

**South Winneshiek Middle School  
Student Handbook  
Grades 6-8**



**2020-2021**

## South Winneshiek MS Handbook, Table of Contents

	Page
Academic Classes/Class Changes	3
Accidents and Illness	3
Activities	3
Activity Bus	3
Announcements	3
Anti-Bullying/Harassment Policy	3, 4, 5
Asbestos	5
Assemblies	5
Assignment/Test Make-Up	5
Athletic Participation	5
Attendance and Absences	5,6
Band & Vocal Music	6
Bus Expectations and Safety	6
Book/Duffel Bags	6
Breakfast/Lunch Program	6
Care of School Property	6
Cheating	7
Citizenship	7
Communicable Diseases	7
Complaints and Grievances	7
Conferences	7
Detention	8
Discipline Policy	8
Dress Code	8, 9
Educational Records	9
Equal Educational Opportunity	9
Emergency Forms	9
Entrance to the Building	10
Field Trips/Special Activities	10
Fines-Fees-Charges	10
Fire Procedures	10
Foreword	3
Freedom of Expression	10
Good Conduct Eligibility	10
Grading System	10, 11
Guidance	11
Guideline for Success – “Pillars of Character”	11
Homework Helper	11
Illness and Injury	11
Immunizations	11
Inclement Weather	11
Interrogation by Outside Agency	12
Level One Investigator & Level II Investigator	12
Library/Media Center	12
Locker	12
Lunchroom Guidelines	12
McKinney-Vento Homeless Education Assistance Act	12, 13
Medication	13
Mission	3
Moving	13
Multicultural and Gender	13
Notice of Nondiscrimination	13, 14
Open Enrollment	14
Open Night	14
Principal’s Message	3
Progress Reports	14
Physical Education	14
School & Community Service	14
School Goals	14

School Song	14
Search and Seizure	14
Student Assistance	14
Student Insurance	14, 15
Student Suspension and Expulsion	15
Tardiness	15
Telephone	15
Textbooks	15
Title IX Statement	15
Tobacco/Alcohol/Drugs	15
Tornado Procedures	15
Use of Bicycles	15
Use of School Facilities	15, 16
Vision	3
Visitors	16
Weapons	16

**PRINCIPAL'S MESSAGE**

Welcome to South Winneshiek Middle School!!! Education is designed to meet the needs of each individual student. As educators we recognize the unique developmental and academic needs of our students. We accept the responsibility to challenge and prepare students to be productive members of our global society.

It is our belief that you are a unique and special individual who can learn. Our role as facilitators is to provide an environment for you to reach your maximum potential. We are committed to providing opportunities that will assist you in making self-directed and responsible decisions when solving problems.

We are proud of our school and are excited to have you as a student and family. Let's work toward a successful and productive year at South Winneshiek Elementary/Middle School. We encourage you to be active learners and participants in all that we do. I hope you will strive to be the best student and person you can be. I wish you an exciting, enriching and enjoyable school year!

Communication is vital between home and school. Please do not hesitate to call or email us with any questions or concerns you may have.

**FOREWORD**

The purpose of this handbook is to acquaint you with the expectation for your school life and activities. This handbook is an extension of board policy and is a reflection of its goals and objectives. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

The South Winneshiek 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 that 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 building principal.

**VISION**

The Vision of the South Winneshiek Community School District, with shared responsibility of school, home, and community, is to provide the best teaching and learning environment while developing skills needed to foster life-long learners.

**(SWAC/SW Board Approved May 2010)**

**MISSION**

The South Winneshiek Community School District will guide and instruct each individual in character and individual development, To include Core Literacy and 21<sup>st</sup> Century Skills:

- Civic Literacy
- Employability Skills
- Financial Literacy
- Health Literacy

· Technology Literacy  
(SWAC and SW Board Approved May 2010)

#### **ACADEMIC CLASSES/CLASS CHANGES**

All students will take the following required classes during the year: reading, mathematics, science, language arts, social studies, art, physical education, and exploratory classes. In addition, students have the opportunity to participate in chorus and band. An exploratory class will run for nine-week intervals. Courses offered will consist of health, speech and drama, computer and vocational studies, and consumer guidance family skills, and music. Students will follow the schedule they receive at the beginning of the year unless otherwise arranged. In the case of chorus or band, students will remain in the course for an entire semester.

