grade point average and class honors (such as top ten) in the same manner as all other graduates at the end of eight semesters. Class rank, grade point average and class honors will be based on the graduating class with which you exited high school. Early graduates will be recognized as such at the end of year ceremony.

Early graduates forfeit student status except for the junior-senior prom. Early graduates are bound to follow student rules governing this event.

A HIGH SCHOOL DIPLOMA OR EQUIVALENT

The Waverly Shell Rock Senior High School is accredited by the Iowa Department of Education. This means that credits earned at Waverly Shell Rock are acceptable at any college or university in the U. S. It does not mean, however, that a diploma guarantees admission to any college or university. Being admitted to a particular college or university depends upon many things besides having a diploma. Chief among them are these:

1. Whether or not the applicant meets all of the basic entrance requirements in the subjects taken, in scholarship, and in entrance examination scores.
2. Whether or not the applicant qualifies as a person in character and personality traits, on breadth of interests, in activities.
3. Whether or not the applicant sends his/her application papers in time before any announced deadline and before any admissions quota is filled.

To get into the college of his/her choice, it is essential that the student start his planning early early enough to meet all subject requirements. College and university catalogs should be carefully studied. They are available in the school guidance center and the school library, or they may be sent for by writing directly to the college and university.

COLLEGE ENTRANCE AND PLACEMENT EXAMS

Among the important standardized college entrance and placement tests are those of the COLLEGE ENTRANCE EXAMINATION BOARD (CEEB) and the AMERICAN COLLEGE TESTING PROGRAM. The ACT exams (used by most colleges in Iowa) are given in October, December, February, April, and June of each year. It is recommended that the October test be taken when possible because of its use by many colleges in determining scholarship recipients.

The CEEB tests are taken by seniors on announced dates in November, December, January, March, May, and July at official testing centers all over the U. S. These tests measure academic aptitude and achievement. CEEB tests are required for admission to many colleges and universities and for many scholarships, CEEB scores are the deciding factor.

HIGH SCHOOL TESTING PROGRAM	WHEN GIVEN AND WHAT IT MEASURES	TO WHOM
Iowa Test of Educational Development	Achievement in English Math, and Science	2 nd semester for grades 9 - 11.
PSAT/NMSQT	Mental ability appraises capacity to undertake a college study. Includes a verbal and a math section. First	In Oct to 11 th graders who register

	screening test in process of qualifying for certain scholarships	
Scholarship Aptitude Test	Potential for doing college work. Measures two areas: Verbal and Math.	To 12th who register To 11th who register
American College Testing	Potential for doing college work. Measures four areas: English, Math, Social Studies, Science	To 12th who register To 11th who register

INDEPENDENT STUDY

Independent study courses will be offered on a limited basis at the discretion of the individual classroom teachers. Only seniors, juniors, or identified TAG students will be allowed to take independent study courses. Students will not be allowed to take more than one independent study course per semester, and they will not be allowed to apply for an independent study after a semester has begun. Independent study cannot be taken for a required credit.

Students will register for independent study courses during the normal registration time in February. Students must obtain a pre-approval form from the counseling office. This pre-approval form must be signed by the teacher of the independent study, the student's parent(s) or guardian(s), and the student's counselor (A-K, Mr. Steckelberg, and L-Z, Mrs. Davis). Once that pre-approval form has been signed by the teacher, the student's parent(s) or guardian(s), and, lastly, the student's counselor, the independent study course will be inserted into the student's class schedule. Pre-approval forms must be turned in at the same time that students turn in their registration sheets for the upcoming school year.

Prior to actually beginning the course, the student must develop an independent study contract with the teacher of the independent study course. This contract will outline the expectations of the course. After the contract is completed, it will need to be signed by the teacher, the student, the student's parent(s) or guardian(s), and the student's counselor. The teacher will keep a copy of the independent study contract in his/her files and will send a copy of the contract home to the student's parents. The counseling office will keep a copy of the contract to file into the student's cumulative folder. High school administrators will monitor completion of and compliance with the individual independent study contracts.

[illegible]

I agree that _____ will be allowed to take _____ via independent study during semester 1 / semester 2 (circle one) of the _____ school year.

Teacher Signature:_____ **Date:**_____

Parent Signature:_____ **Date:**_____

Counselor Signature: _____ **Date:** _____

THIS FORM MUST BE TURNED IN AT THE SAME TIME THAT THE STUDENT TURNS IN HIS/HER REGISTRATION SHEET FOR THE UPCOMING SCHOOL YEAR.

