

Vinton-Shellsburg Community School District

Vinton-Shellsburg High School

210 West 21st Street - Vinton Iowa 52349

319.436.4728 (option #3 @ main menu)

“Home of the Vikings/Vikettes”

This Planer Belongs to:

Name: _____

Address: _____

Town: _____

Phone: _____

Student Number: _____

Locker Number: _____

*2009-10 Vinton-Shellsburg High School
Student Planner Design*

Front Cover

Emily Meyer – 12th Grade

Back Cover

Arisa Mohr – 12th Grade

Student Handbook Index 2009-10

GENERAL INFORMATION

Welcome to Vinton-Shellsburg High School	4
V-S CSD Mission Statement	4
V-S HS Vision Statement	4
Philosophy	4-5
Equity Statement/Multicultural & Nonsexist Education	5
Jurisdictional Statement	5-6
Definitions	6
Physical Activity.....	6-7
Daily Schedules.....	7-8
Open Door Hours.....	8
2009-10 V-S HS Faculty/Staff.....	8-9

STUDENT HEALTH, WELL BEING & SAFETY

Health Concerns	10
Student Illness or Injury at School	10
Guidelines for Keeping your Child at Home.....	10
Medications	10-11
Immunizations	11
Health Screenings	11
Health Insurance for Children.....	11
Asbestos Notification.....	11-12
Sexual Abuse/Harassment.....	12
Emergency Drills	12-13
Weightlifting Form.....	13

STUDENT ACADEMICS

Class Load	13
Adding/Dropping courses.....	13
PSEO and Dual Credit with Kirkwood	13-14
Home School Dual Enrollment.....	14
Vinton-Shellsburg Alternative Program.....	14
ICN Classes.....	14
Retaking a Course	14
Grade, Midterm and Progress Reports.....	14-15
Parent Access	15
Homework	15
Cheating	15
Standardized Tests	15
Honor Roll and Academic Honors.....	16
Early Graduation.....	16
Graduation	16
Human Growth and Development Curriculum.....	16
Internet Access	16-17
Restricted Material.....	17
Unauthorized Costs	17
Library Media Center	17-18
Character Education	18

STUDENT ATTENDANCE	
Tardies.....	19
Absences.....	19-21
Senior Early Release	21
Senior Release & ITED/NWEA Testing	21-22
Open Campus	22
Inclement Weather.....	22-23
STUDENT ACTIVITIES	
Assemblies and Pep meetings	22-23
National Anthem/Flag Presentation.....	23
Field Trips	23
School-Sponsored Organizations.....	23
Activity Bus	23-24
Fund Raising	24
Dances	24
Activity Tickets.....	24
Use of Facilities.....	24-25
Open Gym.....	25
STUDENT RIGHTS & RESPONSIBILITIES	
Academic Scholarship Rules	25-27
Good Conduct Code/Penalties	26-27
Interferences in school or at school events.....	26-27
Initiations, Hazing, Harassment.....	27-28
Misbehavior/Violence	28-31
Dress Code	31-32
Fees/Waiver of Student Fees.....	32
Educational Records	32-33
Legal Status of Student.....	33
Transfer Procedures	33
Student Searches.....	33-34
Student Lockers	34-35
Care of School Property.....	35
Traffic Rules	35
Student Grievance	35
Student Publications.....	35-36
Interviews of students by outside agencies.....	36
MISCELLANEOUS	
Telephone Use.....	36
School Announcements.....	36-37
Visitors/Guests	37
Guidelines for visiting students' classroom.....	37
Bus/District Transportation	37
Cafeteria	37
Back packs/book bags etc.....	37
Hall passes	37
Food and Beverages	38
Black and Gold Service Cords Guidelines.....	38-39

GENERAL INFORMATION

Welcome to Vinton-Shellsburg High School! Vinton-Shellsburg High School (V-S HS) welcomes you. V-S HS has a tradition of excellence in academics and extra-curricular activities. We are pleased to have you as part of that tradition. We especially welcome those of you who are new to V-S HS. We encourage your family to take an active part in your education. This handbook/planner is designed to answer questions about V-S HS and to provide information regarding your role as a student at V-S HS. We look forward to working with you and your parents during your educational journey at V-S HS

The purpose of V-S HS is to provide students with a quality educational experience. Achieving this goal requires the cooperation of everyone in the building. Every effort will be made to provide a favorable climate for learning in the building and to help students become successful, responsible adults.

Office hours: 7:15 am to 4:00 pm (M-TH) and 7:15 am to 3:30 pm on Fridays. Personnel at V-S HS can be reached via telephone at: 319.436.4728 (press option #3 at main menu). Our fax number is 319.472.5704 and the weather related information line is 319.472.4728 (press option #6 at main menu).

V-S HS accommodates approximately 575 students in grades 9-12 with a comprehensive program of study. The curriculum is aimed at the diverse academic and social needs of students, offering more than 100 courses in nine major instructional areas. Approximately 75% of the school's graduating seniors enter post-secondary educational institutions or advanced training programs.

Programming at V-S HS is built around a six-period day schedule. A student is required to take (5) classes each day, each of which lasts 60 minutes. The trimester is approximately 60 days long. V-S HS is accredited by the Iowa Department of Education.

Vinton-Shellsburg Mission Statement: The mission of the Vinton-Shellsburg Community School District is to: Improve the quality of lives and assist individuals in becoming contributing members of society through the accumulation and application of knowledge.

V-S HS Vision Statement: Vinton-Shellsburg High School is an environment which develops and maintains an on-going learning process for all involved through collaboration, high expectations, and personal responsibility. The process fosters a sense of pride and celebrates achievement, and valuing all.

Philosophy: The staff and administration of V-S HS believe that education is a cooperative venture involving the student, home and the school community.

V-S HS primary objective is to provide opportunities so every student can realize his/her potential and make a contribution to society.

To accomplish this objective, the curriculum at V-S HS is designed to provide the best possible opportunities for creative, academic, vocational and physical development, and to equip students with the skills necessary to make logical, critical, and responsible decisions. V-S HS provides opportunities for creative exploration and expression in special interest areas. Reference materials, resources, and facilities are available to encourage student growth.

The atmosphere at V-S HS complements the curricular opportunities and enhances the students' mental, emotional, and social development. The school offers services for the educational, vocational, and personal guidance of all students, and encourages self-direction and self-discipline. The community, faculty, administration, and students work together to offer equal educational opportunities for all. To implement this philosophy effectively, the V-S HS community executes specific directives according to areas of responsibility.