#### **ACCIDENTS AND ILLNESS**

In case of illness or injury of a student, the parent will be notified. No child, sick or injured will be sent home unless accompanied by an adult.

If parents or the emergency contact cannot be reached and medical care is urgent, the school will assume responsibility for safe transport to a doctor's office or hospital.

If your child has a fever over 100 degrees you child is not to return to school for 24 hours without medication.

If your child has vomited, your child needs to be home for 24 hours and have kept down a meal before returning to school.

If your child has been to a doctor and given antibiotics your child needs to be on the antibiotics for 24 hrs before returning to school.

#### **ACTIVITIES**

In order to establish a uniform and consistent administration of activities as to student eligibility to participate, the Good Conduct/Eligibility Rules will be followed. These are handed out to all students at the beginning of each school year and must be signed by parent and student and returned prior to the first practice.

School Attendance Prior to Activity/Practice: To be eligible to participate in an extracurricular activity or performance on the evening of a school day, a student must have attended both the morning and afternoon sessions. The students must attend the p.m. session in order to attend a practice session. The principal and coach will review exceptions to this expectation. The parent must inform the principal, in order to obtain an exception to this rule.

#### **ANNOUNCEMENTS**

Announcements for middle school students are made as needed.

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

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

Harassment and bullying by the staff, students, and volunteers which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying means any electronic, written, verbal or physical act or conduct toward a student

which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.
- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy should be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy should be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy should be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the district. The superintendent shall report to the Board on the progress of reducing bullying and harassment in the district. The Board will annually publish this policy. The policy may be publicized by the following

means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- A copy shall be made to any person requesting the policy.

Individuals may request a copy by contacting the district office at 563.562.3269

### **ASBESTOS**

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. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A copy of the management plan is available for inspection in the superintendent's office.

### **ASSEMBLIES**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the principal's office.

### **ASSIGNMENT/TEST MAKE-UP**

It is the student's responsibility to get a list of the assignments that are missed because of an absence from school. You can email your teacher or call school. Students will be given two days for every day they have missed to complete their assignments.

### **ATHLETIC PARTICIPATION**

The following sports activities are available for 7th & 8th grade students: cross country, football, volleyball, boys' basketball, girls' basketball, wrestling, boys' track, girls' track, girls' softball, and boys' baseball. All students need to have a completed and turned in the office: physical, insurance form, and student good conduct form, prior to participation in the sport.

### **ATTENDANCE AND ABSENCES**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education provided. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood and the world of work.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents (guardians) must notify the office (E/M 532 - 9365) on the day of the absence prior to **8:30 A.M.** Answering machines are also available. Parents are welcome and encouraged to use them to notify the school of their child's absence. If notification is not received, the office will contact the parents at their emergency number.

A student shall be considered unexcused if the parent (guardian) does not notify the principal's office prior to the absence or prior to **8:30 A.M.** on the date of the absence.

Students who need to leave the school during the school day must receive permission from the office and have a note signed by the student's parents (guardians), have their parents (guardian) telephone the office, or have their parents (guardians) pick them up. Students are not released to anyone other than their parents (guardians) during the school day unless the office has a note signed by the student's parents (guardians).

Students participating in school activities must be in school for a full day on the day of any event in order to participate in a school activity. To participate in a practice a student must be in attendance by 12:00 noon.

Students are responsible for arranging to make up schoolwork and are required to make up the work within the time allowed. Students have two days for each day absent to make up schoolwork upon returning from the absence. Students who know they are going to be absent prior to an absence should

make arrangements with teachers in advance to make up schoolwork. Teachers, at their discretion, may expect some work completed prior to the scheduled absence and may require some work (for example, tests) to be completed after returning from the absence.