PLANNING FOR CONTINUING EDUCATION FOUR YEAR COLLEGE

The studies at most four year colleges consist of one and one half years of general education courses followed by two and one half years of study in a selected major and minor field. To best prepare oneself for college entrance tests and for this type of education, one should select subjects in the areas of math, science, English and social science. Most required college courses are developed to begin where many high school courses end. Also, students planning this type of education should attempt an achievement level that will rank them in the upper half of their class. In our school this requires a B average or better for all school work.

In addition, the student should consider courses in the other subjects such as agriculture, business, home economics, industrial arts, etc. , since these subjects contribute to the educational growth of the individual as well as the general activities of living.

CAREER EDUCATION

Career education consists of one and two year programs in which the student prepares to enter a specific occupation in such fields as agriculture, business, health, paraprofessional, trades and industry, etc. The requirements for entry into these programs are a high school diploma and an interest in and an aptitude for the specific occupation to be entered.

The student planning this type of education should select his/her courses to give himself a good background in the math, science, English, and social science areas, and also to build a body of knowledge and skills in one of the career education course areas listed above.

FOREIGN STUDY

Local students who study abroad may be granted up to ten credits for a comparable school year program. The credits granted shall not excuse the student from required courses, except physical education. Grades for credits earned will be converted to the W SR grading system and will affect grade point average and rank in class. Students who complete less than one year of foreign study shall have credit earnings pro rated.

All credits must have prior approval of the principal. The principal will communicate approval, in writing, to the parents. For further information contact the high school principal.

REGISTRATION

Registration is held during the month of July and August for students.. A registration packet is available on the district website at www.wsr.k12.ia.us and/or available for parents upon request. Packets will be mailed to families who do not have an email on file. These materials, once completed, can be mailed to Waverly-Shell Rock Business Office, 1415 4th Ave. SW, Waverly, IA 50677; taken to the Business Office (office hours are 8:00 to 4:00, Monday through Friday); or can be submitted on the scheduled days of registration in August.

RELEASE OF INFORMATION

Student directory information is released to the print media, radio, television, recruiting agencies, and web pages without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information may include name, address, telephone listing, date and place of birth, participation in officially recognized activities in sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous school institution attended by the student, photographic or video image and other similar information. This written objection should be returned to Waverly-Shell Rock Schools with the registration material. This does not carry over from year to year and must be completed annually.

PE EXEMPTION

1. All students will choose either a PE class or take an exemption for the semester in which they participate in an extracurricular activity.
2. If taking an “PE Exemption” it is important that the student verify the activity when registering to have it confirmed as a fall and/or spring exemption.
3. Students who receive a Good Conduct Violation will not be allowed to use the PE exemption during their period of ineligibility.
4. The building principal will handle all decisions in which a participant is limited due to a medical condition.
5. Students in grades 10–12 who do not qualify for an exemption will be required to successfully complete a physical education class each semester.

Note: Students must complete the entire activity season in good standing in order to receive exemption, or the student will have to double the PE requirement in the following semester and will also not be eligible for any future activity exemptions.

Students may exempt from physical education under the following conditions:

Freshmen

Freshmen do NOT have an PE Exemption option.

Sophomores and Juniors

All sophomores and juniors who choose the PE exemption are required to take a minimum of* seven academic courses; students will only be allowed one daily study hall. Students who choose to take PE as a course will be required to have six academic courses, plus PE, which includes a daily study hall and a study hall opposite of PE. Beginning with the class of 2021, sophomores and juniors will be allowed to take a PE exemption for only one semester during 10th and 11th grades.

Seniors

All seniors who choose the PE exemption are required to take six academic courses, or equivalent to six periods with college courses and Job COOP. Students who choose to take PE as a course will be required to have six academic courses, plus PE, which includes a daily study hall and a study hall opposite of PE.

Note: Students taking three periods of COOP or two college courses each semester are not allowed a daily study hall because those students are taking between five-six credits each semester.

Seniors in a spring activity who drop from an activity will be required to finish the year in a daily PE class to receive credit for graduation.

Mid-year graduates must complete the fall semester PE requirement.

1st Semester	2nd Semester
Football	Basketball
Volleyball	Wrestling
Cross Country	Basketball/Wrestling Cheerleading
Girls' Swimming	Boys' Swimming
Dance Team	Track
Football Cheerleading	Golf
	Soccer
	Tennis

	Bowling
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STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

INSURANCE

Student insurance is available at a nominal cost and is optional. If a student is injured under the plan, an initial claim form must be completed by the student and instructor in charge of the student. The school merely acts as a median in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

GIFTS

Collection of money for gifts is not approved. No collections are to be made in the building for any purpose without approval through the bulletin or the office.

