South Winneshiek High School
Student Handbook
Grades 9-12

2025-2026

STUDENTS

This handbook has been updated for this school year, and is an extension of board policy and is a reflection of the goals and objectives of the board. It is your responsibility to become familiar with its contents. Please take the time to read it through. We are also requesting that you take your handbook home to your parents so that they may review it, also. All information contained within this handbook supersedes any rules or regulations printed on previous years' portfolios.

AFFIRMATION OF SUPPORT

"The South Winneshiek School Board affirms its intent to support the school student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies."

The South Winneshiek Board of Education, 6/2002

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

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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, sex, disability, religion, creed, age, mental status, sexual orientation, gender identity, and socioeconomic status 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 Mr. Jason Halverson, Equity Coordinator, South Winneshiek Community School District, P.O. Box 430, Calmar, Iowa 52132, 563.562.3269, jhavlerson@swinn.k12.ia.us.

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, it 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: Connie Euans, (563) 562-3269

LEVEL ONE INVESTIGATOR & LEVEL TWO INVESTIGATOR

The Level One Investigator for South Winneshiek High School is Brennan Williams with the alternate being Connie Euans. The Level Two Investigator is Calmar/Ossian Police Chief Joe Ward.

South Winneshiek Senior High School provides a comprehensive program of educational opportunities and activities. Your educational environment must be favorable if you are to take full advantage of these opportunities. Good discipline is essential to a productive and meaningful learning environment.

The best discipline is self-discipline. To perform as a responsible member of the South Winneshiek student body, you will need to be familiar with the discipline program that has been established to insure equity and fairness to all students.
The discipline program adopted by the South Winneshiek Senior High School reflects the experiences of administrators, teachers, and the board of education.
The general purpose of this handbook is to acquaint you, your fellow students, your parents, and citizens of the school district with regulations governing student conduct. The specific purpose of this handbook is to emphasize the importance of:
Providing you and other students, along with your parents, written regulations of the school and with information concerning the possible penalties for violations of these regulations.
Providing uniformity of approach and due process information.

Maintaining an atmosphere for learning that is protected from interruption and harassment.
Encouraging parents to discuss with students the material contained in this handbook to help you understand the expected behavior in the school.

For the discipline program to effectively help you and your fellow students, parents must give their support. We encourage and solicit the support of all students and parents.
The handbook is not to be considered absolute or inflexible. The items contained herein are open for suggestion and revision. Your school is a living, moving organization, and all material dealing with it must necessarily be adaptable to provide the best learning environment possible. The principal along with the building leadership team will make revisions to the handbook when necessary any time during the school year for improvement of the school learning environment. They may also seek input from the SW Advisory Committee.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties (IDM). Various staff members are responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal at 562-3226.

VISION

The vision of the South Winneshiek Community School District, with shared responsibility of home and community, is to provide the best environment to develop the skills needed to be responsible, life-long learners within all areas of life. the school and community.

MISSION

The mission of the South Winneshiek Community School District program is to assist and ensure that every student achieves his/her level of educational excellence in the areas of academic, career, and social/emotional development through a collaborative partnership with students, family, educators, and community.

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.

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ACADEMIC ELIGIBILITY

SOUTH WINN SCHOOL DISTRICT REQUIREMENTS:

The school district requires that students must receive passing grades in all academic classes (including P.E.) to be eligible for extracurricular activities at the end of each quarter in addition to the state requirement that students must be passing all credit classes at the end of each semester. Extracurricular is defined as activities beyond the academic curriculum for which students do not receive credits toward graduation.

At the beginning of each semester, state rules for eligibility apply. If a student has failed a class at the end of first or third quarter, the student will be ineligible for two weeks after grades are posted in the second and fourth quarters and can become eligible at the two week check or the following two week check (four weeks out).

ACADEMIC ELIGIBILITY for STUDENTS WITH DISABILITIES:

A student with an IEP (Individualized Education Program) is not subject to "pass all." The student is not to be denied eligibility on the basis of grades if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.

Reporting of grades-

Teachers will submit grades to office for students failing a course on the following dates:

- Mid-quarter (approximately 4.5 weeks)
- End of the quarter

Ineligibility list-

A list of ineligible students will be generated from teacher grade reports and will be complied by the guidance office. Students and parents will be notified of the student's status.