Equity statement/Multicultural & Nonsexist education: The Vinton-Shellsburg Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which 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. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mary Jo Hainstock and can be reached at 319-436-4728 (extension 9101). Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suited 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

Jurisdictional statement: This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner befitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, other student's visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school

district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions: In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity or whether they are held on or off school grounds.

Physical activity timeline – Beginning July 1, 2009, school districts must ensure that physically able pupils in grades six through twelve shall engage in physical activity for a minimum of **120 minutes** per week in which there are at least five school days of school.

Physical activity overview – First, "physical activity" means "*any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.*" Students in grades nine through twelve may meet the 120-minute physical activity requirement by participation in the following activities including, but not limited to:

1. Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
2. School-sponsored marching band, show choir, dance, drill, cheer, or similar activities;
3. Non-school gymnastics, dance, team sports, individual sports; or
4. Similar endeavors that involve movement, manipulation, or exertion of the body. [This may include work activities, such as on the family

farm or at the local grocery store, if work meeting the above definition of physical activity is involved.]

If the physical activity is to be met in full or in part by a student using one or more non-school activities, then the school shall enter into a written agreement with the student. The **written physical activity agreement** must meet the following requirements:

1. It shall state the nature of the activity and the starting and ending dates of the activity, and shall provide sufficient information about the duration of time of the activity each week.
2. It shall be signed by the school principal or principal's designee.
3. It shall be signed by at least one parent or guardian of the student if the student is a minor.
4. It shall be signed by the student, regardless of the student's age.
5. The agreement may be no longer than one school year.

If a student's parent or guardian files a written statement with the school principal that the physical activity requirement conflicts with the student's religious beliefs, then the school shall not require the performance of such activities.

Regular Schedule

Time	Period
8:05 - 9:10	1
9:14 – 9:30	2 (Advisor/Advisee)
9:34 – 10:34	3
10:38 – 11:38	4
11:38 - 12:03	5A lunch 11:42 – 12:42 5B class
12:07 – 1:07	5A class 12:42 – 1:07 5B lunch
1:11 to 2:11	6
2:15 to 3:15	7

Two hour late start schedule (no advisor)

Time	Period
10:05 to 11:05	1
11:09 to 11:50	3
11:50 to 12:15	5A lunch 11:54 to 12:35 5B class
12:19 to 1:00	5A class 12:35 to 1:00 5B lunch
1:04 to 1: 45	4
1:49 to 2:30	6
2:34 to 3:15	7

Two hour early out schedule (no advisor)

Time	Period
8:05 to 9:05	1
9:09 to 9:50	3
9:54 to 10:35	4

10:39 to 11:20	6
11:20 to 11:45	5A lunch 11:24 to 12:05 5B class
11:49 to 12:30	5A class 12:05 to 12:30 5B lunch
12:34 to 1:15	7

Open Door Hours: During school hours all doors, with the exception of the main entrance, will remain locked. Students are to use the front doors to enter and exit the building. The inside front doors to the commons will be locked at 8:05 am. All students will need to come through the main office and receive a pass to class after 8:05 am. All other doors are for adult and/or emergency use only. V-S HS prohibits loitering inside and outside the building after normal school hours.

2009-10 FACULTY AND STAFF - (Current as of June 8, 2009)

High School Administration

Mr. Kirk Johnson	<i>Principal</i>
Mr. Ryan Davis	<i>Assistant Principal</i>

High School Faculty

Ms. Melissa Becker	<i>Special Education</i>
Mr. Aric Chvala	<i>Business</i>
Ms. Cynthia Chyma	<i>Mathematics</i>
Ms. Marilyn Condry	<i>Special Education</i>
Ms. Le Cox	<i>English & Language Arts</i>
Ms. Ann Diedrichsen	<i>Art</i>
Mr. Kyle Engdahl	<i>Social Studies</i>
Mr. Patrick Farley	<i>Social Studies</i>
Mr. Duane Fisher	<i>Agriculture</i>
Ms. Marsha Furlong	<i>Mathematics</i>
Mr. Scott Garwood	<i>Industrial Technology</i>
Mr. Jason Gleiter	<i>English & Language Arts</i>
Ms. Sandy Hamilton	<i>School Counselor (10th & 12th)</i>
Mr. Larry Harken	<i>Industrial Technology</i>
Ms. Jennifer Horton	<i>Science</i>
Mr. Joe Johnson	<i>Physical Education</i>
Ms. Christine Juhl	<i>Art</i>
Ms. Heather Kalous	<i>Physical Education</i>
Ms. Myra Kearns	<i>Special Education</i>
Mr. Brendan Knudtson	<i>Science</i>
Ms. Michele Lash	<i>Spanish</i>
Ms. Lisa O'Brien	<i>Mathematics</i>
Ms. Beth Owens	<i>Mathematics</i>
Mr. Andrew May	<i>Special Education</i>
Mr. Steven McGrew	<i>Mathematics and Science</i>
Ms. Lois Mulvaney	<i>French</i>
Mr. Stan Newton	<i>Business & Computers</i>
Ms. Elaine Park	<i>Spanish</i>
Mr. Brent Patterson	<i>Science</i>

Ms. Amy Rodriguez	<i>Special Education</i>
Mr. Phillip Schroetter	<i>Vocal Music</i>
Mr. Karl Smith	<i>Instrumental Music</i>
Ms. Kelly Steffen	<i>Social Studies</i>
Mr. Jim Struve	<i>Activities Director & Health</i>
Ms. Kelsy Temple	<i>English & Language Arts</i>
Ms. Melissa Tandy	<i>Special Education</i>
Mr. Scott Tandy	<i>School Counselor (9th & 11th)</i>
Mr. Jon Temple	<i>Science</i>
Ms. Tiffany Thiessen	<i>Family & Consumer Science</i>
Ms. Sherry Trafford	<i>Special Education</i>
Ms. Kathy Turner	<i>ELP</i>
Mr. Eric Upmeyer	<i>English & Language Arts</i>
Ms. Deb Vaughan	<i>English & Language Arts</i>
Ms. Deanna Weber	<i>Library Media Specialist</i>