INTERNET ACCESS NOTICE TO PARENTS

Students will be expected to abide by the following internet etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and courses.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:
 - B. Others may be able to read or access the mail, so private messages should not be sent.
 - C. Delete unwanted messages immediately.
 - D. Use of objectionable language is prohibited.
 - E. Always sign messages.
 - F. Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

If you do not want your child to have access to the Internet, you must notify, in writing, your child's principal.

Inappropriate Use of the Internet The Internet is available for student use for educational purposes, under the supervision of a teacher or associate. A student may use the Internet without adult supervision if a written request is made by one of the student's teachers. At no time should students access material on the Internet that is not appropriate for a school environment, or that are not for educational reasons. Violations of this may result in removal of Internet access privileges, or other disciplinary measures.

LIBRARY

The school library is a quiet environment intended for classroom use, individual research, and recreational reading. The library is open from 7:30 a.m. to 4:00 p.m., including all periods of the school day unless otherwise noted on the library door.

Materials Checkout

- An unlimited number of fiction books may be checked out for three weeks with the privilege of renewal.

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- An unlimited number of non-fiction books may be checked out for three weeks with the privilege of renewal.
- Reference books may be checked out overnight only.
- Classroom textbooks may be checked out overnight only.
- Students may not check out current issues of periodicals. Past issues of magazines may be checked out for three weeks with the privilege of renewal.
- Vertical file materials may be checked out for one week.
- Digital cameras and Flip Video camcorders are available for overnight checkout for teacher-assigned projects.

Fines

- A fine of \$.10 a day will be charged on all overdue fiction and non-fiction books.
- A fine of \$.10 a day will be charged on all overdue periodicals and vertical file items.
- A fine of \$.10 a day will be charged on all overdue classroom textbooks.
- Students will be charged for lost or damaged books, materials, and audio/visual equipment.

Returning Books

All books, magazines, and vertical file materials are to be returned to the Library.

BULLYING/HARASSMENT

Harassment of students will not be tolerated in the school district. The school district includes school district facilities, school district premises, and non school property if the student is at any school sponsored, school approved, or school related activity or function, such as field trips or athletic events where students are under the control of the school district.

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

“Harassment, bullying or hazing or any other victimization shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

Students who believe they have suffered harassment shall report such matters to the principals or designated individual, who shall be the investigator for harassment complaints.

The policy on harassment which includes a harassment complaint form, witness disclosure form, and investigation procedures are found in Policy 104. Copies of policy are available in the school office.

ACCESS FOR THE MOBILITY IMPAIRED

The following is to assure the access to all programs for the mobility impaired.

Step 1 Identification A meeting will be held with the student, parent, counselor, administrator, and maintenance director, to review and discuss educational and activity programming for the mobility impaired student. AEA 7 services and programming will be utilized when applicable. This will be done at the beginning of the school year or during spring registration for the upcoming school year.

Step 2 Addressing the Need Once a program has been established for the student, the team will devise a plan and schedule to deal with any said barriers which may inhibit program accessibility. A written plan and proposal to break down said barriers will be given to the student and parent and placed in the student file.

Step 3 Implementation The school district will address each need established for the mobility impaired student within 30 days of the written documentation. Facility changes that require funding beyond budget limits or are large in scope and require time to design and construct, will be completed as soon as possible and not to exceed one calendar year.

Step 4 Evaluation At the end of the school year a follow up meeting will be held with the said team referred to in Step 1. The group will discuss and evaluate the success of implementation of the need of the mobility impaired student. A written document will follow this meeting and be filed.

STUDENT RECORDS POLICY

The Waverly Shell Rock Community School district has established policies and procedures relative to the maintenance of student records as required under the provisions of Part B, Education of the Handicapped Act as amended by PL94 142.

The policies and procedures provide protection for confidential student data gathered by Waverly Shell Rock School personnel and other agencies or school districts participating in the identification, location, and evaluation of handicapped children in need of special education and related services. The data gathered about students will be used for purposes of educational planning and programming. The current policies and procedures relate to:

1. Filing and storage of records.
2. Disclosure procedures.
3. Rights of parents and students regarding personal records.

Anyone interested in reviewing these policies and procedures may obtain a written copy of this information by contacting:

Superintendent of Schools
1415 4th Avenue SW
Waverly, Iowa 50677
319 352 3630

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees, will not be tolerated. The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging the investigation of an allegation. The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced, professional to serve as the Level II investigator.

The Level I investigator is Dr. Ed Klamfoth, Superintendent of Schools, 319 352 3630. A copy of the complete policy, Abuse of Students by School District Employees, including investigation procedures, may be found in district policy book No. 402. 3.

NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Waverly-Shell Rock Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs, policies, and activities. The school district does not discriminate on the basis of race, color, age, religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its hiring and employment practices.

Students, parents of students, applicants for employment and employees of the district shall have the right to file a formal complaint alleging non-compliance with equity regulations. Inquiries concerning application of this statement should be addressed to: Bridgette Wagoner, Equity Coordinator, W-SR Schools, 215 3rd Avenue NW, Waverly, Iowa 50677, (319) 352-2871.

1.3

REGULATIONS

Grievance Procedure

Code No. 102. -R1

Students, parents of students, applicants for employment and employees of the Waverly Shell Rock School District shall have the right to file a formal complaint alleging non compliance with federal and state regulations requiring

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non discrimination in educational programs and employment.

Level One - Principal, Immediate Supervisor or
Personnel Contact Person

(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievance may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

1. 4 Code No. 102. -R1

Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

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

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name Bridgette Wagoner

Office Address 215 3rd Street NW, Waverly, Iowa 50677

Phone Number 319-352-2871

Office Hours 8:00 a. m. - 4:00 p. m.

Date of Approved: 6/03/96

Dates Amended: _____

1. 5

Code No. 102. -E2

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

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 Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

 (Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____ If student, name _____ Grade _____

Level _____ Attendance center _____

SECTION 504 NOTICE OF NONDISCRIMINATION

The Waverly-Shell Rock Community School District does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, ancestry, or disability in its educational programs, services, or employment practices. Students, parents of students, applicants for employment and employees of the district shall have the right to file a formal complaint alleging non-compliance with equity regulations. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 and Iowa Code 280.3 should address the issue to: Bridgette Wagoner, Equity Coordinator, W-SR Schools, 215 3rd Avenue NW, Waverly, Iowa 50677 (319) 352-2871.

SCHOOL CANCELLATION OR DISMISSAL

If school is going to be canceled because of inclement weather or some other emergency condition, it will be announced on local radio, television stations and social media.

FIRE and TORNADO DRILLS

State safety regulations require all schools in the state to inform students of fire drill procedures and to provide sufficient practice drills (minimum of 2 of each kind per semester). A drill is a serious undertaking and has precedence over every other school activity. Teachers will be requested to announce fire drill procedures at an early date, and the first drill will be a planned one. Succeeding drills will not be announced. The procedure for leaving each room will be posted in that room. Students should learn the route from every room in the building. The building administrator sounds the alarm which consists of a horn located throughout the building. Windows and doors should be closed and lights turned off.

Rules to be Observed

Leave the room in single file and maintain order until you are outside the building. Keep next to the wall on your side of the corridor. Walk rapidly, do not run. Go a reasonable distance away from the building to make room for those behind you. A bell will sound as a signal to return to classes as quickly and quietly as possible.

DISASTER DRILLS

In the event of a disaster, the school will be in direct contact with the state disaster alerting system. Drills will be handled the same way as fire drills. The relocation of students is different, however, and will be explained by respective teachers. Those students in the lower floor classrooms go to the north classrooms against the wall. Upper floor students go to the lower hallway against the south wall. Students in band, chorus, cafeteria, and P. E. go to the locker rooms.

ASBESTOS MANAGEMENT PLAN

The asbestos management plan for the Waverly Shell Rock Community School District is located at the office of the Director of Maintenance and Transportation Services, 113 3rd Street NW, Waverly, Iowa 50677.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM

In recognition of the fact that human growth and development is fundamental to all life and is of primary importance in nature, in society, and in the life of every individual; and in recognition of the fact that the essence of education is the acquisition of knowledge related to those areas that are important in society and in the lives of individuals, the board accepts the responsibility to provide information concerning human growth and development as part of the educational opportunities to students.

Alternative instructional activities will be provided for any student whose parents choose not to have their child participate in instruction dealing with human growth and development. Parents may inspect instructional materials prior to their use in the classroom.

STUDENT EXERCISE OF FREE EXPRESSION

Students have the right to exercise freedom of speech including the right of expression in school publications. Students shall not express, publish, or distribute any materials which are obscene, which are libelous or slanderous, which encourage students to commit unlawful acts, violate lawful school regulations, or cause a material and substantial disruption of the orderly operation of the school. There shall be no prior restraint of material prepared for official school publications except when the material violates this section.