### **BAND & VOCAL MUSIC**

Middle School students must be constantly enrolled in band, vocal music or both for an entire semester. Students may not add or drop band or vocal music until second semester. Parents need to contact the appropriate teachers and administrator in writing before the semester ends to request a change in schedule.

### **BUS EXPECTATIONS AND SAFETY**

The safety of all students is very important and it requires everyone's cooperation. The driver must pay attention to his/her driving responsibilities at all times. Anything that distracts the driver from the road endangers the safety of all riders. There are three PBIS expectations of all students who ride the bus.

They are: There are three basic expectations of all students who ride the bus. They are RESPECT, RESPONSIBILITY, and RELATIONSHIPS.

At the discretion of administration all passengers are required to wear seatbelts if the bus is equipped with seatbelts.

#### **Respect:**

Follow the driver's directions  
Keep in your personal space  
All property needs to be respected

#### **Responsibility:**

Keep hands and feet to self  
Stay seated at all times  
Use an inside voice and kind words

#### **Relationships:**

Use Kind words  
Be willing to sit with anyone/anywhere

#### **State law mandates:**

**No books or other property in aisles.**

**School buses cannot "sit" on highway waiting for students.**

**Those students who do not behave may be subject to being written up and suspended from the bus if necessary. Parents will be notified when bus write up occur.**

### **BOOK/DUFFEL BAGS**

Students will not be able to carry book bags or duffel bags during the school day unless it's an accommodation for the student.

### **BREAKFAST/LUNCH PROGRAM**

A balanced breakfast and lunch is served in school everyday. Money to be deposited in accounts should be brought to the office window as soon as you arrive in the morning. Please note that whatever amount is brought in must be deposited in account - no change is given. You may also use the JMC login to check your student accounts. If you bring cold lunch from home and would like to drink milk with it, you may purchase a carton and have it deducted from your meal account. Every student has his or her own account. You may not use your brother/sister's account number if your account runs out of money.

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

Students shall treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding this policy.

### **CHEATING**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include loss of credit and a call to parents. Plagiarism is another form of cheating and it will not be tolerated.

### **CITIZENSHIP**

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 these 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 citizenship and the role, quality citizens play in their country, state and school district community

### **COMMUNICABLE DISEASES (507.3)**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infection or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

Their personal physician shall determine the health risk to immuno-depressed students. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of blood borne pathogen.

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable disease, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

### **COMPLAINTS AND GRIEVANCES**

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employees, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student may discuss this matter with the principal within 10 days. If the principal cannot resolve the matter, the student may discuss it with the superintendent within 10 days after speaking with the principal.

### **CONFERENCES**

Conferences are held twice a year for the purpose of reporting to parents about their child's progress. If additional conferences are desired, the student, the parent, or the teacher may initiate such a conference. Frequent communications are vital to ensure student success.



## **DETENTION**

Detention is an extension of the regular school day for the students concerned; therefore, all rules and regulations in effect during the school day also apply during the detention period. Detentions will be served after school from 3:20 p.m. - 4:20 p.m. in the supervising teacher's room on Tuesdays. Students will use detention time for schoolwork or silent reading. Detentions take priority over all practices and activities. Students will not be excused from detention because they have to work at a job. Three tardies to any class will result in a detention.

### **DETENTION CYCLE**

A detention cycle is the one-week period students have to serve their detention. A student receiving a detention will serve the detention the following Tuesday. Failure to report for detention will be considered a major incident of poor attitude and cooperation. As such, the following consequences will be followed for students failing to serve detentions:

- A student who does not serve his or her detention in the required timeframe (first detention cycle) will be ineligible to participate in all school activities (including Homecoming activities, athletics, fine arts activities, dances, etc.) and will have an in-school suspension..
- Parents will be notified and warned of future implications if a student fails to serve his or her detentions within two detention cycles (two weeks, four opportunities). Notification will occur electronically when possible.
- Parents may be contacted via registered mail or again through email if the student fails to serve his/her detention within three detention cycles (three weeks, six opportunities). The letter/e-mail will request parental communication to discuss the issue and the consequences.
- Three "write-ups" equals a one-hour detention.