High School Support Staff

Ms. Sue Noren	<i>RN & Health Career Academy</i>
Ms. Barb Salger	<i>Secretarial Staff – Principal</i>
Ms. Deb Hanneman	<i>Secretarial Staff – Principal</i>
Ms. Deb Cummings	<i>Secretarial Staff – Activities & Guidance</i>
Ms. Bev Lechtenberg	<i>Lunch Clerk & Office Associate</i>
Ms. Karen Helms	<i>Library Media Center</i>
Ms. Teri Andorf	<i>Special Education</i>
Ms. Tammie Hansen	<i>Special Education</i>
Ms. Jeanette Henry	<i>Special Education</i>
Ms. Marlene Fritz	<i>Special Education</i>
Ms. Charlotte Boyer	<i>Special Education</i>
Mr. Melvin Hurst	<i>Building Custodian</i>
Mr. Gary Kersten	<i>Building Custodian</i>
Ms. Diane Williams	<i>Building Custodian</i>
Mr. Andrew Noe	<i>Building Custodian</i>
Ms. Bev Anderson	<i>Kitchen</i>
Ms. Cyndi Alderson	<i>Kitchen</i>
Ms. Darlene Struve	<i>Kitchen</i>
Ms. Mary Bell	<i>Kitchen</i>

STUDENT HEALTH, WELL BEING & SAFETY

Children of all ages must be physically, mentally and emotionally healthy so they are able to learn. Vinton Shellsburg school nurses promote the health and safety of our students in school, at home and in the community. Services provided by school nurses include:

- 1.) Promotion of healthy life styles.
- 2.) Health care counseling or guidance to students, their family and to staff.

- 3.) Identify health concerns by observation and assessment of needs and provide appropriate care.
- 4.) Medication management
- 5.) Immunization verification according to state guideline requirements
- 6.) Screenings: vision, hearing, dental, height and weight.

Health Concerns: If your child has any health concerns such as asthma, allergies, diabetes, breathing or heart concerns, hearing or vision concerns, taking prescribed medication, or others, please complete health forms and contact the school nurse. At the beginning of each school year, parents must file an emergency form with the office providing the telephone numbers of emergency contacts in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Illness/Injury at School: If your child becomes ill or injured at school, they need to be seen by the school nurse. If the nurse determines that the student needs to go home, the nurse will attempt to call the parent/guardian at the phone numbers provided to the school. Please notify the school of any phone number changes. If you cannot be reached the school will attempt to call one of the emergency contacts that the parent/guardian provides to the school. In case of a serious injury/illness, 911 will be called if necessary. Parents will be notified immediately.

Guidelines for keeping your child at home: The main reasons for keeping your child home from school and school activities are

- If the child is too sick to be comfortable at school and school activities
- He or she might spread a contagious disease to other children and staff

Keep your child home if:

- Has a fever 100 degrees or higher. The child needs to be fever free for 24 hours without the use of fever-reducing medication, Tylenol or Ibuprofen.
- If the child vomited the evening before.
- If the child had diarrhea the evening before.
- Been diagnosis with a bacterial infection such as streptococcus or staphylococcus. The child must follow the fever guidelines and not return to school until 24 hours after the first dose of antibiotic was given.
- Persistent cough and runny nose not related to allergies.

Medications: The purpose of administering medications in school is to help each child maintain an optimal state of health to enhance his or her

education. The administration of prescription medication by school personnel to students in school shall be done only with written authorization and direction of the physician. A " Parental Authorization and Release" form shall be filled out and signed by the physician and the parent/guardian.

Prescription medication must be in the original containers with the pharmacy label attached. Over-the-counter medications must also be in the original containers and will be administered as recommended on the label. Students are only allowed to take medication in school when it is given to them by school nurse/health associate in the health office. Exceptions would be when written permission is given to students with asthma to carry an inhaler with them.

Immunizations: It is the policy of the Vinton Shellsburg School District that all students enrolled must be in compliance with the State of Iowa Immunization Code. All noncompliant students will be excluded from school. A valid certificate must be submitted to the school per Iowa law.

Health Screenings: Throughout the school year, the school district sponsors health screenings for vision, hearing, scoliosis, height and weight, BMIs, and dental. Students are automatically screened unless a parent submits a note asking that the student be excused from the screening.

Health Insurance: If students are without health insurance, please contact the school nurse for assistance. Parents can apply for LOW-or no-cost health insurance for children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 or go to the web site at <http://www.hawk-i.org> for more information.

Asbestos notification: Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled, and determined the

condition and hazard potential of all material in the school facilities suspected of containing asbestos. A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Sexual abuse and harassment of students by employees: The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, a teacher, administrator, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent level one investigator to look into the allegations. The high school has designated Mrs. Noren, or Mr. Timmermans, or high school principal as its Level One investigator for the high school.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, stopping a disturbance; to obtaining a weapon or other dangerous objects; self-defense or protecting the safety of others; removing a disruptive student; to protect others from harm; protecting of property; or protecting a student from self-infliction of harm. Corporal punishment is prohibited.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is an unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a condition of a student's educational benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, offensive educational environment.

Emergency drills: Periodically, the school holds emergency fire, tornado, bomb threat, and other drills. State law requires fire and tornado drills. At the beginning of each term, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, etc., in addition to being disciplined under the school district's policies, rules, and

regulations, may be reported to law enforcement officials. If we have to let out school for bomb threats, students pulling fire alarms, etc. school time will be made up for the time missed.

Weightlifting form: If a student wants to lift weights at school, there is a form that needs to be signed by parents and student. A school employee supervises our weight room. Times will be posted throughout the building stating when the weight room will be open.

STUDENT ACADEMICS

Class load: Students in grades 9-12 must be registered for a full schedule. All students must sign up for (5) academic classes per trimester. Students in either, but not both, band or choir have ½ period study hall all year long may have one additional full period study hall per year. The exception to this rule would be a student enrolled in our at-risk program, or one who has an IEP or 504 plan. See your guidance counselor for additional information.

Adding/dropping courses: Students who wish to add or drop a course from their schedule must do it within the first five days of each trimester. The only exception to this policy is if a student's schedule must be changed due to failing a prerequisite, PSEO scheduling conflicts, a medical condition, or other valid academic reasons as determined by the guidance office and administration. Students who drop classes after these deadlines, except as outlined above, will receive an "F" in the class dropped for the trimester.

Post secondary enrollment options (PSEO) and Dual-Enrolled classes through Kirkwood Community College: Students in grades 11-12 and ELP students in grades 9-10 may receive credits that count toward graduation requirements by successfully completing courses at accredited community colleges, private colleges or state universities in Iowa. If the course will count for both high school credit and college credit and the grade will be included in the student's high school GPA.