As per state requirements, students not passing all credit classes **at the end of each semester** are ineligible for twenty (20) calendar days in the sport or activity event(s) in which the student is a participant. The first day shall be the date in which grades are made public, if the student is currently involved in a sport activity. If the student is not currently involved in a sport, then the period of ineligibility starts with the first day on which competition (not practice) is allowed. If the grading period is the final semester of the school year and a student is in baseball or softball, the student is ineligible for the next four (4) weeks of baseball or softball and has eligibility in the fall. Ineligibility for all other co-curricular/extracurricular activities shall be thirty (30) school days with the first school day being the date in which grades are made public for first semester and the first day of fall semester for grades posted from the second semester of the previous year. If the grading period is the final semester of the school year and a student is involved in summer activities other than sports, the student is ineligible for the next six (6) weeks and the student has eligibility in the fall.

ACCIDENT/ILLNESS PROCEDURE

A student who becomes ill or is injured at school must notify his/her teacher, nurse, or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents/guardians in accordance with emergency contact information. If the student is to be excused from school, the student will be released only with parent/guardian approval. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. In the event that emergency medical personnel is needed, an attempt to notify parents/guardians will be made and parents/guardians will assume financial responsibility for medical and healthcare needs of the student.

Accidents and injuries do happen at school. Please become familiar with the following procedure in case of serious accident or injury:

A. In case of an injury, notify the building administrator and nurse immediately.

B. Do not move the student unless there is immediate danger of further physical harm. Allow qualified school personnel or emergency medical/healthcare team members to make that decision.

C. The staff member in charge of the student at the time of the injury is to complete an accident form which is located in the school office. This form is to be completed as soon as possible after the accident.

D. A record will be made at the school office of incident; a copy of the form will be sent to the Health Office and a copy will be given to the principal.

ACTIVITIES

As a general rule, sponsors will set up rules and regulations for their own activities. Training rules are set up and administered by the coaches. If you cannot obey the rules, do not take part in the activity.

In order to establish a uniform and consistent administration of rules for the purpose of governing activities as to student eligibility to participate, the Good Conduct/Eligibility Rules and the Academic Eligibility Rules will be followed. These are handed out to all students at the beginning of each school year.

ACTIVITY BUS
Pop or food is allowed on buses traveling on field trips, athletic events, contests, pep buses, etc. if approved by the bus driver. All school rules apply on buses as well as at the activity/event itself.

ADMIT SLIPS
After any absence, a student must report to the office for an admit slip in order to be admitted to class.
APPROVED BY SWAC: 5/10/10

AFTER SCHOOL
All students who must wait for the late bus after school should locate themselves in one of two places: outside of the school building or in the lunchroom, unless involved in a specific school activity. Students are not to roam around the school building.

APPROPRIATE USE OF TECHNOLOGY
Inappropriate use of school owned technology is outlined in the Acceptable Use Policy and the Laptop Agreement Policy. Please review these policies at the time of signing.

ARTIFICIAL INTELLIGENCE
Since it is the expectation that all coursework be produced solely by the student, the use of AI (artificial intelligence) to produce content the student then submits as their own original work is considered plagiarism and will be subject to disciplinary action. South Winneshiek utilizes technological resources to check the likelihood of AI-generated content. If evidence suggests the student utilized AI to create an essay or other similar writing assignment, the burden of proof regarding the assignment's authentic creation will fall on the student. That burden of proof may include dated Google document notes, printed research sources, and evidence of multiple written drafts and revisions. All instances of AI-generated plagiarism will face the same plagiarism consequences outlined in the student handbook.

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.

ATHLETIC PARTICIPATION
All students who participate in an athletic activity need to have the following completed and turned into the office; annual physical, student good conduct form, and ImPACT concussion testing prior to participating in any sport.

ATTENDANCE POLICY:
The South Winneshiek High School philosophy on regular school attendance is based on the premise that something important happens in every class every day and the interaction of teachers and students can never be exactly duplicated. Regular attendance is an essential ingredient in developing habits of punctuality self-discipline and responsibility. The continuity of the instructional process in interrupted whenever a student is absent from school.
Attendance is a shared responsibility requiring cooperation and communication among students, parents and school. It is the parent's prerogative to determine whether or not their child attends school on a specific day. It is the prerogative of the school district to determine whether or not the absence is excused**. If a parent does not contact the school the day of the absence; the school official will make every effort to call the home to check on the student's whereabouts and to confirm the absence with the parent.**
It is important to note that for secondary students less than 16 years of age and their parents, school attendance is a legal obligation through the school year that the student turns 16.