### **APPEAL OF DETENTION**

Appeal of detention can be addressed to the principal. This appeal is limited to "when" to serve the detention. Appeals are for extenuating circumstances only, not for the inconvenience of missing practices, or for similar issues like work/job.

## **DISCIPLINE POLICY**

To help provide the best learning environment for you, the middle school student, our school student, our school will be following these basic expectations: Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship

If students are not able to follow these expectations they may have consequences such as a detention. The student will be serving a one-hour detention from 3:20 to 4:20 P.M. All detentions will be supervised by a teacher and are scheduled on Tuesday. Students should bring schoolwork to complete during the detention period. Transportation arrangements following a detention are the student's responsibility. Parents will be notified by phone or email and students will be expected to serve detentions on the next Tuesday.

Students who receive more than three detentions in a nine-week period will be subject to parent/student meeting with the teachers and the principal.

Students will automatically be in school suspended for the following:

- \*Possession of tobacco or drugs in school
- \*Smoking on school grounds or in sight of the school

Our Good Conduct Policy will address student behaviors/conduct. In addition to the Good Conduct Policy, the principal has the latitude to use his discretionary judgment in dealing with inappropriate/unacceptable behaviors. Suspensions, both in school and out-of-school, may be used in dealing with inappropriate /unacceptable behaviors and conduct.

## **DRESS CODE (502.1)**

There is research that supports a connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds.

Students are expected to wear clothing that is appropriate to their age level, display modesty, and not disrupt the school or education environment.

Cutoffs, short shorts, sling tops, halter tops and tops with spaghetti straps are not considered appropriate for school wear. Shorts may be worn to school year around. Shorts that are worn in PE classes should not be ragged or torn. In PE classes and sports practices/activities, participants will not wear a top that exposes their bra/sport bra. Students will not go shirtless.

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, anything having an inappropriate double meaning, anything making reference to prohibited conduct or similar displays. Students may wear caps and sunglasses when entering or leaving the building. While in the building, students are to place all caps and sunglasses in their lockers. Students attending school activities and events will be expected to take off their hat/sunglasses while in attendance. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed will be required to change their clothing and/or may be required to serve a detention.

**EDUCATIONAL RECORDS (506.1)**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate education 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. 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.

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 school 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 education institution attended, year in school, dates of attendance, and heights and weights of athletes. (Board policy No. 505.1-R).

**EQUAL EDUCATIONAL OPPORTUNITY**

Equal Educational Opportunity

It is the policy of the South Winneshiek Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Superintendent of Schools, 304 S Webster Street, Calmar, Iowa, 563-562-3269 or email [keinck@swinn.k12.ia.us](mailto:keinck@swinn.k12.ia.us)

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**SECTION 504 NOTICE OF NONDISCRIMINATION**

It is the policy of the South Winneshiek Community School District not to illegally discriminate on the basis of race, color, national origin, language, gender, sex, marital status, sexual orientation, gender identity, familial status, physical and mental ability, disability, age, religion, creed, physical attributes, ancestry, socioeconomic status, political party preference, or political beliefs in its educational programs or employment practices. There is a grievance procedure for processing complaints of discrimination by students, employees, parents, and community members. If you have questions or a grievance related to this policy, please contact Mr. Kris Einck, Equity Coordinator, South Winneshiek Community School District, P.O. Box 430, Calmar, Iowa 52132, 563.562.3269, [keinck@swinn.k12.ia.us](mailto:keinck@swinn.k12.ia.us).

**EMERGENCY FORMS**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact 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 or emergency care personnel in the event the parents cannot be reached. Parents must notify the office when the information on the emergency form changes during the school year.

