

Washington Middle School

2025-2026

Student Handbook

Jesika McLaughlin, Principal
Aaron Six, Dean of Students
Emily Miller, School Counselor
Danielle Six, Office Assistant
Jill Moore, Office Assistant
Jami Kauffman, Guidance Assistant
Emily Ellis, School Nurse
Nathan Miller, Activities Director
Woody Harden, Transportation Director

DISTRICT MISSION STATEMENT

Preparing Students to Lead Lives of Purpose

Address: 1111 South B Avenue
Washington, IA 52353-0490
Phone: (319) 653-5414
Fax: (319) 653-7350
Guidance: (319) 653-5416
Attendance Line: (319) 653-1101
Central Office: (319) 653-6543
Transportation: (319) 653-3695

PURPOSE OF THIS HANDBOOK

This handbook has been developed for students and their parents/guardians. Every effort has been made to summarize school regulations so students and parents/guardians will have a basic understanding of the expectations for students enrolled at Washington Middle School. Each student is accountable for the handbook's content. More detail can be found in the School Board Policies on the district's website: www.washington.k12.ia.us. The policies in this document are subject to change due to the continuous review and revision of Board policies, changing legal requirements, and/or shifting district needs.

This handbook is designed to accomplish the following goals:

- To serve as a guide for students and their families about the school district and building policies, rules, processes, and procedures;
- To serve as a source of information for students and their families about the school district and the school building, as well as the district's organizational structure and overall philosophy;
- To provide students and their families with up-to-date, understandable information on the range of opportunities and programs available through the school district, and;
- To provide legal notices as required by state and federal law.

Table of Contents:

ACADEMICS

GENERAL SCHOOL INFORMATION

EXPECTATIONS FOR STUDENTS

HEALTH SERVICES

ATTENDANCE POLICY

TECHNOLOGY

ACTIVITIES

ANNUAL NOTICES

ACADEMICS

Course Supplies

Students are directed to reference the [School Supply List](#) on the school website when purchasing school/class supplies. Students may also request a list from their building principal. If you are unable to purchase these supplies, please see your school counselor.

Core Curriculum

Under Iowa law, “the educational program adopted by the Board is the entire offering of the school, including out-of-class activities and the sequence of curriculum areas and activities.” Iowa Administrative Code 281 - 12.2(256). At all levels, the program is grounded in the basics and enriched to meet the needs of all students. The Iowa Core standards, along with national standards or competencies in content areas, are the basis for instruction at all grade levels. Work habits that enhance executive skills are equally important. The ability to solve problems through authentic experiences is stressed in each academic area.

SPECIAL EDUCATION- Board Code 603.3

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

Special education students are required to meet the requirements listed for special education students in board policy 505.5 and in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

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

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

SPECIAL EDUCATION STUDENT RECORDS

The Washington Community School District maintains confidential special education records for all students who receive special education and related services. Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to the record content; to request an amendment or deletion of record content which they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; and to be informed of who has access to records and to whom records have been disclosed. Requests to exercise

these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building to which the student is attending. Special education student records contain information generated in determining a student's need for special education services in planning and providing educational programming and related services throughout the course of the student's educational career. These records include the Cumulative Record folder, the IEP folder, and any psychological reports generated by AEA personnel or external agency personnel. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent or student aged 18 or over. Parents will be informed when personally identifiable information is no longer needed to provide for a student's educational services and how such information is to be destroyed. It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of education services are removed and destroyed. All special education records maintained by the Washington Community School District will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

504 PLAN

The law requires the Washington Community School District to provide eligible students a free appropriate education; including individually designed instruction. Section 504 does not require a written IEP as in IDEA; however, it does require a plan. "Appropriate" means an education comparable to the education provided to non-handicapped students. When identified, a handicapped student can expect that reasonable accommodations will be made so that the student receives an appropriate educational experience. The Act requires that buildings and programs be made accessible through reasonable accommodation for individuals identified as handicapped and eligible. Students who are eligible or believe they are eligible for a 504 plan should contact Emily Miller in the guidance office at 653-5416. Parents or teachers may request a 504 Plan by contacting the guidance office.

PROGRAM FOR TALENTED AND GIFTED STUDENTS -Board Codes 604.3

The board recognizes some students require programming beyond the regular education program. The board will identify students with special abilities and provide education programming.

It is the responsibility of the superintendent to develop a talented and gifted program which provides for identifying students, for program evaluation, and for training of employees.

PROGRAM FOR AT-RISK STUDENTS- Board Code 604.4

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

It is the responsibility of the superintendent to develop a plan for students at-risk which provides for identifying students, for program evaluation, and for the training of employees.

W.I.N. Room (What I Need)

Students will be referred to the learning center by staff for makeup, late, or to complete absent work. Upon work completion, students will return to their regular classroom. Student misbehavior or refusal to complete assigned work will result in removal from the learning center and a referral to administration for behavior violations. Food, drinks, and **electronic devices** (unless assigned by a classroom teacher) are prohibited in the learning center.

MEDIA CENTER

The media center opens at 8:10am and remains open until 3:25 pm when school is in session. Sometimes a teacher will bring an entire class to the media center for research work. When that happens, it may be necessary to limit the number of students who may be in the media center from other classes.

Students coming to the media center or WIN Center during class time/Demon Time must have a pass or WIN center referral from the teacher and will be expected to stay the entire time.

The media center has rules designed to keep confusion at a minimum and good study situations at a maximum. We ask that you respect other people in the media center by not disturbing them with loud noises or talking.

Most materials have a two-week checkout period and may be renewed unless another student has placed it on reserve. Students who lose media center materials should report it immediately.

Students will be expected to pay for any lost materials. Students who do not return media center materials for extended lengths of time or who do not pay their media center fines may have their privileges suspended.

TEACHER CONFERENCE TIME

All students should have access to teachers between 7:45 and 8:10 in the morning and between 3:25-3:45 in the afternoon, and are encouraged to discuss their progress in individual courses. Teachers do have conference time during which students should have the opportunity to visit about problems in given classes. Students who wish to meet with a teacher before school need to make arrangements a day ahead of time.

WITHDRAWAL

If a student must withdraw from Washington Middle School, we ask that you notify the guidance department and office so that the necessary forms can be completed. When withdrawing from school, turn in all books, chrome, charger, bag, and materials furnished by the school, and pay all outstanding bills.

PROFESSIONAL SERVICES

There are numerous agencies available to aid students with personal problems. If needed, you may contact them directly or ask a school counselor to help you. They are:

Family Services

WCSD has partnered with Grace C. Mae to provide opportunities for students and families to obtain mental health support.

AEA Service- Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teachers, counselors, nurse, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologists, occupational and physical therapists, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern in carrying out these strategies or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

GENERAL SCHOOL INFORMATION

School Hours:

School is in session from 8:10 A.M. until 3:20 P.M. School office hours are 7:50 A.M. until 4:15 P.M. The administrative office will be open for students and parents at 7:50 A.M. Students are expected to leave the building and grounds at 3:20 P.M. unless WAITING FOR TRANSPORTATION OR being supervised by a teacher or coach.

MORNING GUIDELINES

- Doors to the building will be unlocked at 7:50 am for all students to enter the building who wish to eat breakfast. At breakfast, students will be expected to sit at the tables and remain seated until dismissed by school staff. All students who do not wish to eat breakfast will enter the building at the 8:00 am bell and move to their homeroom.
- Students riding with parents should follow signs for the appropriate drop-off point on the North side of the building. Parents are not to drop off or pick-up students on the East or South sides of the building. Those areas are designated for staff parking and bus drop off zones.
Students from Parent Drop off will enter the building using Door 12 on the NW corner of the building
Students riding the bus will enter the building using Door 16 main entrance East side

During the school hours (8:10 am-3:20 pm), parents who have business with the office may park in the Visitor parking spaces on the East side Main office and enter door 16.