ATTENDANCE PROCEDURE:
1. Teachers take attendance for every student..every period..every day.
2. Office personnel will phone into the classroom if attendance is not completed in a timely manner or if they need to double check on a student.
3. If one of the students goes from tardy to absent or from absent to tardy, the teacher is responsible for making the change as soon as possible.
4. All students will sign into the office and will receive an office pass if they arrive after 8:12 a.m. If a student arrives late to your class and does not have an office pass, the teacher will send the student to the office immediately for the pass. All students will sign out in the office if they leave before 3:17 p.m.
5. JMC will be used to automatically send an email to a parent when their child is absent.

6. **Attendance/Extra Curricular Participation: Students are expected to be in attendance in order to participate in extra curricular activities.** Students need to be in attendance for the full day on days of competition in order to participate. Students need to be in attendance for the second half of the day (Beginning of 5th Mod) in order to participate in practice. A student may be excused for appointments or other conflicts only with prior approval from administration. Prior Approval should be granted before the day of the absence. In the event of a Dr. Appt. needing to be scheduled on the day of practice/contest, and before prior approval can be granted, a Doctor's Note needs to be sent to the HS for approval. Administration may grant individual exceptions in unusual circumstances as warranted.

Student Rights and Responsibilities

1. To be informed of School Board Policies and school rules about absenteeism and tardiness.
2. To attend class every day.
3. To explain or document the reason for an absence.
4. To request a make-up slip from the office upon return from an absence and make up class work in a reasonable amount of time (consistent with teacher's course expectations) after an absence.
5. To appeal a decision about an unexcused absence.

Assignment Requests

1. Typically, assignment requests are made only when a student is absent for more than one day. Requests should be made by 9:00 a.m., and may be picked up at 3:15 p.m. of the day of request.
2. If a student has prior knowledge of an upcoming extended absence from school, that student is encouraged to obtain permission from the office to receive all make-up work prior to the absence. A phone call or note from the guardian will be necessary for release of the assignments. Semester tests are an exception to this request. (See section on Semester Tests).
3. The advance make-up slip must be signed by the student's teachers and returned to the office **before** the absence.

Arriving at School Late or Leaving Early

Any student who arrives or departs at other than his/her regularly scheduled time must report to the office to sign in or sign out. Detention will be given to any student not signing in or not signing out when arriving at school late or leaving early. Notification in the form of a written note, email, or telephone call from the guardian is mandatory for a pass to be issued to excuse a student's late arrival or early departure. The student is responsible for presenting a note to the office to receive a pass to present to the teacher of the class impacted by the abnormal arrival or departure. If the defined procedure is not followed, the student will be assigned an unexcused absence in all affected classes and may also be assigned a detention. If a student leaves school during the school day, he/she can not return for practice unless the absence has been approved by the principal.

Forged Excuses

A forged signature on an excuse will result in a detention. The same applies when students call in identifying themselves as "parents," excusing themselves or another student.
Days absent may include Excused and Unexcused.

Chronic Absenteeism/Absences means **any** absence from school for more than ten percent (10%) of the days in a Semester. Local truancy determinations and required actions are not applied to a student, who based on local discretion, meets one of the six exemptions 1) Completed requirements for graduation or obtained a high school equivalency diploma 2) Excused for sufficient reason by any court or record or judge 3) Attending religious services or receiving religious instruction 4) Unable to attend school due to legitimate medical reason(s) 5) Individualized Education Program (IEP) that affects attendance 6) Section 504 plan under Federal Rehabilitation Act that affects attendance. Parents and the County Attorney (if compulsory attendance) will be notified at 10%, a Parent Engagement Meeting will be at 15%.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent (20%) of the days in the semester. Parents/Guradians will be referred to the County Attorney if the truancy threshold is met.

Iowa Code 299.1A

Compulsory attendance age. 1. Except as provided in subsections 2 and 3, a child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.