**ENTRANCE TO THE BUILDING**

Everyone should enter the building through the North doors. Students entering or leaving the building should use the sidewalk. We would appreciate your cooperation in keeping our school and grounds clean and attractive. Please do not litter or walk on others lawns when coming or leaving school. Students should leave the building by 3:20 P.M. Exceptions will be made for those involved in extracurricular activities or who have requested permission from the office.

**FIELD TRIPS/SPECIAL ACTIVITIES**

There are opportunities during the school year when students may go on a school-sponsored field trip. During that time you are representing your school. All school expectations will be in effect. Our expectations are that you will represent your school in a positive manner. Parent permission forms should be signed at the beginning of the school year. These will be kept on file for the year in the office.

**FINES - FEES - CHARGES (503.51)**

Students may be assessed registration fees, fines, charges, or additional fees for materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. Students have the option of purchasing an activity ticket, which will allow them to attend high school athletic events.

**FIRE PROCEDURES**

The fire alarm will be intermittent blasts over the intercom system. Fire drills are held several times during the school year. Students should be aware of the procedures to follow in case of a fire evacuation. All students are to follow the basic rules: No talking, listen carefully to directions, stay together, meet at an assigned area during the fire drill.

**FREEDOM OF EXPRESSION (502.3)**

Students expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district: therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to materials that may be harmful or inappropriate for their level of maturity. Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district. Students who violate this policy may be subject to discipline measures. Employees shall be responsible for insuring the students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

**GOOD CONDUCT ELIGIBILITY (Extracurricular Activities Guidelines)**

Any activities or events which do not take place during the school day and in which students make a choice to participate or attend shall be considered extracurricular. When students enter 7th grade for the first time they are automatically eligible to participate in athletic activities. Sixth grade students are not allowed to participate in athletic activities however; they may be a manager for any of the sports. Middle school students must pass all academic subjects. Students who receive a failing grade will be declared ineligible. They may be required to miss practices/games until they obtain a passing grade. Teachers will turn grades of any students who are failing into the principal's office. The principal shall contact the students and parents notifying them of their son/daughter's eligibility. Students will be removed from the ineligible list when they have obtained a passing grade(s). The policy will be sent home for parents/students to sign and must be on file before participation can begin.

**GRADING SYSTEM**

All middle school teachers will use the following uniform system of marking.

A 93 - 100	B- 80 - 82	D+ 67 - 69
A- 90 - 92	C+ 77 - 79	D 63 - 66
B+ 87 - 89	C 73 - 76	D- 60 - 62
B 83 - 86	C- 70 - 72	F 59 and below

Students receiving a grade below C- will not be considered for the honor roll.  
A student receiving special honors will have attained a 4.0 average.  
A - Honor Roll (3.7 - 3.99), B Honor Roll (3.00 - 3.69).

Subject: Grading notation for students with an identified disability who receive major accommodations in mainstream class.

Policy: For students identified as having a learning disability and who are in a mainstream class with major accommodations, grades will be noted with the letter grade earned followed by an asterisk (\*). The asterisk notation will be "Major accommodations provided in method, materials or curriculum."

Rationale: This approach assures that the student with the disability is in the least restrictive environment (LRE) with classmates. The student can earn a full spectrum of grades in the properly accommodated setting depending upon their effort. In order to assure that parents, future teachers or employers understand that accommodations were made, the asterisk (\*) is used.

Middle School students who fail a semester of a core class *will* be required to earn a passing grade online during the summer. Their semester grade will determine if they failed the semester or not. This will be at the discretion of the principal.

### **GUIDANCE**

The School Counseling program at South Winneshiek is a developmental, proactive model. Classroom Guidance is provided at all grade levels. Small group or individual counseling is available upon student, parent, teacher, or principal request.

### **GUIDELINE FOR SUCCESS - "Pillars of Character"**

This is an integral part of our school improvement plan. It helps mobilize kids, families, schools and communities to enhance the social, emotional, behavioral and intellectual development of children and youth. We have developed Positive Behavior Supports Expectations for the following areas: bathrooms, buses, hallways, and lunchroom and recess area. These expectations will be reviewed and taught each year: respect, responsibility, relationships, fairness, trustworthiness, caring and citizenship.