The school district may pay up to \$250.00 of the cost of a PSEO course. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year.

Students who fail a PSEO course or fail to receive credit in a course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a PSEO course, students age 18 and over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. A deposit of \$250.00 for each PSEO course must also be made with the school district prior to enrollment in a PSEO course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited

to, the student's incapacity, death in the family or move to another school district. Students interested in participating in this program should contact the guidance office.

Further information about PSEO and dual credit courses and academics, including students/parents annual notifications can be found at the Vinton-Shellsburg High School website, search under the GUIDANCE link.

Home school dual enrollment students: Home schooled or home school assistance program students enrolled in classes 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 the principal or school counselor.

Vinton-Shellsburg Alternative Program: Vinton-Shellsburg CSD has a program agreement with Kirkwood Community College for a high school alternative program for students 16 years or older. For more information see the guidance office.

ICN classes: Our ICN classroom is located in the seminar room. See guidance office for more information about courses that are offered over the ICN.

Retaking a course: In the event that a student fails a course, the course may be retaken. If a student fails the same course, again and the student gets permission from the guidance office, he/she may take that course outside the district. If a student receives a "D+, D, D- or an F" he/she may retake that course. Both the retake grade and the original grade will count toward the student's GPA, and the student will receive credit toward graduation for any passing grade.

Grade reports, progress reports, midterms, and incompletes: All students grades are updated approximately every two weeks for the through the on-line parent access which is accessible through the V-S HS website. Midterms progress reports are also available approximately half way through the term. Students who receive an incomplete in a class must complete the class within one week after the end of that term. The teacher, with the permission of the principal, may grant extensions. If a student does not make up the work in the proper time, he/she will receive a zero for work not completed on time. Student academic eligibility standing will be determined the day after the grades are due in the office.

Students receive progress reports in the form of report cards at the end of each term. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Report cards will be handed out to the students at the end of each grading period. Those

report cards that are not picked up in June will be available during the fall registration. Parents, who do not have computer online access, may also request bi-weekly progress reports by contacting the guidance office.

Parent Access to student information: By going to the V-S HS web site, primary parents can log onto the JMC Parent Access module to view data for their children for attendance, grades in progress, report cards, parent information (addresses/contact data), and lunch accounts. Parents will be able to submit changes in their parent information over the internet. Parents must contact the guidance counselor's secretary at school in order to set access to their student's information.

Homework: Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review material, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of credit in the class. Students may get extra help from teachers. Help can be arranged before and after school or at other times arranged with the individual teachers. Parents are encouraged to communicate with their son/daughter's teachers when their child is absent. The office will work to gather homework for students that are gone on extended absences. Please contact the office by 9:00 am if you wish to have homework gathered by the end of the school day. We would also encourage parents to pickup all homework requested.

Cheating: Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, utilizing an electronic device to capture an image of an assignment, test, etc., copying others' work, copying from other sources or similar cheating will not be tolerated. In addition to the discipline outlined in the discipline section, the student will lose credit for that assignment.

Standardized tests: Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by their individual educational plan (IEP). The principal, in annual consultation with the guidance counselors, will determine which standardized tests will be given. To graduate from Vinton-Shellsburg Community School District a student must take all required district wide assessments, or alternative assessments as specified in their IEP. Students who are deemed by the proctor that they did not put forth a good faith effort will take the test over. ITED's are required in grades 9-10-11 and grades 9-10 will also be required to take the Northwest Evaluation Assessment (NWEA).

Honor roll and academic honors: Students at V-S HS can receive honor roll distinction at the end of each academic term. Students must receive a 3.0 or higher GPA for the term in order to be on the honor roll. To earn an academic letter a grade 9-11 student must achieve a 3.5 or higher cumulative GPA for that given year. Seniors must maintain a 3.5 or higher cumulative GPA over the first two terms during their senior year to receive an academic letter for grade 12. Students may receive a Presidential Award for Academic Excellence if they have a 3.5 or higher cumulative GPA at the end of the second term of their senior year. If a student receives an “F” or “U” in any course he/she will not be on the honor roll.

Early Graduation: Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the board of education for early graduation. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for graduation ceremonies and prom. Students must attend the first two trimesters of their senior year. If a student transfers to V-S during their senior year they are not eligible for early graduation. For students wishing to graduate at the end of the second trimester, a completed application must be turned in to the guidance office by November 1 for action in November by the board of education.

Graduation: Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony. It is possible that students who are serving discipline or owe money to the school at the time of graduation ceremony will not be allowed to participate in the graduation ceremony. In this case the student’s diploma may be picked up the next school day after graduation. To graduate from Vinton-Shellsburg Community School District a student must take all required district wide assessments, or alternative assessments as specified in their IEP. Students will be required to have 29 credits to graduate. Foreign exchange students will receive a certificate of attendance during their time at V-S HS. Foreign exchange students will be recognized at graduation for being part of the graduating class.

Human growth and development curriculum: The basic instruction program at the high school includes a human growth and development component. Parents may contact the district office to review these materials prior to their use. Parents wishing to excuse their children from parts of this program need to identify the specific objectives and the class from which they wish to have their child excused. A district form can be obtained from central office.

Internet access: Students will be granted internet access when the permission form is signed and dated by both the parent and the student. Students must present their signed forms in the office. Each student accepts responsibility for following the guidelines which have been adopted by the Board of Education. By signing the Acceptable Use Form, the student declares knowledge of the

rules and the agreement to follow them. Failure to follow the guidelines may result in the loss of internet/computer privileges. Disciplinary or legal action will be taken as is appropriate. The complete Board of Education Policy is available on request. Students are issued an internet label at the beginning of the school year. Internet labels are to be displayed at all times when using computers in the LMC. No internet label, no computer use.

Guidelines/Rules:

- Use only your own log-in.
- Keep your individual password confidential.
- Respect computer equipment.
- Do not tamper with hardware, software, or configurations.
- Conserve paper and bandwidth resources.
- When obtaining information from web sites, credit sources.
- Internet resources are for educational purposes only (no games, chat rooms, or personal surfing).
- Respect the data of others.
- Display the signed user agreement in your planner book next to the computer when accessing the internet.
- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- E-mails must be for school use only.