Student Absences/Tardiness/Truancy
Office guidelines for when to mark a student absent, tardy, or excused are:

a. Arriving after the first bell rings will be counted as tardy to school.
b. For period attendance, tardy is defined as arriving after the bell rings and within 10 minutes (after that the student is marked as absent)
c. Missing two (2) to four (4) periods of the school day will be marked absent for a half day.
d. Missing five (5) or more periods of the school day will be marked absent for the entire day.

Semester Tests
All students are to be present during semester tests (seniors may be an exception to this rule according to the class syllabus). Semester tests will not be given early; they will only be given during the testing window. If a student misses a semester test for an approved absence, it must be made up upon his/her return to school and while school is still in session so that a contracted teacher can grade and record the student's grades.

Advanced Make-up Slips
A student wishing to attend appointments which are know in advance, should secure an advance makeup slip at least two days prior to the appointment. This also applies to all advanced appointments.

Make-up work
Students will be allowed two days to make up work for the first day missed, and one day for each consecutive day missed thereafter. Students failing to make up work according to this schedule will receive a zero for the work not completed. However completing all assignments is crucial in order for a student to obtain the required knowledge to be successful in a class. Study halls, structured study halls, before and after school help from a teacher are all part of the opportunities that a student has to complete all assigned work completely and correctly. Teachers may provide study halls and the Resource Room with a copy (in the form of an e-mail or hard copy) of incomplete assignments, quizzes, tests, and project schedules on a weekly basis.

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.

BEHAVIOR AT EVENTS/ASSEMBLIES
At all times the student's behavior should be courteous and appropriate. An indication of the cultural level of the school is the conduct of the student body at any event or assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, rude comments or remarks, and talking during a program. The use of a cell phone or other electronic devices are not allowed during school events/assemblies.

BEVERAGES AND FOOD
The only beverage that is allowed in the school during class time (8:12 a.m. to 3:17 p.m.) is plain/clear water--no flavored water, gatorade, pop, coffee, tea, alcohol, etc. All beverages excluding water, needs to be in clear containers and needs to be consumed before classes begin. Drinks other than water taken into classes will be confiscated and not returned to students.
Food is not to be consumed during classes (8:15 a.m. to 3:15 p.m.). Students may have food in their lockers (in their bags) for after school so they have something before athletic practice. Food in the halls during the school day may be confiscated.

BOOK BAGS/DUFFLE BAGS
Students use of book bags during the school day is at the Teacher or Principal's discretion. Students will be allowed to carry the school issued computer bag in which the school laptop must be in to transport between classes and to carry/travel home.

BUS BEHAVIOR
All rules set forth by the bus drivers are to be followed. The following are general guidelines:
- Riders must be at designated loading points before the arrival time (be on time!) It is against the law for a bus to "sit" on the roadway waiting for students.
- Riders must wait until the vehicle comes to a complete stop before attempting entry
- If students must cross the roadway, pass in front of the bus no closer than 10 feet, look both directions, and proceed only on signal from driver.
- Riders must sit down and remain seated. Don't extend hands, arms, or head through bus window and no opening/closing windows without permission of the driver.
- Use quiet voice. No swearing, using rude gestures or teasing anyone on the bus. Be Courteous.
- Keep hands and feet to yourself. No pushing, shoving, or fighting.
- No throwing anything out of the bus.
- No books or bags or other property in the aisles.

- Laptops must remain in their cases on the bus
- The use or possession of alcohol, tobacco, illegal drugs, or look-a-like substances is prohibited.
- Do not destroy property.
- Keep the bus clean; do not eat or drink on the bus.
- All school rules/regulations/policies apply on the bus.
- For your own safety, do not distract the driver in any way.
- At the discretion of administration all passengers are required to wear seatbelts if the bus is equipped with seatbelts.

MISBEHAVIOR ON THE BUS:
Penalty is at the discretion of the principal or transportation director depending on circumstances that may include removal from the bus for. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

BUS EVACUATION
Once each semester, students will practice bus evacuation procedures in order to become familiar with the safe and proper routes to use in case of an emergency involving a school bus.