MIDDLE SCHOOL BELL SCHEDULES

Regular Day Schedule				Early Dismissal Schedule				Late Start Schedule				Assembly Schedule			
Block	Start	End	Minutes	Block	Start	End	Minutes	Block	Start	End	Minutes	Block	Start	End	Minutes
Breakfast 7:50-8:00				Breakfast 7:50-8:00				Breakfast 10:00-10:10				Breakfast 7:50-8:00			
HR	8:10	8:30	20	HR	8:10	8:29	19	HR	10:10	10:25	15	1	8:10	8:55	45
			4				4				4				4
1	8:34	9:28	54	1	8:33	9:09	36	1	10:29	11:08	37	2	8:59	9:44	45
			4				4				4				4
2	9:32	10:26	54	2	9:13	9:49	36	2	11:12	11:49	37	3	9:48	10:33	45
			4				4				4				4
3	10:30	11:24	54	3	9:53	10:29	36	4A	11:53	12:18	25	Demon Time	10:37	10:57	20
			4				4				4				4
4A	11:28	11:53	25	5	10:33	11:09	36	4B	12:22	12:47	25	4A	11:01	11:26	25
			4				4				4				4
4B	11:57	12:22	25	4A	11:13	11:38	25	4C	12:51	1:16	25	4B	11:30	11:55	25
			4				4				4				4
4C	12:26	12:51	25	4B	11:42	12:07	25	3	1:20	1:57	37	4C	11:59	12:24	25
			4				4				4				4
DT	12:55	1:25	30	4C	12:11	12:36	25	5	2:01	2:38	37	5	12:28	1:13	45
			4				4				4				4
5	1:29	2:23	54	6	12:40	1:20	40	6	2:42	3:20	38	6	1:17	2:02	45
			4												4
6	2:27	3:20	53									HR	2:06	2:11	5
															4
												Assembly	2:15	3:20	65

SCHOOL STAFF

All custodians, cooks, secretaries, and aides are to receive the same respect given to teachers and administration. Any evidence of disrespect to any member of the staff is subject to disciplinary action. Substitute teachers will command as much respect as regular staff members.

Faculty and Staff 2025-2026

<u>Staff Member</u>	<u>Position</u>	<u>Staff Member</u>	<u>Position</u>
Jesika McLaughlin	Principal	David Gorman	Vocal Music
Aaron Six	Dean of Students	Nick Gardner	Band
Danielle Six	Office Assistant	Erin Almelien	Art
Jill Moore	Office Assistant	Angie Shrader	PE
Emily Miller	School Counselor	Candice Whitney	Health
Jami Kauffman	Guidance Assistant	Lisa Nielsen	CTE
Nicole Potter	NESTT	Amanda Corso	SEL
Kayla Freel	Instructional Coach	Connie Kuhlman	ELP
Emily Ellis	Nurse	Jodi Swift	LIEP
Isabel Morales	Cook Manager	Shawna Manz	At- Risk
	Cook	Sheila Evans	Strategist 1
Martina Munguia Gomez	Cook	Steve Sullivan	Strategist 1
Silvia Gomez	Cook	Sarah Miller	Strategist 1
Kelton Smith	Custodian	Riley Hagerty	Strategist 2
Rodney Schropp	Custodian	Lexi Fredericks	Strategist 2
Caleb Schwab	Custodian	Dae Haskins	Media Center
Joel Keller	Reading Interventionist	Sarah Anders	WIN Para Educator
Erin Schaefer	6th ELA	Heidi Wheeler	Para Mentor/ SPED Para Educator
Amber McCormick	7th ELA	Beth Goodman	SPED Para Educator
Cindy McWhirter	8th ELA	Lydia Williams	SPED Para Educator
Katie Schneider	Math Interventionist	Stacy Burke	SPED Para Educator
Erin Thorius	6th Math	Heather Claman	SPED Para Educator
Jill Thomas	7th Math	Jaivonn Willis	SPED Para Educator
Mason Quigley	8th Math	Chardiy Macias	SPED Para Educator
Keli Potter	7th Science	Crystal Petersen	SPED Para Educator
Jacob Garrett	6th Science	Penny Nichols	SPED Para Educator
Lane Ranck	8th Science	Kim Wood	SPED Para Educator

Kalina Schubert	6th World Geography
Josh Hutton	7th Global Studies
Rachel Meyer	8th US History

ANNOUNCEMENTS

Announcements will be made verbally over the intercom system when there is information that needs to be conveyed to the students. Announcements can also be found on PowerSchool. It is the student's responsibility to be aware of the information contained in the announcements. Student announcements must have a teacher, sponsor, or administrative approval before being read. Students may post materials or notices in the building with permission of the principal.

ID CARDS

All middle school students and staff will receive one ID card at the start of the year. This card will be used for the purposes of identification (security), lunch purchases, and library material checkout. A replacement fee of \$3 will be charged and payment may be made through the school office for all lost or damaged cards.

LUNCH & BREAKFAST

Washington Middle School has an automated lunch program. Students receive a plastic card with their name and a bar code number on it. When students go to lunch they give their card to the person on duty. He/she will scan the card and the computer will deduct the cost of lunch from the student's family account. The name of each student has been entered into the computer and each student has been assigned a code number. This establishes a lunch account for each student. Payment is made at the office or online at schoolpay.com. If a check is presented to the office, it should be written for the amount the student wishes to be deposited in his/her account. No change will be given for a check written for more than the amount to be deposited in the account.

Borrowing from another student is not an option as each student has his/her own account. Students must have money in their account to cover each day's breakfast and lunch charges. Any money left in the account at the end of the school year will carry over in the fall. There will be a \$3.00 replacement fee for lost or damaged cards. These rules apply to all adults as well. If the student does not have their ID card at lunch, they will be required to remain in their seats until students with cards have gone through the lunch line.

Pupils will be permitted to carry sack lunches if they do not wish to participate in the regular school sponsored lunch program. These lunches are to be consumed in the lunchroom only. Students are expected to return their trays and silverware to the kitchen window as well as throw away their garbage into the trash cans. Breakfast will be served from 7:50-8:05 am each school day. Breakfast will be deducted from the student's lunch account.

Cafeteria Expectations- Student chromebooks should be put in lockers during lunch time.

- **Keep food on your plate**
- **Listen to and follow directions/adult requests**

- Use your manners
- Use appropriate voice level, (Volume 2, Conversation)
- Clean up after yourself
- Keep body to yourself
- Use technology responsibly
- Have lunch card ready to scan
- Stay in your seat or on the patio when outside
- Speed limit is walking

Directions:

Students are expected to be in the cafeteria when the bell rings.

Once you are seated at a table there will be no moving to another table.

Students without their lunch card will be dismissed last.

Students must remove ear buds, have technology put away, and not be chewing gum in the lunch line.

Return trays to windows when dismissed. Please stack trays neatly in the window.

No food is to be taken from the cafeteria. This includes all beverages except water.

Students will be expected to ask permission from a lunchroom supervisor to leave the cafeteria.

CLOSED CAMPUS

A closed campus will be observed at Washington Middle School. Students leaving the campus without school permission and/or properly signing out will be subject to disciplinary action. If a student wishes to leave the building for any reason, check with the office. Requests will be considered on an individual basis and may or may not be granted.

SAFETY DRILLS

Fire and tornado drills are practiced several times during the year. If a disaster should strike, the students will be prepared to move quickly to a safe place. Students should follow the directions of their classroom teacher regarding the proper procedure during these drills. The fire alarm is a continuous blast of the emergency horn. Each teacher will explain the procedures from their room when the alarm sounds. Never run, push, or crowd. Students in school fires are seldom burned, but are hurt because of panic, which can ensue. Please refrain from talking when leaving and reentering the building. Students are expected to cooperate when roll is taken while outside the building.

Tornado drills will also be held during the school year. The tornado alarm will be announced over the intercom by the office. In case a tornado or other disaster is eminent, always follow the directions of the instructor. Instruction for emergency procedures for fire or tornado is posted in every room.

Students will also participate in several lockdown drills and training in the event of a school safety emergency.

ASSEMBLIES

Our assembly programs for the most part will be held in the gymnasium. The teacher is to sit with his/her assigned group.

LOST AND FOUND

Any lost or found articles should be reported at once to the office. Students finding lost articles are asked to take them to the office. Lost and found items without significant value will be placed on the lost and found table located at the front doors.