### **HOMEWORK HELPER**

Homework Helper is an assistance program for students in grades 4-8. Students can be recommended or required to attend if they are not meeting homework expectations. A school employee will supervise this program Monday-Thursday after school until 4:20 p.m. Parents will be contacted if this program is needed for their child.

### **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents, designated emergency contact, or qualified medical personnel as quickly as possible. Every year parents will be asked to complete or update an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported to the office and an "Accident Report" will be filed in the nurse's office.

### **IMMUNIZATIONS**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the school nurse or public health nurses offices.

### **INCLEMENT WEATHER**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KDEC and KVIK radio and KWWL and KCRG television stations or websites for each or the earlier mentioned stations. You may also sign up to receive a text message, email, or voice message via JMC service. The missed school day hours may be made up at a later date.

### **INTERROGATION BY OUTSIDE AGENCY**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order. Prior to allowing the

interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

#### **LEVEL ONE INVESTIGATOR & LEVEL TWO INVESTIGATOR**

The Level One Investigator for South Winneshiek Middle School is Jason Halverson with the alternate being Mary Kleve. The Level Two Investigator is Calmar/Ossian Police Chief Joe Ward.

#### **LIBRARY/MEDIA CENTER**

Our school has a library/media center stocked with a variety of interesting books for our students. An overdue book results in a student not being able to check out a book until the overdue book is returned. Lost or books damaged beyond repair are to be paid for by the student according to replacement value.

#### **LOCKERS (502.5)**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. No food or drink items should be in lockers.

To ensure students are properly maintaining their assigned lockers, the principal may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of their lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

#### **LUNCHROOM GUIDELINES**

- Students must walk to lunch in an orderly manner. There is no cutting or budging in the lunch line.
- Students who bring their lunches should not bring pop with their meal.
- Students should use appropriate table manners at all times.
- After students have eaten; they are to return their trays to the designated area. They are responsible for putting paper items in the trash and silverware in the proper container.
- Upon dismissal students will walk to their locker and report to their next scheduled class. If going outside - students will go to the playground area, unless the supervisor gives special instructions.

#### **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

Definition of homeless: If your family live in any of the following situations: in a shelter, motel, vehicle or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or doubled up with friends or relatives because you cannot find or afford housing.

Under the McKinney-Vento Act, children in homeless situation have the right to:

- Go to school, no matter where they live or how long they have lived there
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled
- Receive transportation to and from the school of origin
- Enroll in school immediately, even if missing records and documents normally required for enrollment such as birth certificate, proof of residence, previous school records, or immunization/medical records
- Have access to the same programs and services that are available to all other students including transportation and supplemental educational services
- Attend school with children not experiencing homelessness; segregation based on a student's status as homeless is prohibited.

PARENTS: When you move, you should do the following:

- Contact the school district's local liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

LOCAL AREA CONTACT: Guidance Counselor: Mary Kleve, (563) 562-3226

#### **MEDICATION (507.2)**

##### **Accidents/Illness**

- In case of illness or serious injury of a student, the parent will be notified. No child sick or injured will be sent home unless accompanied by an adult.
- If parents or the emergency contact cannot be reached and medical care is urgent, the school will assume responsibility for safe transport to a doctor's office or hospital.
- If your child has a fever over 100.0 degrees your child is not to return to school until he/she is fever free for 24 hours without medication.
- If your child has vomited, your child is not to return to school until they have been vomit free for 24 hours and have been able to eat a meal without vomiting.
- If your child has been prescribed an antibiotic, he/she needs to have taken that antibiotic for 24 hours before returning to school.