CARS AND DRIVING
To school-sponsored activities:
The school provides transportation for students who participate in school-sponsored activities held out of town. Only when a parent personally contacts the teacher in charge and requests that his/her child ride home with him/her can an exception be made. Students participating in an activity outside of the school district must ride in transportation provided by the school.
Student driving: Parents are encouraged to have their son/daughter ride the bus to and from school.
If students are allowed to drive, they are expected to use their vehicles only for transportation to and from school--not for pleasure-driving during school time or before or after school. The school cannot be responsible for theft or damage to vehicles. All vehicles, including bicycles, should be locked up.
Your school, in carrying out its responsibility for creating a safe and proper atmosphere of learning for its youth, encourages student driving only as a necessity.
The school recommends this guide to students driving, dependent upon student and parental responsibility with the following provisions and considerations:
1. Parents have the responsibility to determine the necessity of their son/daughter driving to school in accordance with normal community standards.
2. Parents should remove school driving privileges if in any way it is a hindrance to academic performance.
3. Students should drive only as a necessity because of distance and location of after-school work and special occasions, i.e. errands should not be requested by parents during school hours. If driving is determined to be a necessity, the vehicle should be parked upon arrival and moved only upon leaving school after dismissal.
4. Parents should discourage joyriding at all times.
5. Students who live in Calmar should walk and not drive.

CITIZENSHIP
One of the first essentials of GOOD CITIZENSHIP is the observance of all rules and regulations which have been established for the benefit of all the students. A student must have a desire to work toward unity and have a concern for fairness and justice. Students should be concerned with the general welfare of other students and appreciate the liberties they have in school. A student is expected to be respectful to all teachers, school help, and his fellow students before, during, and after school

A good citizen:
exercises leadership by setting a good example and by being willing to help others;
displays maturity through a willingness to accept responsibility for his/her own actions;
is honest and truthful;
respects fellow students as well as teachers and respects the property of others at all times;
obeys the rules and follows the procedures set by the administration and staff;
cooperates with others;
takes part in class activities and discussions;
has pencils, notebooks, and books ready for class;
makes the best use of his/her time in getting assignments ready;
makes good use of free time;
replaces things after using them;
observes and follows lunchroom and study hall rules;
does what is asked without complaining;
has a positive attitude.

RESPONSIBILITIES OF STUDENTS ATTENDING ATHLETIC EVENTS
1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.

3. Censure fellow students whose behavior is unbecoming.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when he is removed from the contest.
6. Do not applaud errors by opponents or penalties inflicted upon them.
7. Do not heckle, jeer, or distract members of the opposing team or officials.
8. Never criticize the players or coaches for the loss of a game.
9. Respect the judgment of strategy of the coach.
10. Avoid profane language and obnoxious behavior.

FUNDAMENTALS OF SPORTSMANSHIP

1. Show respect for the opponent at all times.
   The opponent should be treated as a guest; greeted cordially on arriving; given the best accommodations; and accorded the tolerance, honesty, and generosity which all human beings deserve. Good sportsmanship is the Golden Rule in action.
2. Show respect for the officials.
   The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand, and appreciate the rules of the contest.
   A familiarity with the current rules of the game and the recognition of their necessity for a fair contest are essential. Good sportsmanship suggests the importance of conforming to the spirit as well as to the letter of the rules.
4. Maintain self-control at all times.
   A prerequisite of good sportsmanship requires one to understand one's own bias or prejudice and to have the ability to recognize rational behavior is more important that the desire to win. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
5. Recognize and appreciate skill in performance regardless of affiliation.
   Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

CLASS CHANGES

Once students have turned in their course registrations, class changes can only be made by the students' parents/guardians meeting with the guidance counselor. Students must have all first semester class changes completed by fall registration day(s) and second semester class changes completed prior to the second full week in December. All class changes must be completed with the approval of the guidance counselor, parents/guardian(s), and the teachers involved in the class changes. Any class meeting for a full year must be taken for the full year. This includes Band and Chorus. Exceptions will be granted by instructor recommendation.

CLASS LOADS

Students must take five classes plus PE during one semester and six classes plus PE the other semester in order to be considered a full time student. To meet the minimum credit requirements to graduate a student will need to take six classes plus PE one of the semesters each year.

CLASS ORGANIZATIONS

All class business must be approved through the class sponsor(s) and the Principal's office. All purchases must be approved on a school purchase order form or they cannot be paid by the school. Never purchase items on your own without following the correct procedure!

COLLEGE VISIT PROCEDURES

Juniors and Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, they may be excused up to two days (two days will be granted to seniors and one day will be granted to juniors) to visit with permission of the guidance counselor, principal, and parent (a signed note is required requesting the visit).