VISITORS

We ask that all visitors check in with the office for a visitor's pass. In addition, any person who is out of school and has business with a student here is asked to stop by the office first to discuss that business. Student visitors are not allowed without prior permission of office administration. Administration reserves the right to refuse guests on a per case basis.

REPORT CARDS

Report cards are given to students approximately one week after the end of the term or at parent/teacher conferences. The number of absences from classes will be recorded on the report card. This indicates to parents a student's attendance in a class, which could affect the outcome of his/her employability grades.

USE OF VIDEO SURVEILLANCE

Washington Community School District buildings are fitted with a digital camera system for the purpose of safety, security and surveillance. These systems will record video of student behavior on school property. Video of student misbehavior may be used to determine appropriate disciplinary action regarding misconduct at school.

REGISTRATION AND LUNCH FEES

Registration

MS/HS	Waived
Lincoln	Waived
Stewart	Waived
Reduced	Waived
Yearbook	\$18.00

Food Service

Student 1 day	\$3.00
Student Reduced	\$0.40
Milk 1 day	\$0.45
Adult, 1 day	\$4.84
Breakfast 1 day	\$1.85
Student Reduced	\$0.30
Adult, 1 day	\$1.85

SCHOOL CLOSINGS

If school is to be called off, or dismissed early or late, an announcement will be made on the district's website www.washington.k12.ia.us.

You can also watch or listen to the news stations listed below for announcements:

KCRG Channel 9	WHO-TVChannel 13
KGAN Channel 2	KWWL Channel 7
KWQC Channel 6	KYOU Channel 15
KCII FM 106.1 & AM 1380	KILJ FM 105.5 & AM 1130
KHAK FM 98.1	KDAT FM 104.5
KZIA FM 102.9	KCCK 88.3

Please reference the above sources and refrain from calling school offices or staff.

School cancellation/delay announcements will generally be made before 6:00AM.

Early or late dismissal announcements will generally be made by 11:00AM.

Parents who have provided a valid email address and mobile phone number as part of student e-registration will also receive an opt-in message from the school to sign up for alerts via email and text message. Other community members that do not currently have students enrolled may also sign up for these alerts through the school website.

All extracurricular activities, events, practices, rehearsals, meetings, and competition to be held will be determined by the school administration. Compulsory attendance will not be required by any student member. Distance to be traveled, location of the event, time of the event, weather forecast, means of transportation, and numbers involved would be factors to consider when making the above decisions.

EXPECTATIONS FOR STUDENTS

 #WashPride  WMS Expectation Matrix							
	CLASSROOM	HALLWAY	LUNCH	BATHROOM/ LOCKER ROOM	TECHNOLOGY	BUS	ARRIVAL / DISMISSAL
BE RESPECTFUL	- Follow adult directions - Use kind words and actions - Respect everyone's personal space and property - Use appropriate voice level (Volume 1)	- Use kind words and actions - Follow adult directions - Respect classes in session - Use appropriate voice level (Volume 2, "inside voice")	- Keep food on your plate - Listen to and follow directions/adult requests - Use your manners - Use appropriate voice level (Volume 2, "inside voice")	- Stay in your own space/stall by yourself - Give others privacy - Keep surfaces and walls clean and free of graffiti - Leave others' possessions alone	- Only on approved WMS websites - Only use your Chromebook when instructed - Use only your assigned Chromebook - Keep your Chrome, bag, & tag in original condition (do not tear apart)	- Follow adult directions at all times - Treat others as you would want to be treated - Use appropriate voice level (Volume 2, "inside voice")	- Keep hands, feet, body, and objects to yourself - Use positive talk and kind words and actions - Use appropriate voice level (Volume 2, "inside voice") - Follow adult directions
BE RESPONSIBLE	- Complete all work on time - Bring all materials - Arrive on time - No Cell phones or other electronic devices - Be ready to learn, be engaged and focused	- Go straight to your destination - Close your locker gently and quietly - Have hallway pass with you - No Cell phones or other electronic devices	- Clean up after yourself - Have lunch card ready - No Cell phones or other electronic devices	- Flush toilet and wash your hands - Use bathroom at appropriate times - Throw paper towels and other items in the trash	- Take your Chromebook home after school and charge it every night - Keep track of your own Chromebook AND charger - Sign off your Chromebook 2-3 times per week - Report any damage to school technology associate	- Keep objects in your bag - Keep objects out of the aisle - Be on time, every time	- Clean up after yourself and keep track of your belongings - Arrive on time/leave school grounds as soon as possible - Wait patiently with your bus group
BE SAFE	- Use classroom materials as instructed - Remain in assigned seat	- Walk on the right side of the hallway - Speed limit is walking - Eyes forward/watch where you are going - Keeps hands, feet, body and objects to yourself	- Stay on the patio when outside - Speed limit is walking - Keeps hands, feet, body and objects to yourself	- Report problems & any unsafe behavior - Keep body to self - No cell phone usage	- Carry Chromebook from class to class in provided bag - Keep all identification tags on your Chromebook - Store Chromebook in your locker during lunch and PE	- Keep your hands, feet, and body to yourself - Remain seated on your bottom for the entire ride - Wear your seatbelt at all times	- Stay behind yellow and white bus lines - Wait on the sidewalk while waiting for parent pick up

PERSONAL/PHYSICAL CONTACT

The administration and staff will not tolerate physical contact of the following kind while at school or any school activity (i.e. hugging, kissing, body pressing, sitting on laps, etc.). If an infraction of this rule occurs, the reprimand will be as follows: first offense-administration will talk to the students; second offense-discussion of the problem with the parents involved; and third offense –detention or suspension.

STUDENT APPEARANCE (502.1)

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal or designee, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the student may be required to make modifications.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding policy.

If hats or hoods are seen as disruptive in a classroom or to individual student learning staff will address that on a student-by-student basis.

If there are medical or religious reasons to make an exception to these rules, the parents must request an exception. Such an exception must be approved by the administration before the student can wear attire, which is an exception to the above policy.

MESSAGES TO STUDENTS

The office telephones are for the use of school personnel. Upon student request, school secretaries may make outgoing calls to guardians, if the call is necessary. We would like to discourage messages to students while they are in school unless the message is important. Under no circumstances will students be called for "social" phone calls. We would ask students to discourage their friends from calling while they are at school. These students must have a pass from their teacher and should not be used for social calls. Incoming messages from parents will be delivered as soon as possible when the student is available without interrupting educational instruction. In case of an emergency, staff will contact the student immediately.

PORTABLE COMMUNICATION DEVICES

Personal Device Protocol

Expectations

1. Permitted Personal Device Usage:
 - a. Before 8:10 am and after 3:20 pm.
 - b. If instructed by a teacher, students may use their phones for learning.
2. Students turn off or silence cell phones and put them in their lockers or bags. Smart watches must be silenced or turned off in class.
3. Students secure phones out of sight in classrooms.
4. Cell phones should never be used in locker rooms or restrooms.
5. Students and staff must give consent to be photographed or recorded (audio or video).

Consequences: By choosing to use your personal device you are choosing the following consequences:

1. Students found in violation of the cell phone policy will be given the following consequences (including students allowing other students to use their cell phone):
 - a. 1st Offense: Device turned into office and Student picks up phone from the office after 3:20 pm.
 - b. 2nd Offence and Subsequent : Parents will be notified the day of the offense and asked to pick up the phone after 3:20 pm. Parent, Student and Admin meeting to determine future plan.
 - c. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day, and this will count as an unexcused absence. Repeated violations of this policy may result in additional disciplinary consequences in accordance with the board policy.

RESPECT FOR PERSONAL AND SCHOOL PROPERTY

Students will be held responsible financially for any willful damage, or damage as a result of "horse play", to any school or personal property. In addition, disciplinary action may be taken.