DEVICE POLICY (CHROMEBOOK)

WSRHS 1:1 Device Program

The focus of the 1:1 District Supplied Device Program at WSR High School is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At WSR HS technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 Device setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning at WSR HS is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 Device initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

The policies, procedures, and information within this document apply to all district-owned Devices used at WSR High School, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

1. Device CHECK-IN AND CHECK-OUT

1.1 Device Check-Out

Devices will be checked out each fall to incoming WSRHS students. Parents & students must sign and return the Student Pledge documents before the device can be issued to a student.

1.2 Device Check-in

All devices, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students, who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WSR for any other reason, must return their individual school device on the date of termination.

If a student fails to return the device at the end of the school year or upon termination of enrollment at WSR, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft report being filed with the Waverly Police Department.

Just like a textbook or a school-issued uniform, the devices are the property of WSR Community School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to a device is the responsibility of the student. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the device.

2. TAKING CARE OF YOUR Device

Students are responsible for the general care of the device that have been issued by the school. Devices which are broken or fail to work properly should be taken to the office where a work order will be filled out.

2.1 General Precautions

- The device is school property and the material stored on Google Drive is subject to search by school. All users will follow this policy and the WSR acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the WSR School District.
- A device should always be locked or supervised directly by the student to whom it is assigned. For instance, devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

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2.2 Carrying Device

The protective cases provided with devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices should always be within the protective case provided by the district. Failure to do so will negate Device Protection Program if purchased.
- No other items should be stored or carried within the Device case to avoid pressure and weight on the screen.

2.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything on the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars, and schedules may be accessed using the Device. Students must be responsible for bringing their Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. Students who repeatedly (as determined by any staff member) leave their devices at home will be required to leave their devices at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 Device Undergoing Repair

Loaner Devices may be issued to students when they leave their devices for repair. There may be a delay in getting a device should the school not have enough to loan.

3.3 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Students who repeatedly (as determined by any staff member) fail to bring their devices to school charged will be required to leave their devices at school and check it out/in from Media Center at the beginning and end of each day.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps/games/music must be district provided.

3.6 Personal photos and videos

The Device is an instructional tool that is to be used for school purposes. Students should not store personal videos and photos on their Device..

3.7 Printing

Printing will be available with the device on a limited basis. Students should talk to their teachers about when and how to print.

3.8 Home Internet Access

Students are allowed to set up wireless networks on their devices. This will assist them with device use while at home. Students are not required to have wireless access at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Device/Home Directory

Students may save work on their devices. Limited storage space will be available on the device—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

4.2 Network Connectivity

The WSR School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON Devices

5.1 Originally Installed Software

The software/Apps originally installed by WSR must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from devices at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required apps. Unauthorized removal of apps/ Resetting the device will incur a \$20 reinstatement fee.

5.2 Additional Software

Students are not allowed to load extra software/apps on their devices. WSR will synchronize the devices so that they contain the necessary apps for school work.

5.3 Inspection

Students may be selected at random to provide their device for inspection. Devices are the property of WSR School District, and any staff member may confiscate any device at any time for any purpose.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-WSR installed apps, are discovered the device will be restored from a backup image. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Devices for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the WSR School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the WSR School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the WSR School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

The WSR School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media/information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking a Device home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

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6.2 School Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principals.
- Provide network data storage areas. These will be treated similar to school lockers. WSR School District reserves the right to review, monitor, and restrict information stored on or transmitted via WSR School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to device/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via WSR School District's designated Internet System is at your own risk. WSR School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping WSR School District protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their device after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their device at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WSR for any other reason, must return their individual school device computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps other than those directed by the school will be up to the individual student. Space is limited for this.
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the WSR web filter through a web proxy
- Any other activities or usage deemed inappropriate not specifically mentioned here.

6.5 Device Care

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual devices and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the district.

- Devices that malfunction or are damaged must be reported immediately. All device repairs must be handled through the district. Students are responsible for the actual cost of damages—not to exceed the cost of replacement.
- Device batteries must be charged and ready for school each day.

At Waverly-Shell Rock High School we will support, engage, value and challenge all learners.

- Device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Devices that are stolen must be reported immediately to a building administrator.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the WSR Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to WSR Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING & STORING YOUR Device

7.1 Device Identification

Student Devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number
- WSR Label
- Each student is required to save a document entitled “User Info” that includes the name of the student to whom the Device is assigned and the name of his/her teacher/advisor

7.2 Storing Your Device

When students are not using their devices, they should be stored in their locked lockers. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a vehicle at school or at home.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be dealt with as a disciplinary matter.

8. COST OF REPAIRS

Students will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost or broken items such as cases and cables will be charged the actual replacement cost.

Personal Home or Homeowners Insurance

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device. All repair/ replacement costs are the responsibility of the student/parent.