Restricted Material: Students will not intentionally access or download any text file or picture or engage in any on-line activity that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs: If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Library Media Center (LMC): The school library is available to students during school hours. The library is a place for study and research. Books that are overdue will accrue fines at .10 cents/day. Students are expected to return all borrowed library materials on time. Circulation for books is 2 weeks and

magazines 1 week. Students are expected to conduct themselves as if they were in class while in the library. No food or drink is permitted in the LMC.

Regulations:

- A student must obtain a pass from a LMC staff member ahead of time in order to use the library.
- Students will have an LMC staff member sign off on pass before taking it to their study hall teacher to have signed.
- Quick passes will be given for 15 minute time slots in the library. A quick pass can be used for reading the paper, browsing, or checking out materials.
- Each study hall will be given two quick passes to use for students.
- LMC staff will have students sign in on a sign in sheet.
- When students come to the library they will be expected to stay the entire class period.
- Quick pass students will return to study hall after their 15 minute time slot is up.
- Extra students will be admitted to the LMC at the discretion of the library staff.

Character Education: Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic, and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep the rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good character in the following areas: responsibility, trustworthiness, respect, fairness, citizenship and caring.

STUDENT ATTENDANCE

School is preparation for life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents must understand that a fundamental portion of the student's education is missed when they are absent from class. Activities that take place in the classroom are a vital part of the teaching-learning process and cannot be duplicated. Teachers are encouraged to communicate with students and parents regarding the effect of attendance upon the students' achievement and success in their class and in their lives as adults. Absence from class must be for serious reasons. The office must have permission from a student's parents/guardian before a student can leave the building prior to end of the day and he/she also needs to sign out in the office. The high school attendance regulations are designed to serve two purposes: 1) to classify absences for determination of when

missed class homework can be made up 2) to improve school attendance. Failure to follow this procedure will result in disciplinary action.

- **Tardiness:** Tardiness is considered a disruptive behavior and will be treated as a discipline problem. Five instances of tardiness (excused or unexcused) and every two thereafter will result in an office referral. A student will be considered tardy if he/she is less than 10 minutes late to a class. Anything over 10 minutes will be considered an absence. Tardies will be calculated on a per class, per trimester basis.
- **Absences:** Parent(s) are expected to notify the school by 8:30 am regarding a student's absence on the day of the absence. If that is not possible the office must receive notification the next school day. Our high school code number is 3, wait until you hear the operator say you can leave a message, then leave your message. We need name, date(s), and specific reasons why the student will be/was gone.

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent and a signature of the parent. On occasion we may require verification of absence from a doctor, dentist, or other professional as deemed necessary by the principal. Only when a student is majority age (18 years or older, or married) and is not residing with a parent, the student may present an excuse for absence without parental verification. In this case the parent and student need to fill out a form declaring that the student has moved out of the home. These forms are available from the high school office. If we do not receive the form, all absences will be unexcused. The Vinton-Shellsburg Community School Board of Directors has established that children who are of compulsory attendance age shall attend school for at least 174 days per school year unless excused under the terms of the district's attendance policy.

- Excused reasons for a student's absence from school are as follows:
 - a. Religious holidays
 - b. illness, hospitalization or doctor's care
 - c. death in the family or family emergency
 - d. school trips
 - e. court appearance or other legal situations beyond the control of the family
 - f. family vacations
 - g. college visitations
 - h. medical or dental appointments
 - i. parent or guardian initiated absences must occur before 8:30 am on the day the student is absent, or it will be counted as an unexcused absence.

- Unexcused reasons for a student's absence from school are as follows: A student will not be allowed to make up missed work if an absence is unexcused. The county attorney may be notified after a student receives 6 unexcused absences.
 - a. truancy/skipping
 - b. working/job related
 - c. missing the bus/car trouble
 - d. shopping
 - e. oversleeping
 - f. picture, hair, tanning or other similar appointments
 - g. absences not verified by the end of the next school day after the absence
 - h. hunting, fishing, and trapping or other similar like days
 - i. concerts
 - j. participation in parties and celebrations
 - k. school permits and other similar appointments

All other absences will be recorded as unexcused. Students will not receive credit for class work missed on the day(s) they are unexcused. So that learning can occur, students are expected to make up all the work.

- Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
- All students must sign in and out when returning or leaving school. Students must receive permission from the office before you leave the building. Students are not released to anyone other than their parents during the school day unless the office has a note signed or a phone call from the student's parents.
- Schoolwork missed because of absence must be made up within two times the number of days absent, not to exceed six days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
- Regardless if the absence is excused or unexcused, all students must report to the office the day they return.

A student should turn in assignments to a teacher in advance if the student is going to miss a class for a performance, scheduled contest, program or trip. The student should make special arrangements with the teacher (s) involved in order to be eligible to perform in that event.

A student should be in school the entire day of a performance, scheduled contest, program or trip if the student expects to participate. Parental appeals for an exception should be cleared through the administration (funeral, medical, college visit). Friday attendance, if an excused absence, is not required for participation in a Saturday event.

A student should be in school ½ day to be able to practice in an activity that same day. Exception would be if practice were held before school. If practice is being held at 3:30pm or 5:30pm the student should be in school the last three periods. Advisor does not count as a period. Exception to this ½ day rule would be the student gets permission from the principal's office prior to the absence. Funeral, or medical, or college visits are the only exceptions to the rule.

- **6 absences:** Letter will be sent home, however, 6 unexcused absences, as per School Board Policy, will result in immediate action from the County Attorney. Absences are cumulative throughout the school year.
- **10 absences:** Letter will be sent home and student and parents will come to school for a conference. If no conference occurs, the county attorney will be notified.
- **15 absences:** The county attorney will be notified which will likely result in a mediation conference. The mediation conference will include family members, county attorney, and school officials.

Senior early release: Senior release during periods in which seniors are not assigned to classes is granted to all seniors as a privilege that comes with the requirement to conduct themselves responsibly and respectfully at school, to exert positive leadership among peers and to be passing all classes. Seniors may be restricted from senior release and assigned to a study hall for the following reasons:

- Accumulating a third tardy in any class.
- Having a failing grade in any class at the two week report time.
- Having an unexcused absence from a class.
- Engaging in a disrespectful behavior that results in an office referral and an administrative consequence.
- Loitering in the halls, parking lot, or any unsupervised part of the building.
- Students must have permission from a teacher to be in any room of the building, except the media center, which seniors may visit for reading, studying, researching or using a computer for educational use.

Senior release and ITED-NWEA testing: In an effort to encourage students to perform their best on standardized testing, test scores during a student's 11th grade year will determine a students' eligibility for senior release.