LOCKERS & DESKS

All middle school students will be assigned a hall locker. During the school day when lockers are not in use each student is responsible for keeping his/her locker shut. Lockers will have locks. **It is highly recommended that students put locks on their gym lockers.** It is the student's responsibility to keep his/her combination from becoming known by other students. There will be a fine if the lock and locker are not kept in good condition. Lockers are held in joint occupancy of the student and the school with both parties possessing equal rights to access. **Students will NOT be allowed to carry backpacks to class unless they have a clear backpack to eliminate the need to stop at the locker between each class.**

All desks and lockers in the school buildings are the property of the Washington School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers for the storage of school books, school materials, and possessions ordinarily used in

day-to-day school activities and outerwear clothing. **Food items and liquids (i.e. pop, juice, energy drinks etc.) are not to be in lockers.** The desks and lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include non-prescription controlled substances (such as marijuana, cocaine, amphetamines, and barbiturates), apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, vaping devices, weapons, explosives, poisons, and stolen property. **Such items of contraband are not to be placed in school desks or lockers under any circumstances.**

SUPERVISION

The liability provisions of the law and the school insurance provisions expressly prohibit students being in the gym or other parts of the school without the direct supervision of a teacher or certified athletic coach. This is a fact of life; please do not expect exceptions to be made to this policy.

THEFT REPORTS

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. When materials or cash have been brought, please check them in with the office, where they can be stored in a safe place until they can be taken home.

If a student experiences a theft, please report it to the principal/dean of students. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parent's policies.

ACADEMIC DISHONESTY

When teachers assign papers and projects to assess student learning, they assume that the work they evaluate was produced by the student whose name appears on that assignment. Sadly, each year, some students will violate the rules of academic honesty and will cheat in an attempt to improve their grade. These instances of academic dishonesty are taken very seriously by the faculty and administration because it is our responsibility to maintain the fairness of the system as far as possible. These guidelines are intended to clarify what student behaviors are considered academically dishonest:

- A. Obtaining a copy of a test or scoring device.
- B. Copying another student's answers during an examination.
- C. Providing another student answers to an examination.
- D. Having one student impersonate another student to assist them academically.
- E. Representing as one's own work the product of someone else's creativity.
- F. Using notes or other unauthorized materials during a "closed book" examination.
- G. Duplicating their own or another student's project for submission of one's own work.
- H. Having someone other than the student prepare the student's work where credit is given.

- I. Permitting a student to copy another student's work other than teacher approved (group).
- J. Improper use of Artificial Intelligence (AI)
- K. Any other action intended to obtain credit for work not one's own.

CHEATING AND PLAGIARISM

Students at Washington High School are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, improper use of artificial intelligence (ai) programs will result in the consequence steps outlined in the charts below. Teachers may use appropriate resources such as www.turnitin.com to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

WCSD DRAFT (Cheating, Plagiarism, and Improper use of Artificial Intelligence)

For students enrolled in the course

Occurrences are cumulative throughout their building career

1st Occurrence (No Definitive Proof)	1st Violation (Definitive Proof)	2nd Violation (Definitive Proof)	3rd and Subsequent Violation (Definitive Proof)
- Students are allowed to reassess or redo the assigned activity. (Teacher discretion as to where the redo takes place.) - No penalty to the grade is applied. - Minor behavior referral is submitted to document the occurrence - Teacher will contact parent. A meeting may be scheduled if preferred.	- Students are allowed to reassess or redo the assigned activity. (Teacher discretion as to where the redo takes place.) - Student may earn 50% of their earned score on the reassessment . - Major behavior referral is submitted to document the occurrence. National Honor Society Advisor will be	- Student receives a zero on the assignment. No redo opportunity. - Major behavior referral is submitted to document the occurrence. National Honor Society Advisor will be informed of infraction. - The Building Administrator will contact the parent. A meeting will be mandated with parent and student present.	- Student will fail the course and be assigned an alternative responsibility. - Major behavior referral is submitted to document the occurrence. National Honor Society Advisor will be informed of infraction. - The Building Administrator will contact the parent. A meeting will be mandated with parent and student present.

	informed of infraction. The Building Administrator will contact the parent. A meeting may be scheduled with parent, teacher, and student if preferred.	Student will serve a 1-day in-school-suspension	Student will serve a 1-day out-of-school suspension
--	--	---	---

WCSD DRAFT (Cheating, Plagiarism, and Improper use of Artificial Intelligence)

For students **not enrolled in the course**

If student(s), not currently enrolled in the course, willingly share information pertaining to homework, quizzes and/or tests

Occurrences are cumulative throughout their building career

1st Occurrence (No Definitive Proof)	1st Violation (Definitive Proof)	2nd Violation (Definitive Proof)	3rd and Subsequent Violation (Definitive Proof)
- Students are allowed to reassess or redo the assigned activity. (Teacher discretion as to where the redo takes place.) - No penalty to the grade is applied. - Minor behavior referral is submitted to document the occurrence - Teacher will contact parent. A	- Major behavior referral is submitted to document the occurrence. National Honor Society Advisor will be informed of infraction. - The Building Administrator will contact the parent. A meeting may be scheduled with parent and student if preferred. - A contract will be developed between	- Major behavior referral is submitted to document the occurrence. National Honor Society Advisor will be informed of infraction. - The Building Administrator will contact the parent. A meeting will be mandated with parent and student present. - Student will serve a 1-day out-of-school-	- Major behavior referral is submitted to document the occurrence. National Honor Society Advisor will be informed of infraction. - The Building Administrator will contact the parent. A meeting will be mandated with parent and student present. - Student will serve a 3-day out-of-school

meeting may be scheduled if preferred.	administration , student, and parent.	suspension OR elect 6 hours of community service instead	suspension
--	---------------------------------------	--	------------

ANTI-BULLYING/ANTI-HARASSMENT POLICY (104)

The Washington Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

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

“Harassment and bullying” is defined as any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that 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 a school

“Characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

“Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s website,
- (other) _____

NOTE: This is a mandatory policy. School districts are required to integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall collect and report data regarding instances of bullying and harassment as required by law.

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES (104.R1)

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available in the school counselor office or on the website at

<https://www.washington.k12.ia.us/cms/One.aspx?portalId=172679&pageId=183692>. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment discrimination or some other conflict of interest exists. The alternate investigator is the building principal. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The Investigator will be responsible for handling all complaints alleging bullying or harassment.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involves the building principal.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Sanctions: Students who violate the policies, regulations, rules, or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, will be disciplined by one or more of the following plans:

- a. Denial of extracurricular activities or privileges;

- b.** Temporary removal from class to the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings;
- c.** Probation: conditional attendance during a trial period;
- d.** Detention: a requirement that a student remain after school, or come to school early;
- e.** In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension;
- f.** Removal from class for the remainder of a term: the isolation of a student from a specific class for the remainder of a term while under proper supervision where the misconduct does not warrant removal from school by expulsion;
- g.** Out-of-school suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days;
- h.** Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time;
- i.** Physical restraint to protect property, other persons, and/or the student;
- j.** Referral to other agencies;
- k.** Conference with the Counselor;
- l.** Parent conference with the Principal;
- m.** Informing the parents of the undesirable behavior;
- n.** Restoration of property damaged at the student's expense;
- o.** Denial of special privileges a student may have been given;
- p.** The parents will be notified and the student turned over to local law enforcement authorities;
- q.** Others, as determined by the Principal.

Bullying and harassment reporting forms are available on the school website at www.washington.k12.ia.us

AUTHORITY OF SCHOOL PERSONNEL

All school employees, which includes all district staff, have the responsibility to correct any student while at school or a school sponsored event. If in any situation school personnel judge it necessary to correct a student, the student should accept the correction without argument. If the student feels the correction is unnecessary or unfair, he/she should pick an appropriate moment, usually at the end of a class period or activity, to discuss the problem with the teacher/employee.

If after discussion the student still feels he/she has been mistreated, he/she should bring the problem to the Principal. Ninety-nine percent of routine, everyday problems can be resolved in this manner, but a problem can only become greater if a student argues with a teacher/employee or challenges his/her authority during a class/activity or at the moment he/she is corrected.

CLASSROOM EVICTIONS

A student will be sent out of class by a teacher when the student's conduct would keep the class from continuing in a safe, respectful, and responsible manner. The student must immediately report to the office as directed. (Please note that alternative procedures may be used for students involved in Special Education.)