### **Medication**

- Students may need to take prescription or over-the-counter medications during school hours. Both prescription and over-the-counter medications must be supplied by the student/parents. Parents must provide written instructions and parental authorization for all medications administered at school.
- When a student receives medication at school the following protocol must be followed:
  - Parent's written instructions include: name of the medication, indication for medication, route, dosage, duration, and frequency.
  - If a physician or prescriber requests a medication be left in charge of a nurse or school official to be given to a student at a prescribed time during school hours, the medication must be in its original container labeled with; the student's name, name of the medication, dose of medication, route of medication, time of administration, and name of prescriber. A form is available in the nurse's office and on the school's website.
  - No medications, prescribed or over-the-counter will be furnished by the school.
  - No medications will be administered at school unless all of the above information is complete.

### **Emergency/Health Forms**

At the beginning of each school year, parents must file an emergency/health form with the office providing the emergency contact information and health information. This emergency/health form also gives the school district permission to release the student to the alternate person in the event the parents/guardians cannot be reached. This emergency/health form will contain a statement that give the school district permission to release the student to emergency care personnel in the even the parents cannot be reached. Information on the emergency/health information will be utilized by staff as deemed necessary to meet the student's health and safety needs while maintaining privacy regulations.

**Parents/guardians must notify the office if the information on the emergency/health form changes during the school year. It is the parent's/guardian's responsibility to notify the school immediately when any of the information on this form changes.**

### **MOVING**

If you plan to leave the South Winneshiek School District after the start of the year, please have your parent or guardian notify the office two weeks in advance of the date that you plan to move. This allows time to get all permanent records ready prior to the day that you leave.

### **MULTICULTURAL AND GENDER**

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Any complaints or grievances shall be addressed to the building principal.

### **NOTICE OF NONDISCRIMINATION (Section 504)**

It is the policy of the South Winneshiek Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its educational programs or employment practices. There is a grievance procedure for processing complaints of discrimination by students, employees, parents, and community members. If you have questions or a grievance related to this policy, please contact Mr. Kris Einck, Equity Coordinator, South Winneshiek Community School District, PO Box 430, Calmar, IA 52132, phone

(563) 562-3226 or email [keinck@swinn.k12.ia.us](mailto:keinck@swinn.k12.ia.us) (Iowa Code 280.3).

#### **OPEN ENROLLMENT (501.14)**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Parents who wish to open enroll their child to another school district must apply by March 1, of the current year and for kindergarten students September 1, of the current year. Parents interested in open enrolling their child out of the school district must contact the Superintendent's Office.

Parents or guardians who are requesting open enrollment for the first time have until the first day of school to rescind the request. Notifying both districts in writing can do this. No board action is necessary. A student attending a school under open enrollment may return to his/her district or residence at any time by notifying both districts in writing prior to the change. Again, no board action is necessary.

#### **OPEN NIGHT**

In cooperation with area churches, the South Winneshiek Community School refrains from scheduling school activities on Wednesday evenings. In addition, no school activities will take place in our school buildings until after 1 PM on Sunday afternoons.

#### **PROGRESS REPORTS (505.1)**

Progress slips will be sent out at the middle of each 9 weeks or as the need arises for those students who are not keeping up with their work or those who are getting a D+ or lower. They may also be sent home to notify parents of students who are missing assignments or who are not producing work up to their potential.

#### **PHYSICAL EDUCATION**

Public law requires that all students take physical education. The only acceptable excuse is a statement from the family physician stating the student's physical limitation. This physician's note will be filed in the nurse's office.

If a student receives an injury that is temporary, he/she will still report to the gym along with his/her regular class, even though participation may not be possible. Excuses written at home for such things as colds, sore throats, etc. will no longer be acceptable.

#### **SCHOOL & COMMUNITY SERVICE**

There are many opportunities for students to get involved in service to the school and the community. Library and classroom helpers are needed to help our school run smoothly. Contact the media director, a teacher, or the principal.

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

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

#### **STUDENT ASSISTANCE**

You can experience a number of personal, behavioral, or medical problems that can have an effect on your behavior, conduct or academic performance. If you need help, contact the teacher, the principal, or the counselor. Students can make a referral for a friend in need. Referrals can be made through teachers and the guidance counselor.