To be considered proficient, a student must achieve a National Percentile Ranking (NPR) of 40% on the overall reading, science and math sections of the test. Students not meeting the 40 percentile on the reading, science and math

sections will be ineligible for senior release for the first trimester of their senior year. At the end of the 1st trimester, a student may earn release privileges by taking the NWEA assessment and scoring at grade level in the academic areas where they lacked proficiency on the ITED. If after the first trimester, a student doesn't meet grade level proficiency on the NWEA testing, he/she will be ineligible for release during the second trimester. At the end of the second trimester, the student may again try to earn release via the same methods. Failing to meet grade level marks after the second trimester will keep the student from being eligible for senior release for the remainder of the year.

Students with IEP's, who fail to meet proficiency on the ITED, will have their results reviewed by members of the special education department. The special education teachers will determine if the student has advanced/achieved sufficiently to warrant release privileges for the senior year. If not, the student will undergo the same process as regular education students to earn senior release. However, their NWEA scores will be compared to equivalent grade level norms for their disability. If a senior leaves the building, they will need to sign out in the office.

Open campus during lunch for seniors: Open campus during designated lunch period is for seniors. Students are expected to adhere to regulations set forth by building administration. Other students may be released during this time, with parental permission, for medical reasons only.

Inclement weather: When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio and television stations. The missed day will be made up at a later date. See the calendar for make-up days. If school is called off all day because of ice, snow, or it is too cold, we will determine that day if any activities will be held. If we have a late start because of snow, ice or it is too cold all practices/activities are canceled. If we let out early because of ice, snow or cold, all activities are postponed. We will follow the Iowa High School Association guidelines for the heat index dealing with practices and games. An exception would be state events. Parents of students who ride the bus are notified how students will be returned home with notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up their child. You can access our cancellation/late start schedule by calling 436-4728, extension 6.

STUDENT ACTIVITIES

Pep Rallies/Assemblies: Students are asked to adhere to proper standards of etiquette during assemblies. For example, when someone approaches the

microphone the students should be quiet and pay attention to the program. Assemblies will take place during the school year for a variety of reasons.

National Anthem & presentation of USA Flag: When our national anthem is being played before events in our schools it is expected to stand, remove any hat, cap or anything else on the head. When the national Anthem and the flags are presented, please stand silently and honor our country.

Field trips: In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance at field trips or excursions are considered excused absences.

While on field trips, students are considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Prior to attending a field trip, parents will be notified through their son or daughter. Annually, parents will be required to sign a field trip form at registration time.

School-sponsored student organizations: School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored organizations include: Ambassador Club, FFA, NHS, jazz band, pep band, concert band, marching band, show choir, vocal/instrumental solo and ensemble groups, treble clef choir, mixed choir, plays and musical, yearbook, journalism, The Other Voice, mock trial, Student Senate, SADD, mentoring club, baseball, softball, golf, track, cross country, basketball, swimming, volleyball, football, wrestling, cheerleading, voyagers, math league, speech and quiz bowl.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating individual coach or sponsor rules as well as for violation of school district policies, rules, or regulations.

Activity Bus: The school district may sponsor an activity bus to transport students to school sponsored activities. A fee of \$5.00 per student will be charged for riding the activity bus; a minimum of 30 students is required to provide an activity bus. If we have an activity bus, cheerleaders will ride this bus. If we do not have an activity bus, the cheerleaders will ride the players' bus. Students who ride a bus to an event must ride home on the bus unless prior arrangements have been made with the activity director or the student's parents personally appear and request in writing to transport the student

home. Students are only to go home with their parents. See section on good conduct policy.

Fund raising: Students may raise funds for school activities upon approval of the advisor or coach and principal at least two months prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the sponsor or coach and principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. All funds must be in a school account.

Dances: Class advisors, principal(s) and the activities director must approve school-sponsored dances at least two months prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Law authorities may be called.

Persons (including non-school) attending school dances must be a minimum of a 9th grade student (for prom, students in 9th and 10th must be accompanied by an 11th or 12th grade student) and a maximum age of 20. Junior high students are not permitted at high school dances. The principal(s) have the right to ask for proof of age. Specific requirements surrounding dances will be published in the school announcements before the dance.

The doors will close one hour after the dance begins. No one will be admitted to the dance after the doors are closed. We will have four dances: Homecoming, Fall Dance (FFA), Spring Dance, and Prom. All dances will be from 8:00 to 11:00 except prom will go until 11:30.

Activity tickets: Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the activities director for options. Activity tickets may not be used at plays, musicals, or state sponsored events.

Use of school district facilities: The use of facilities by non-school groups shall not in any way interfere with school activities. The intended use must serve some recognizable school or community purpose or provide a school or community benefit. Reasonable compensation and expense reimbursement may be required, and rules regarding the time, place, and manner of use shall be enforced for the proper protection of the school facilities and property. Utilization priorities may be established by classification of users, provided, however, that within each classification the opportunity to use school facilities

and the compensation and rules governing the use must be applied uniformly and without discrimination. The authorization to use school facilities does not grant or imply official sanction or sponsorship of the activity by the Vinton-Shellsburg Community School District. There is a district form at central office and it must be completed and approved prior to the use of the school district facilities.

Open gym during non school hours: Throughout the year our gym is open for all registered students. Times and dates will be posted throughout the building.

STUDENT RIGHTS & RESPONSIBILITIES

Iowa Code - 36.15(2). Student Academic Scholarship Rules:

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.
 1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 2. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

l. Student ineligibility will be determined the day after grades are due into the office.

Good Conduct Policy: At the time of printing, the V-S CSD Good Conduct Policy is being reviewed. All students will be provided with an updated copy of the 2009-10 Good Conduct Policy in the first days of school.

Interference devices/electronics in school or at school events: Students may not possess water guns, toy guns, lasers, and other similar items on school

grounds or school activities. The items are taken away from the students and will not be given back until the end of the day. I-pods, mp3, or similar players are allowed in classrooms only at teacher discretion. The process for such will be communicated at the beginning of the school year by individual teachers. I-pods, mp3, or similar devices are allowed during passing time between classes.

Initiations, hazing, bullying or harassment of students by students: Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Demeaning jokes, stories or activities.

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

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories or activities.