A. On the first offense, the student will have a conference with administration and they will follow up with the classroom teacher to determine the necessary actions (unless the student's action is a suspendable offense as described in the handbook). Administration will notify parents of subsequent actions.

B. The third offense will result in a parent meeting with the student and Administration.

C. The sixth offense within a 90-day period will result in the creation of a Tier 2 or Tier 3 behavioral intervention plan.

CLASSROOM PROCEDURES

In all classes, classrooms, and activities, including the gym, the teacher in charge will establish procedures for the function of the class or activity. The student is expected to accept and follow these procedures.

DETENTION GIVEN BY A TEACHER

Detention may be assigned at the teacher's discretion as punishment for classroom misconduct or other good reasons. A one-day notice will be given before the detention is to be served. Attendance is required. Failure to serve the detention may result in a parental contact and/or a suspension.

Breach of Discipline

Any conduct by a student, which interferes with the maintenance of school discipline shall be considered a breach of discipline.

Breach of discipline includes but is not limited to the following:

- a. The use or possession of tobacco or any tobacco product;
- b. The use or possession of alcoholic beverages;
- c. The use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- d. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless such substance was obtained directly from, or pursuant to, valid prescription or order of a practitioner while acting in the course of his/her professional practice;
- e. The distribution of, transmittal of, or sale of any tobacco product, alcoholic beverage, or controlled substance to other persons;
- f. Disorderly conduct: including temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by others; or any other behavior intended to interfere with the rights of others;
- g. Refusal to conform to policies, rules, regulations, directives or requests of the district or of its officers, employees, or agents of the district when acting within the scope of their employment or duties;
- h. Physical attacks on or threats of physical attack to other students, officers, employees, visitors, or agents of the district;
- i. Extortion;
- j. Possession or use of dangerous weapons or objects;
- k. Display of racial bigotry or intolerance;

- l. Criminal or illegal behavior;
- m. Committing a theft or robbery or attempting to commit a theft or robbery;
- n. Damaging, altering, injuring, defacing, or destroying any building fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures;
- o. Gambling;
- p. Intimidation, harassment, bullying;
- q. The use of obscene, lewd, or profane language;
- r. Initiating, circulating, or participating in the circulation of a report or warning of fire, epidemic or other catastrophe knowing such report or warning to be false;
- s. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property;
- t. Unauthorized leaving of the school grounds during the school day.;
- u. Tampering with safety equipment in the school;
- v. Demonstrations, disturbances, walkouts, or skipping school in mass;
- w. Unauthorized possession or use of school keys;
- x. Reckless vehicle management on and around school property;
- y. Any student vandalizing school or school employees' property will be subject to a 3-day out-of-school suspension and barred from school activities for a period of 7 calendar days. This includes the throwing of toilet paper ("TP-ing") and any other act that would be considered vandalism or harassment. Any incident to a person or their property that is not directly related to school, a school function or a school activity shall be the responsibility of the local police and court system;
- z. Forgery or cheating.

Sanctions: Students who violate the policies, regulations, rules, or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, will be disciplined by one or more of the following plans:

- a. Denial of extracurricular activities or privileges;
- b. Temporary removal from class to the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings;
- c. Probation: conditional attendance during a trial period;
- d. Detention: a requirement that a student remain after school, or come to school early;
- e. In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension;
- f. Removal from class for the remainder of a term: the isolation of a student from a specific class for the remainder of a term while under proper supervision where the misconduct does not warrant removal from school by expulsion;
- g. Out-of-school suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days;
- h. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time;
- i. Physical restraint to protect property, other persons, and/or the student (Crisis Prevention Strategies);
- j. Referral to other agencies;
- k. Conference with the Counselor;
- l. Parent conference with the Principal;
- m. Informing the parents of the undesirable behavior;

- n. Restoration of property damaged at the student's expense;
- o. Denial of special privileges a student may have been given;
- p. The parents will be notified and the student turned over to local law enforcement authorities
- q. Other, as determined by the Principal.

Student Rights (Due Process): Before a decision is made to suspend a student, the student will be allowed to speak in his/her own defense, explaining the facts from his/her point of view. The student has the right to call his/her parents at any time during the initial conference.

In cases when expulsion has been recommended, the student has the right to have counsel of his/her own choice present at any hearing, the right to have his/her parents present, the right to hear testimony of witnesses against him/her, the right to present his/her own witnesses and testimony, the right to testify in his/her own behalf, and the right to a fair and impartial decision based on the evidence.

INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

USE OF FIRE AND SAFETY EQUIPMENT

Students who see a fire or other hazardous situation are to call the nearest teacher immediately. If the situation requires use of extinguishers and/or the fire alarm, and teachers are not present, the student(s) involved should immediately report, or send someone to the office to report, on the condition, location of the problem, students involved and other pertinent data.

Students who improperly use fire and safety equipment will be dealt with severely, including the likelihood of referral to legal authorities for arrest and recommendation for expulsion.

Students who accidentally trip an alarm should report the accident and location to the office at once.

HEALTH SERVICES

WMS has a school nurse available each school day. The secretaries are also available to assist students as needed if the school nurse is unavailable. Students needing medical attention from the nurse must notify the supervising teacher. Health concerns may be updated as needed on Powerschool by the parent/guardian.

Immunizations-WMS follows the guidelines set by the state. The State of Iowa requires immunizations to be up to date to attend school. Proof of required immunizations or medical/religious exemptions must

be available to the school nurse. Failure to meet the immunization requirement will be grounds for exclusion.

Over the Counter Medications: If it is necessary for students to take planned over the counter medication while at school please send a written note of what medication, what time it needs to be administered and the reason for the student to take it. Permission to give students OTC medications as needed must be indicated on the Powerschool permission section.

Prescription Medications-Medication will be dispensed according to district guidelines. The “Medication Authorization Form” must be filled out in its entirety for prescription medication to be administered. These forms are available in the school office and may be available at local doctor’s offices. The nurse strongly recommends that an adult hand deliver medication to and from school. **All medication brought to school must be in the original, labeled bottle.**

Students will be sent home with any of the following:

- Temperature of 100° or more
- Vomiting
- Continuous coughing
- Frequent diarrhea stools

Your child should remain fever free for 24 hours without use of fever reducing medications before he/she may return to school. If a child is too ill to remain in school, it is the responsibility of the parent to provide transportation home.

Injuries: First Aid will be administered if a child is injured at school.

Head Lice: The school policy regarding head lice is based on recommendations from the Iowa Department of Public Health (<http://www.idph.state.ia.us>). Each case of head lice will be managed individually. Children should remain in school for the rest of the day if head lice are detected. Parents will be notified by phone, provided general education materials on proper treatment, and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day. Parents are asked to follow through on the treatment and lice/nit removal until no further lice or nits are seen.

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP’s will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, don’t have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing for their child’s hearing test should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child’s hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time, (319) 399-6700.

507.9 WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where

students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems and will promote the availability of meals to all students.

The school district will develop a local wellness policy committee comprised of parents, students, representatives of the school food authority, the school board, school administrators, physical education teachers, and school health professionals. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy.

Specific Wellness Goals

- nutrition education and promotion
- physical activity
- other school-based activities that are designed to promote student wellness
- nutrition guidelines for all foods available on campus
- plan for measuring implementation

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity.

Nutrition Education and Promotion

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered to provide students with the knowledge and skills necessary to promote and protect their health;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices, and
- links with meal programs, other foods and nutrition-related community services.

Physical Activity

Physical Education

The school district will provide physical education that:

- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities. Students with special health-care needs may be provided in alternative educational settings;
- K-5, to have 30 minutes of physical activity, not physical education, per day. This requirement can be met through a combination of PE, recess, classroom and other activities. Middle and high school students must have at least 120 minutes of physical activity per week. Again this is not just physical education but can be met with a combination of PE, school and non-school sponsored athletics and other activities where the body is exerted. Should a student wish to meet the requirement outside of school, the student and school district must have an agreement (signed waiver) detailing the outside activity; and
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

Daily Recess

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors; and
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) during school hours as punishment.