#### **STUDENT INSURANCE**

Student Health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or

extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

#### **STUDENT SUSPENSION AND EXPULSION**

The principal and persons in charge of the attendance center in the school district have the authority to suspend students temporarily. Upon recommendations of the Superintendent, the Board of Directors, by a majority vote, may suspend a student for a period of time not to exceed the end of the current year. Due process shall be observed. (Policy 502.2)

#### **TARDINESS**

Students are expected to be to all classes on time. Teachers will record tardiness. A student receiving three tardies per midterm will be required to serve a detention after school. A tardy check will be completed at midterm and at the end of the quarter.

#### **TELEPHONE**

Students will not be called from class to answer a telephone call. If it is necessary, you may return a call during your lunch hour or study hall. Students may use the office phone for school business and emergencies by asking permission. Cell phones/camera phones are not permitted in the locker rooms.

#### **TEXTBOOKS**

Students are to bring their textbooks to class every day unless the teacher asks for some other arrangement. The student will pay for lost or damaged textbooks. You are responsible for the textbooks that are issued to you or for library books that are checked out to you.

#### **TITLE IX STATEMENT**

The South Winneshiek Middle School does not willfully or knowingly discriminate on the basis of sex in the educational program or activities that it operates. Students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The education program fosters knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. The school district is required by Title IX of the Educational Amendments of 1972 and the regulations thereunder not to discriminate in such a manner. The requirements not to discriminate in educational programs and activities extends to employment therein and admission thereto.

#### **TOBACCO/ALCOHOL/DRUGS (502.7)**

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action that which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities. (See Student Good Conduct Rule: Policy 503.9/503.9R)

#### **TORNADO PROCEDURES**

If threatening weather exists, outdoor classes will plan to remain indoors. The alarm will be one long blast over the intercom system. At least two tornado drills will occur each school year to familiarize the students with the safe areas in the school. All students are to follow the basic rules: no talking, listen carefully to directions stay together, and meet at an assigned area during the tornado drill.

#### **USE OF BICYCLES**

Riding a bicycle to and from school is a privilege. Students who fail to follow the guidelines set will lose the privilege of riding their bike to school, and may be subject to additional discipline. Students should place their bikes in the bike rack on the east side of school. If the bike rack is full, please place your bike on the grassy area next to the bike rack.

#### **USE OF SCHOOL FACILITIES**

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School



district policies, rules and regulations are in effect during these meetings. (Board Policy No. 1004.3R).

### **VISITORS**

All students must have permission from the principal before bringing visitors to school. This permission should be received at least one day before a visitor is scheduled to arrive. A classroom visitor should be the same age as you in order for the visit to be a pleasant experience for you and your friend.

### **WEAPONS (502.6)**

Gun Free Schools - The Iowa law is very specific about guns in schools and states that school districts must expel students for a minimum of one year for bringing a weapon to school or for possessing a weapon at school. Therefore, if students are expelled in Oct. 2008 the student cannot return until November 2009. "Weapon" is defined as a firearm, which includes guns and bombs. A knife or other dangerous object is not considered a weapon for which the mandatory expulsion applies. If a student has been expelled or suspended from school and has not met the conditions of the expulsion or suspension and if the student or the parent or guardian of the student changes districts or residence, the student shall not be enrolled in the new district of residence until the board of directors of the new district of residence approves by a majority vote, the enrollment of the student.

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

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

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **SCHOOL SONG**

The word is fight, fight, fight for South High  
Let every loyal Warrior sing.  
The word is fight, fight, fight, for South High  
Until the walls and rafters ring.  
Rah! Rah!  
The word is cheer, cheer, cheer South High  
We're going to cheer until we hear the final gun.  
The word is fight, fight, fight for South High  
Until the game is won.

## SCHOOL GOALS:

**S**trive to achieve!

**W**ork Cooperatively!

**C**ommunicate effectively!

**S**ecure academic Skills!

**D**evelop character!

## MY GOALS:

1. School-

2. Home-

3. Personal-