Club initiations and hazing will not be allowed or tolerated. Harassment, bullying and abuse are violations of school district policy, rules and regulations and in some cases may also be a violation of criminal or other laws. The school district has the authority to report students violating these rules to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the student does not feel comfortable confronting the harasser the student should:
- Tell a counselor, teacher or principal
- Write down exactly what happened, keep a copy and give another copy to the counselor.
- What, when and where it happened
- Who was involved
- Exactly what was said or what the harasser did
- Witnesses to the harassment
- What the student said or did, either at the time or later
- How the student felt
- How the harasser responded.

Consequences for misbehavior and threats of violence: The principal and the assistant principal reserve the right to discipline serious or harmful situations on an individual basis. Parents will be notified either by a phone call or referral immediately after the violation. Consequences may include but not be limited to: parent conference with administrators and/or counselors, notification of appropriate authorities, recommendation of expulsion to the board of education. They may apply a more severe penalty when a violation is very serious.

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat, and any other relevant information from any credible source.

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons or look-a-likes are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials. The school district will comply with local, state, and

federal policy in the event a student brings weapons or look-a-likes on school grounds.

Every reasonable effort will be made to contact parents or guardians. Students may be reported to law officials. *Please note:* law enforcement officials will periodically check the building and grounds for illegal substances.

1=1st 2 = 2nd 3 = 3rd 4 = 4th offenses

Driving on school grounds or within sight of school grounds in an irresponsible and careless manner.

1. office detention
2. in-school intervention

Skipping school, truancy, cutting class or leaving school without permission.

1. in-school intervention with loss of credit for unexcused days
2. out of school suspension with loss of credit for unexcused days

Forged notes and lying about absence.

1. in-school intervention
2. out of school suspension

Leaving class without permission

1. in-school intervention during that period
2. out –of –school suspension

Tardy to class

1. warning
2. detention
3. in-school intervention

Sent to office by a teacher for disciplinary reason. Student could spend the rest of the class the office

1. detention
2. in-school intervention during that period
3. in-school suspension
4. out-of –school suspension

Failure or refusal to report to the office when sent by a teacher or other staff member.

1. in-school intervention
2. out of school suspension

Insubordination towards any school employee

1. in-school intervention
2. in-school suspension
3. out of school suspension

Fighting on school property or at an away school sponsored event

1. out of school suspension a minimum of 3 days

Deliberate destruction, defacement or theft of school property

1. in-school intervention
2. out of school suspension

Foul language or boisterous behavior at school or school events

1. detention

2. in-school intervention

Possession or use of tobacco products at school or school events

1. out of school suspension a minimum of 5 days

Pulling fire alarms

1. maximum of 10 days of out-of-school suspension

Destruction or stealing of property of another student.

1. in-school intervention and restitution
2. out-of-school suspended and restitution

Possession or use of alcohol and non-prescription controlled substances on school property or at a school event.

1. out of school suspension a minimum of 5 days

Public display of public affection

1. conference with principal
2. detention
3. in-school intervention

Dress code

1. student will change clothes. If they refuse they will be sent home.
2. detention
3. in-school intervention

Being in cars during the school day or parking inappropriately.

1. warning
2. detention
3. in-school intervention

Protesting of school policies at school

1. out-of-school suspension

Assaulting a school district employee

1. out-of-school suspension

Insulting a school employee

1. detention
2. in-school suspension
3. out-of-school suspension

Student-student harassment

1. conference with guidance
2. referral to principal
3. in-school suspension
4. out-of-school suspension

In the building unsupervised

1. conference with principal
2. detention

Cell Phones: if visible to a staff member between the hours of 8:05–3:15

1. Warning and the device will be taken and given to the principal's office until the end of the day.
2. Phone will be taken to the office until the end of the day. Parent notification and parent will be asked to pick phone up.
3. Phone will be taken to the office until the end of the day. Parent notification and parent will be asked to pick phone up.

4. 4th and all subsequent will result in consequences listed in #2 & #3, along with a detention.

Misuse of the internet and or computers

1. no use of the internet or computers for two weeks
2. no use of the internet or computers for one month
3. lost of internet and computers privileges for the rest of the year.

Cheating and plagiarism

1. students will receive no credit for the assignment
2. student will receive no credit and will be in-school suspended
3. student will receive no credit, out-of-school suspended and removal from that class

Threatening the safety of school

1. out-of school suspended

Failure to serve detentions

1. Double the amount of detention time
2. in-school intervention

Gang related signs, graffiti, display of gang related signs and clothing

1. conference with administration
2. detention
3. in-school intervention
4. out-of-school suspension

Hazing and initiations

1. out-of-school suspension

Dress code: There is a strong connection between academic performance, a student appearance and students conduct. Inappropriate student appearance may cause substantial disruptions to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. With this in mind, student clothing and dress that is immodest will not be allowed. Clothing of any kind revealing the midriff, tube tops, halter tops, low cut tops (so as to expose cleavage) or otherwise revealing, spaghetti strap shirts, or any other clothing that reveals one's underwear are not allowed. No tank tops that are made as undergarments are allowed (beaters). Midriffs are to be covered when arms are at their sides. We expect modesty to be part of the selection of all clothing worn to school and school functions.

Upper body clothing must be opaque and as worn, no skin shall be visible between the shirt, blouse etc, and the item covering the lower body with hands on your side (no midriff). Undergarments should not be visible at anytime when standing with hands on your side. In the interest of safety, chains, leather collars, spikes, etc. are not allowed.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including but not limited to alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from

wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, there will be no hats/or head coverings, sunglasses and no gang related clothing or jewelry or making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. The exception to the hat/head coverings would be at homecoming or on hat day.

Fees: Students who have concerns about the fees should contact the principal or sponsor. Damage to a book in excess of normal wear and tear is also charged to the student. Lost or damaged school materials will be charged to the student at replacement cost.

Waiver of student fees: Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Please contact a member of the Central Office staff to inquire.

Educational records: Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. There will be a nominal charge for making copies. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office. The administration will determine what organizations or individuals may receive this information.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories –names,

addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Legal status of student: If a student's legal status, such as the student's name or student's custodial arrangement, should change during the school year, the parent must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. If a student turns 18 and is no longer living with parents, the parent needs to sign a form, which can be picked up in the guidance office. This will allow the 18 year old not living at home to call school for his or her absences.

Procedures for students who are transferring to another school or school district: The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district. When a new student transfers into the school district, the student's records are requested from the previous school district. Parents will be notified that the student's records have been sent. Parents have the right to view the student's records and the right to a hearing to challenge the content of the student's records which were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. All students transferring out of our system must check out through the guidance office. All bills, books, equipment, or uniforms must be turned in or the student will be billed for these items.