Other School-Based Activities that Promote Student Wellness

Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television, playing computer games, etc.;
- provide opportunities for physical activity to be incorporated into other subject lessons; and,
- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

Nutrition Guidelines for All Foods Available on Campus

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong

healthy eating patterns and support healthy choices. All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Fresh Fruit & Vegetable Program (FFVP), and the Summer Food Service Program (SFSP). All schools within the District are committed to offering school meals that:

- are appealing and attractive to children;
- are served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- offer a variety of fruits and vegetables, legumes and whole grains; and,
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives as defined by the USDA.
- are moderate in sodium, low in saturated fat, and have zero grams trans fat per serving (nutrition label or manufacturer's specification).

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- utilize electronic identification and payment systems; and
- promote the availability of meals to all students.

Meal Times and Scheduling

The school district:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 15-20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods (in elementary schools) when the schedule allows; and
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Qualification of Food Service Staff

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Foods Sold Outside the Meal (e.g. vending, a la carte, sales).

The District is committed to ensuring that all foods and beverages available to students on the school

campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>.

The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

All fundraising activities, snacks, sack lunches, rewards, birthday parties, celebrations and school sponsored events will be encouraged, but not required to comply with the state nutrition guidelines if the activities involve food.

Parents will be required to provide prepackaged items or items prepared in a licensed kitchen and follow the guidelines set by the district nutrition education and promotion policy.

Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

Summer Meals

Schools in which more than 50 percent of students are eligible for free or reduced-price meals will sponsor the Summer Food Service Program for at least four weeks between the last day of the academic school year and the first day of the following school year, and, preferably, throughout the entire summer vacation.

Plan for Measuring Implementation

Monitoring

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies. In each school:

- the principal will ensure compliance with those policies in the school and will report on the school’s compliance to the superintendent; and,
- food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent.

In the school district:

- the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible.
- the Wellness Committee will revise the Wellness Policy and will report to the school board for approval every three years; and,
- the policy will then be distributed to all school principals, parent/teacher organizations, and health services personnel in the school district, posted on the district website and distributed in school

Handbooks.

Policy Review

To help with the revision of the wellness policy, each building's principal will review and assess the policy each year to determine compliance, progress and areas in need of improvement. As part of that review, the building principal will also review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The results of those school-by-school assessments will be compiled at the school district level to identify and prioritize needs and will be reported to the wellness committee every three years unless immediate action is required.

ATTENDANCE POLICY

ATTENDANCE POLICY (Code No. 501.9-501.10R1)

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
 - are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
 - are attending an approved or probationally approved private college preparatory school;
 - are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
 - are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

Note: This is a mandatory policy. The compulsory attendance law does not require school districts to have a truancy officer.

Legal Reference: Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A.

Cross Reference: 501 Student Attendance

601.1 School Calendar

604.1 Competent Private Instruction

Approved

Reviewed

Revised _____

Code No. 501.9

CHRONIC ABSENTEEISM AND TRUANCY

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the term established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the term. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference: 34 C.F.R. sec. 300
28 C.F.R. Pt. 35
Iowa Code §§ 294.4; 299.
281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

Approved Reviewed Revised

Code No. 501.9R1

Page 1 of 3

CHRONIC ABSENTEEISM AND TRUANCY REGULATION

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting (Individual Attendance Plan, IAP). All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Code No. 501.9R1

Page 2 of 3

Absenteeism Prevention Plan (IAP)

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 1080 hours per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8:10 a.m. on the day of the absence.

Students who wish to participate in school-sponsored activities must attend school from 12:00 pm (noon) for the remainder school day on day of the activity unless permission has been given by the principal/designee for the student to be absent.

If a student accumulates 10 days unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 8 days unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

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

Students will remain in class until administration makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AW" [administrative withdrawal].

A student who loses credit due to excessive absences is assigned to an in-school suspension for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

Code No. 501.9R1

Page 3 of 3

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 5 unexcused absences as checked once a week. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities.

Classroom Tardies

After 3 tardies in a term per class, students will receive a minor behavior referral and a lunch detention. The following tardies 4 and 5 will constitute lunch detention and number 6 will be a major behavior referral along with lunch detention and a plan with parents.

PERFECT ATTENDANCE

In order for a student to maintain perfect attendance they must be present every day that school is in session and have no more than two tardies for the entire school year.

TECHNOLOGY

INTERNET POLICY- Board Code 401.20

For The Washington Community School District For Students, Employees, And Guests

Purpose:

Computers are a powerful and valuable education and research tool and, as such, are an important part of the instructional program. In addition, the school district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources.

Acceptable Use / Limited Educational Purpose

The use of all electronic devices and systems must be in support of education and research consistent with the educational objectives of the Washington Community School District. Transmission of any material in violation of any United States or Iowa state law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

While the district will take precautions to restrict access to inappropriate material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, parents should be aware of the existence of such materials and also monitor home usage of the Internet. The Washington Community School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility users may procure material that is not consistent with the educational goals of the district.

The school district's computers, computer network, and/or internet connection is not a public access service or a public forum, and the school district has the right to place reasonable restrictions on the material accessed and/or posted.

Use of the school district's computers, computer network systems, and internet access shall also comply with all school district policies and regulations.

Internet / Computer Network Access is a Privilege

Use of Internet and computer network access through the Washington Community School District is a privilege, not a right. Any inappropriate use will result in the cancellation of those privileges, suspension/expulsion, discipline up to and including termination, and/or possible legal action. Based upon the acceptable use guidelines in this document, the system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty, and staff of the Washington Community School District may request the system administrator to deny, revoke, or suspend specific user accounts. A user account will be issued upon

completion of the Acceptable Use form. Any user that is not part of the school district must complete an Acceptable Use form.

Note:

No electronic communication is private. People who operate the Washington Community School District's system do have the authority, right and access to monitor all electronic information. Messages or material found relating to or in support of illegal or inappropriate activities may be reported to the proper authorities by district personnel.

General Rules

1. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator. Security problems are only to be identified to a system administrator. Passwords shall not be given to another user for any reason. A user's account is only to be used by that individual. Attempts to log on to any device as a system administrator or other user not assigned to you will result in cancellation of user privileges. Any user that is identified as a security risk may have access privileges revoked.
2. The District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, network system, and Internet access; however, the District cannot and does not warranty or represent that the District's computers, network systems, or Internet will be secure and free of computer viruses, spyware or malware at all times.
3. Vandalism will result in cancellation of privileges. Vandalism is defined as any deliberate attempt to harm or destroy data, or any deliberate action that causes physical impairment to equipment. This includes, but is not limited to, the uploading or creation of computer viruses, malware, or key-logging and theft or attempting to bypass Internet filtering software or any security measures.
4. Only software that is purchased by the Washington Community School District can be installed or used on district computers. Other software is not supported and will be deleted during regular maintenance and troubleshooting. The use of encryption software that is not part of district operations is prohibited unless a building administrator knows the key or password. The district may choose to restrict certain software applications. Individual users are solely responsible for making backup copies of their data.
5. Staff or student pictures may only be published on the Internet if permission is obtained. Permission is granted for students by parents during completion of school registration.
WCSD Board Policy Manual
6. Employees are expected to review their email regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.

No Washington Community School District student, faculty, staff member or guest shall:

1. Do anything that adversely affects Washington Community School District's legal interests, the educational needs of its students or the efficiency of District operations.
2. Access, view, download, create or disseminate pornography or obscenity and/or engage in the dissemination or solicitation of sexually oriented messages or images.
3. Access, view, download, create or disseminate any material that is libelous, indecent, vulgar, profane, lewd or disseminate content that may be considered defamation of character.
4. Use Washington Community School District's electronic devices, network, or Internet to harass or threaten any person or organization or disparage others on the basis of age, color, national

origin, race, marital status, gender or sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political ideology or belief, socioeconomic status or familial status.

5. Access, view, download or disseminate any material that the expression of which injures or harasses others or any material that promotes disruption of the normal operation of school or school-related activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

6. Use, possess, copy or attempt to distribute illegal or unauthorized copies of software or other digital media. This includes software or other digital media in the user's possession or being used without appropriate registration or licensing, or in violation of any trademark or copyright restrictions.

7. Engage in unauthorized disclosure, use or dissemination of personal information about students protected pursuant to the Family Educational Rights and Privacy Act or any other law designed to protect student and family privacy, including but not limited to:

- a. the student's name;
- b. the name of the student's parent or family members;
- c. the address of the student or the student's family;
- d. a "personal identifier" such as the student's social security number, student number, or a "biometric record;"
- e. other indirect identifiers, such as a student's date of birth, place of birth and mother's maiden name;
- f. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty;
- g. information requested by a person reasonably believed to know the identity of the student to whom the education record relates.

8. Possess personal electronic data devices that contain images of a sexual nature or other inappropriate content as outlined in this policy on the district's property, or send such images or content from personal electronic devices while on the district's property.

Internet Safety Rules

It is the policy of Washington Community School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Washington Community School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Washington Community School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Department or designated representatives.

The school principal or designated representatives will provide age- appropriate training for students who use the Washington Community School District Internet facilities. The training provided will be designed to promote the school district's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Appropriate Use Policy;
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Updating User Information

The Washington Community School District may occasionally require new registration and account information from you to continue the service. You must notify the Washington Community School District of any changes in your account information (address, phone, etc.). Acceptance forms will be required to be signed by students and staff members once per year.

Liability

In no manner shall the Washington Community School District or the people who operate its system be held responsible in any way for information accessed via the Internet, district computer network, data loss, costs incurred that results from its use, or the accuracy of information that is accessed. The school district makes no guarantee that the Internet or computer network services will be up at all times.

The amount of time and type of access available may be limited by the school district's technology and the demands for the use of the school district's technology.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to staff, students, and other individuals using computer equipment in the Washington Community School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Iowa and the United States of America. These forms may be transferred and formatted, in a way that the text remains the same.

PLEASE NOTE THAT WASHINGTON MIDDLE SCHOOL 1:1 GUIDELINES FOR APPROPRIATE USE ARE POSTED ON THE WASHINGTON MIDDLE SCHOOL WEBSITE

503.9 Student Use of Personal Electronic Devices

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced peoples' ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited in grades PK-8th grade. Students in grades 9-12 may only have access to their phones during their assigned lunch period. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. ***Parents or guardians who need to communicate with students during instructional time may contact the school building's administrative office.***

Instructional time is defined to (mean periods of classroom instruction from the beginning of class bell until the end of class bell; PK-8 includes lunch, recess, and passing periods, 9-12 includes recess and passing times only.)

Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. ***This may include but is not limited to electronic communication equipment, mobile phones, smart phones, video game devices, and portable media players.*** Students may wear smart or electronic watches, but may not use any communication applications or features that are prohibited from use on other electronic devices, and all notifications must be turned off. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy.

Parents or guardians of students may request that building-level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This reason must be tied to the student's multi-tiered system of support framework. Any denials may be appealed to the Superintendent, who will be the final decision-maker on the request.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences ***up to and including suspension or expulsion.*** The Superintendent, in conjunction with building-level administration, will develop administrative regulations in accordance with this policy.

ACTIVITIES

ACTIVITY TICKETS

Middle school students may purchase an Activity Ticket at the beginning of the year. This card, when shown at the gate, will admit students to all home middle school and high school activities except events held at the Community Center, high school plays and state sponsored tournaments. This ticket is non-transferable.

Student	\$45.00
Adult	\$85.00
Seniors	\$45.00
Adult Couple	\$160.00

ATHLETICS & CO-CURRICULAR ACTIVITIES

Much of the enjoyment you will receive from attending Washington Middle School will be the result of your involvement in your athletic and co-curricular activities programs. Although it is difficult to provide something for everyone, we believe that we do offer a variety of athletics and co-curricular activities. We know that students who really enjoy school are the ones who find pleasure and success through the many programs offered. You will find a welcome relief from the daily academic routine, and you may have some really great times if you participate in some of these activities. No student organization shall exist which is not approved by the Board of Directors, the Superintendent, and the Principal. Faculty representatives, with the help of students, shall determine the qualifications and regulations of student groups. Application for organizing a student group shall be relayed to the Principal through a faculty sponsor. Students are encouraged to join and participate in the many extracurricular activities and athletics that are available at Washington Middle School. Participation in any of the following activities/organizations enhances education and provides an opportunity to work with other students toward mutual goals:

Builder's Club	Marching Band (8 th grade)
Dance Team	Honor Choir
Drama	Honor Band
Student Council	

The following athletic programs are offered:

FALL	WINTER
Football	Basketball
Volleyball	Wrestling
Cross Country	Cheerleading
Cheerleading	Archery
SPRING	SUMMER
Track	Softball
	Baseball

Students in interscholastic athletics are provided with the opportunity to:

1. enhance their natural abilities and learn sport-related physical and mental skills;
2. strive for superior confidence and a desire to excel;
3. develop qualities of teamwork, sportsmanship and leadership and;
4. practice self discipline, cooperation, and responsible behavior.

CONDUCT AT ACTIVITIES

Students will conduct themselves in an appropriate manner at school activities. This will include exhibiting respect; during our National Anthem; toward spectators, coaches, contestants, and officials; toward event sponsors and fellow students; and for property of others. Constructive enthusiasm and vocal

support for fellow students is encouraged. However, actions or words that are offensive or abusive will not be tolerated. Reprimand may include suspension and exclusion from attendance at school events.

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

SPORTSMANSHIP

A good sportsman plays fair. He/she does not cheat, but plays the game hard according to the rules. He/she treats opponents with courtesy. When he/she plays in a group game, he/she plays not for his/her own glory, but for the success of the team. In his/her work as well as in his/her play, he/she is sportsmanlike, generous, fair and honorable.

SCHOOL ATTENDANCE PRIOR TO ACTIVITY PARTICIPATION

Students must be present at school by 12pm and stay in school the remainder of the day in order to practice or participate in a practice or competition/performance held that day. Medical appointments, dental appointments, and illnesses are excusable if the Principal deems. The Principal has the sole discretion in determining whether an absence will be excused.

TRANSPORTATION TO ACTIVITIES AND FIELD TRIPS

Whenever Washington Middle School provides transportation for any school-sponsored event of any kind, all participants in the event must travel by way of the school transportation or with a parent. In order for a student to ride home with a parent, the parent must sign out their child with the coach or supervisor.

FAMILY NIGHT

In cooperation with the churches of the Washington School District, to assist in facilitating their youth oriented activities, except for unusual circumstances, the merit of which shall be determined by the Building Principal, it shall be the policy of the Washington School District to refrain from requiring student attendance and participation of school sponsored activities after 7 P.M. on Wednesday evenings.

FUND RAISING PROJECTS

All co-curricular fund raising projects must be approved by the Principal prior to their beginning. All athletic fund raising projects must be approved by the athletic director prior to their beginning.

EXTRA CURRICULAR ACTIVITY ELIGIBILITY

A student will be declared ineligible if:

- A. He/she does not have a physician's certificate of fitness issued within a calendar year.
- B. He/she does not have the MS Activity Participation Registration Forms completed in Bound.
- C. He/she does not have a current concussion form completed in Bound.
- D. He/she is given an employability score of (1) Needs Improvement at the end of term in any course.

Length of Ineligibility:

- A-C: They are ineligible until requirement(s) have been met when applicable.
- D: They are ineligible for 2 weeks of competition in current activity or next activity they participate in up to 1 calendar year.