Student Searches: In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks maybe to searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following: eyewitness observations by employees; information received from reliable sources; suspicious behavior by the student; or the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay.

A student's body and or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by the following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student lockers: Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desk and other spaces are properly maintained. For these reasons lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other spaces. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school official in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and will be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or

evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Care of school property: Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise damaged school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Traffic rules and Parking in the parking lot: Driving in an irresponsible or careless manner will not be tolerated. Students are not to enter their cars during the school day without permission from the office. Only cars that are registered are allowed in the parking lot. Students will need to fill out the proper paper work in order to park in the parking lot. Traffic violations will be turned over to the local authorities.

Students are not allowed to park in the first four rows (this includes handicap) of the west parking lot. They are reserved for handicapped, visitors and staff. Students are not allowed to park in the back of the building.

Student grievance: Students may file the complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure.

- If an employee is involved, discuss the complaint with the employee within 7 school days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 7 school days of the employee's response or the incident;
- If unsatisfied with the principal's response talk to the superintendent within 7 school days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 7 school days of the superintendent's response. To set up a meeting with the board of education you must go through the superintendent's office.

Student publications: Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper, and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employee or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the central office.

A faculty advisee supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute an official school district publication material, which is obscene, libelous, slanderous, or encourages students to:

- Commit unlawful acts
- Violate school district policies, rules or regulations
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
- Disrupt or interfere with the educational program
- Interrupt the maintenance of a disciplined atmosphere
- Infringe on the rights of others.

Students who believe that their right of expression has been unreasonably restricted in an official student publication should follow the complaint procedure outlined in the handbook.

Interviews of students by outside agencies: Generally, persons other than parents and school district officials and employees may not interview students during the school day.

Requests from law enforcement officers and those other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents. The building principal shall make the determination whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students shall not be taken from school without the consent of the principal and without proper warrant.

MISCELLANEOUS

Office telephone use: The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call from parents. The office phone is for educational use only.

School announcements: Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily

announcements must have permission from the principal. Announcements will be read during the last (5) minutes of 1st period.

Visitors/guests: We will only allow student visitors at V-S HS if it is an exchange with another school district. This exchange must be approved by both school administrators prior to the visit.

Guidelines for visiting a student's classroom: Parents are welcome to visit any of our classrooms during the year. We are proud of the work we do with children and feel confident you will be impressed with the quality and effort of our staff. There are, however, some things to consider prior to your visit to our school. Visitation guidelines are designed to insure that all of our children are safe and that disruptions to the educational process are kept at a minimum. Parents please call the office in advance so we can make the necessary arrangements to make the visit a smooth one. We'd like to be able to prepare the students in the class that parents will be visiting arrange for seating, etc. Upon arrival at V-S HS, please stop by the office to pick up identification. We feel that we have a wonderful environment for your children. Do not hesitate to visit with our staff if you have any questions or concerns. We are here to provide a quality service to our district patrons.

Buses and other school district vehicles: Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle. The driver has the authority to discipline a student and may notify the principal of a student's inappropriate bus conduct. The principal can then discipline a student accordingly.

Cafeteria: The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. All breakfast and lunch hour food is to be eaten in the lunchroom. Students are asked to keep a positive balance in their lunch account. All lunch money must be to the office by 11:00. All students must provide their student ID card when going through the lunch line.

Book bags/back packs/large purses: Book bags/back packs/large purses or other kinds of bags, which can hold books and other bulky, items will not be allowed to be worn or carried during the school hours (8:05 to 3:15) in the building. They are to be stored in your student locker during this time.

Hall passes: If a student needs to leave the classroom, the student must sign in and out on the form provided by the teacher and the student must wear the hall pass provided by the teacher.

Food and Beverages: All food and beverages must be consumed in the commons area. Students will only be allowed water in bottles purchased from school vending machines in the classrooms.

Black and Gold Community Service Cord Guidelines: Students may earn a Black and Gold Cord to be worn on their gown at graduation. This cord represents the students extra efforts in community volunteer service during their enrollment at Vinton- Shellsburg High School. Students are encouraged to average about 25 hours of service per year. Opportunities will be posted in the Guidance Office and on the V-S HS website. Accrued hours are documented, tracked and tabulated from the time the students are in high school.

Class of 2010: 70 hours

Class of 2011: 90 hours

Class of 2012 & beyond: 100 hours

Documentation:

- Documentation will include a completed Form 1 and if the volunteer is performing reoccurring work Form 1 may be accompanied by Form 2. Hours must be signed and documented by a supervisor or they will not be accepted.
- Parents should not sign as documentation unless previously arranged
- Requirements and forms can be found at: <http://www.vinton-shellsburg.k12.ia.us/whs/Black%20&%20Gold.htm>

What Counts:

- Any service performed in the V-S Community School District as listed in the opportunities sheet
- Volunteer work at church
- Volunteer work done during scouting
- Volunteer work done for 4-H or other non-school club
- Special events on school premises sponsored by local charities or businesses (examples: blood drives, KIWANIS, Lion Club, Hospice, etc.) with previous approval.
- Staff supervised voluntary tutoring of other students for which credit is not earned or any other staff supervised voluntary service performed as a member of school activities such as National Honor Society, cheerleading, dance, drama, tech crew, band, choir, football, baseball, basketball, golf, track, softball, scorekeeping, cross country, FFA, speech, Student Council, Volleyball, wrestling, etc. WHEN SUCH SERVICE IS ARRANGED BETWEEN THE SUPERVISOR AND APPROVED WITH WRITTEN AGREEMENT.

What Does NOT Count:

- Court-ordered community service hours
- Practicum/internships

- Job Shadows
- Any work done for credit at school
- Any work done for school activities in which the student may earn a letter, ribbon, medal, certificate, or any other award for a class, activity, club or team.
- No unsupervised hours. No undocumented work.
- Work for relatives (examples: raking leaves for grandparents, babysitting for sister, etc.)
- Work done for individuals such as neighbors (raking leaves, etc) unless done through an established community group
- Any work done for pay

Recording of Time: Sheets turned in MUST list exact clock times of service (example – 3:30-5:30 p.m.). NO ESTIMATED, UNDOCUMENTED “BUNDLES” OF HOURS WILL BE ACCEPTED.

Final Decisions: Eligibility for hours is the final responsibility of the teacher sponsor, volunteer work sponsor and student.