Washington Middle School - Employability Skills Rubric

Scale	Academic Conduct	Work Completion	Working With Others
Proficient (3) Consistently	- Participates, engages, and focuses in class - Arrives on time - Brings all required materials for class - Accepts responsibility for actions and rarely requires redirection - Remains in the assigned seat or designated area - Uses technology appropriately	- Completes work as assigned - Submits work on time and meets deadlines - Takes advantage of reassessment opportunities and support	- Assumes responsibility for learning by seeking help and asking clarifying questions when needed - Listens and follows redirections given by adults and peers (did not require a think sheet) - Demonstrates effective communication skills and willingness to work with adults and peers - Uses kind and respectful words and actions toward others
Developing (2) Usually	- Participates in class, but actions at times distract from instruction - Not tardy to class (less than two) - Brings the required materials for class - Follows redirection and changes their actions - Remains in the assigned seat or designated area - Uses technology appropriately	- Completes work as assigned - Submits work on time - Takes advantage of reassessment opportunities and support	- Assumes responsibility for learning by seeking help and asking clarifying questions when needed - Listens and follows redirections given by adults and peers (required a think sheet) - Demonstrates effective communication skills and willingness to work with adults and peers - Uses kind and respectful words and actions toward others
Emerging (1) Rarely or never	- Participates and/or often distracts from instruction - Not Tardy to class (2 or more times during the week, or one or more unexcused absences) - Brings materials to class, even with teacher coaching - Follows redirection to change their actions - Rarely remains in an assigned seat or designated area - Uses technology appropriately	- Completes work as assigned - Submits work on time - Takes advantage of reassessment opportunities and support	- Assumes responsibility for learning by seeking help and asking clarifying questions when needed - Listens and follows redirections given by adults and peers (behaves out) - Demonstrates effective communication skills and willingness to work with adults and peers - Uses kind and respectful words and actions toward others
Not Enough Evidence (M)	No evidence submitted regarding learning in this skill area	No evidence submitted regarding learning in this skill area	No evidence submitted regarding learning in this skill area

GOOD CONDUCT POLICY 6-8

In order to maintain consistency with the Good Conduct policy at the high school level, Washington Middle School has a modified version to include all extracurricular activities offered to 6th-8th grade students. All policies that are in effect according to the Washington Middle School Handbook remain in effect except for the following addition.

* Any student who violates the Good Conduct Policy will miss the next scheduled contest or event. A student who is in two activities at the same time will not miss two events but the first event that should occur. The student will continue to practice with the team or extra curricular activity until they can return to competition.

This policy encourages good sportsmanship and citizenship throughout our district and reflects the positive values of abstaining from alcohol, tobacco, drugs or negative student choices.

STUDENT APPEAL

When a student's behavior results in a violation of the Good Conduct Code, the decision of the Principal or designee may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and

all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal or designee and the student's objections to the written request for appeal. The Superintendent shall provide a written decision to the Principal or designee, the student and/or the student's parents within five days of considering the appeal. If necessary, the decision of the Superintendent may be appealed to the Board. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final.

NOTE: During the appeal process, the student will remain ineligible pending a decision of the student's appeal.

Student Transfers

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT

If a student receives a disciplinary out-of-school suspension or expulsion because of a violation of the Student Code of Conduct, the student will not be allowed to participate for the comparable period of time in any extracurricular activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in school suspension, the coach/sponsor will determine whether attendance at a practice, meeting and/or competition/performance is permitted during the length of the in school suspension.

ANNUAL NOTICES

DISTRICT EQUITY STATEMENT

Annual Notice of Nondiscrimination 102.E1

The Washington Community School District offers career and technical programs in the following areas of study:

- Agriculture
- Business
- Family & Consumer Science
- Industrial Technology

It is the policy of the Washington Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact Teresa Beenblossom, 404 W. Main St, Washington, IA 52353, (319) 653-6543 or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov

MULTICULTURAL AND NONSEXIST EDUCATION-Board Code 603.4

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

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

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEE 402.3

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

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

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The level-one investigators for our district are Adam Miller and Teresa Beenblossom. He/she may be reached at the administration building by calling 653-6543.

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

NOTE: This policy and its accompanying regulation and exhibits are a reflection of current Iowa law regarding abuse of students by school district employees. The last sentence of the third paragraph is mandatory in the law and is an item in the DE accreditation report.

DISCIPLINE- STUDENT CONDUCT-Board Code 503.1

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting their age level and maturity and with respect and consideration for the rights of others while on school property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district, while on school-owned or school-operated chartered vehicles, or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student. This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

Detention means; the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been

dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school, classes and practice but will not participate in school activities.

Probation means; a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means; an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook. The paragraph regarding assault of school district employees is Iowa law.

Weapons - Board Code 502.6

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

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

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action

of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

NOTE: This is a mandatory policy.

Suspension-Board Code 503.1R1:

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal or designee will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal or designee will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal or designee may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student and
- b. The opportunity to respond to those charges.

At the principal's or designee's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person

making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

Expulsion- Board Code 503.2:

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

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

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

NOTE: This is a mandatory policy and is a reflection of Iowa law regarding student expulsion. It is consistent with the due process requirements of the 14th amendment to the U.S. Constitution. The last two paragraphs reflect federal special education law.

STUDENT COMPLAINTS AND GRIEVANCES-Board Code 502.4

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy, administrative regulations, or other matters should first be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

If the complaint cannot be resolved by a student's teacher or other licensed employee, the student may discuss the matter with the principal within 2 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

NOTE: There should be reasonable limits on the number of days a student has to pursue a complaint. Cross reference with the number of days listed in policy 401.4 for consistency.

EDUCATION RECORDS ACCESS 506.1

The board recognizes the importance of maintaining education records and preserving their confidentiality, as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Definitions

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

- “Education Record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party

acting for the agency or institution.

- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, and eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or eligible student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

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

- To school officials within the school district and AEA personnel who the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal

identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;

- To Accrediting Organizations;
- To parents of a dependent student as defined in Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- [Consistent with an interagency agreement between the school district and juvenile justice agencies];
- In connection with a health or safety emergency;
- As Directory Information;or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

[The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.]

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that the law authorizes disclosure without consent; and

4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

NOTE: This is a mandatory policy.

NOTE: For districts that include the option language regarding the interagency agreement, please ensure that the policy is included in the student handbook, in accordance with law.

SEARCH AND SEIZURE-Board Code 502.8, 502.8R1

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.8R1.

STUDENT DIRECTORY INFORMATION-Board Code 506.2, 506.2R1

Student directory information is designed to be used internally within the school district. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information".

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

NOTE: This is a mandatory policy. A school district may limit what it considers to be directory information. If the school district limits the information, it must also make those changes in the school district's annual notice.

Chapter 103- Board code 503.6

Rules Prohibiting Corporal Punishment and Regulating the Use of Reasonable and Necessary Physical Force, Including Physical Restraint and Seclusion

Notice: Corporal Punishment, Physical Restraint, and Seclusion Amendments to the Department's administrative rules on corporal punishment, physical restraint, and seclusion require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or seclusion adopted by an AEA, a public school district, or an accredited nonpublic school.

Chapter 103 forbids school employees from using corporal punishment, which means the intentional physical punishment of a student, against any student. Certain actions by school employees are not considered corporal punishment, which includes verbal redirection; actions consistent with the rules of Chapter 103 and a student's IEP, Behavior Intervention Plan, Health Plan, or Safety Plan; and the use of reasonable and necessary physical force where necessary to prevent harm to persons or property or to remove a disruptive student.

Chapter 103 imposes additional limitations and requirements on school employees' use of physical restraint or seclusion on any student. Chapter 103 limits why, how, where, and for how long a school employee may physically restrain or seclude a child. If a child is restrained or secluded, the school must maintain documentation, provide certain types of notice to the child's parent, and convene a debriefing meeting with the parent and school staff as required by Chapter 103. If you have any questions about Chapter 103, the District's practices, or if you would like to make a complaint about possible violations of Chapter 103, please contact Adam Miller, Director of Special Education at 319-653-3691.

The complete text of the Iowa Department of Education's Chapter 103 Rules is available at:

<https://www.legis.iowa.gov/docs/iac/chapter/281.103.pdf>. Additional information and guidance from the

Iowa Department of Education can be found on their website at:

<https://educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

STUDENT EXPRESSION-Board Code 502.3

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech

further an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact Willie Stone, Superintendent of Schools, for information and forms.

DUAL ENROLLMENT

Home school or home school assistance program students enrolled in classes (Dual Enrollment) or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact Aaron Six, Dean of Students.

Students enrolling at HSAP can enroll during two enrollment periods. Enrollment periods are at the beginning of the year or in early January.