No college visits will be permitted after May 1st.

The following procedures are necessary:

1. Parents must request the visit and notify the school regarding the college visit in advance (signed note is requested).
2. A College Visit Form must be obtained in advance, initialed by each teacher, and returned to the office BEFORE the day of college visitation.
3. A "College Visit Certification" form is obtained from the office to take with you on your college visit to be stamped with the college seal at their registrar/admissions office upon check-in and upon check out when they leave the college.
4. The "College Visit Certification" forms must be returned to the office the following school day.

A **maximum** of four students will be allowed to visit a college on any given day.

A "College Visit Certification" form must be submitted by each student visiting the college. Two or more students may not use

the same form.
All of the above must be met in order to be excused for your college visit. IF any one of the steps are omitted, you will automatically be unexcused. If a teacher has a scheduled test the day of the college visit, it is up to the teacher to determine if the student will be allowed to take the test early or make up the test upon the student's return. If a teacher does not sign the form before the visit, the student will be unexcused for that class and a zero will be given for that class period.

CONDUCT
Good classroom conduct requires complete cooperation with the regular instructor or the substitute teacher at all times. It also requires your consideration of fellow students and teachers in your association with them each day. Hugging teachers or calling them by their first names is considered inappropriate conduct.

CONDUCT AT ATHLETIC EVENTS, PLAYS, DANCES, MUSIC ACTIVITIES
Students are expected to stay in the building once they come in for an activity. If they leave for any reason, they will not be readmitted. Students and athletic fans are expected to display good sportsmanship at all times. Please do not boo at any time during an athletic contest. The purpose of attending events is to support your classmates by applauding and/or cheering for them not to belittle or criticize opponents or officials.

CONTRACTS
Students are NOT allowed to enter into a contract with any outside organization on behalf of the school, a school activity, or a class. Contracts are approved and signed by the administration only.

COMMUNICABLE/INFECTIOUS DISEASE
Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable disease include, but not limited to, mumps, measles, chicken pox, and flu outbreaks. Students or their parent/guardian shall notify the school nurse or superintendent when it is learned the student has a communicable disease.

CORPORAL PUNISHMENT, RESTRAINT, CONFINEMENT, and DETENTION
State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable force, not designated or intended to cause pain" to do certain things, such as preventing harm to persons or property.
State law also places limits on a school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.
If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

CPR REQUIREMENT
To meet state requirements, students will be taught CPR by a certified instructor before graduation. Students not physically present for CPR certification must verify course completion from an outside source.

CREDIT RECOVERY PROGRAM
Students who find themselves not having enough credits to stay on track for graduation or who have scheduling problems with classes that they need, or who for health reasons find themselves not able to attend school for an extended period of time, will be set up with an electronic credit recovery class for each class needed. The students will be expected to work on the class during the school day under the supervision of the para assigned to the program. Guidelines and goals of the classes must be adhered to or detentions will be assigned and/or the student may be dropped from the class or fail the class.

CRISIS PLAN
The South Winneshiek CSD has a procedure in place to accommodate any number of emergency situations that could put the students and staff at harm. These procedures include: lockdown. Drills are completed at least twice a year to ensure the safety of all SW employees.

DAMAGE OF SCHOOL FACILITIES/EQUIPMENT/BOOKS/LAPTOPS
Damage of school facilities, books, or equipment, whether intentional or not, will be paid for by the person or persons responsible. The administration and teachers determine the value of that item and students reimburse the school.

DANCES--REGULATIONS FOR STUDENTS ATTENDING

1. All school rules apply no matter where the dance is held.
2. There is to be no use of tobacco, alcohol, or drugs at any time--anyone apprehended using the above at the dance (or area) or under the influence will be required to leave, will face suspension from school, and may be dealt with by legal authorities.
3. Once people arrive at the dance, they must remain. No one will be allowed to leave and return again.
4. The dress code should be appropriate.
5. All out-of-school guests should be signed up prior to the dance and complete a Guest Form provided from the office.
6. Those attending the dance must be a member of South Winneshiek Senior High or a guest of one of them.
7. The minimum grade level for all guests is ninth grade and all guests must be under the age of 21. Only one guest per SW students will be allowed.
8. Students involved in theft, damage, or vandalism will be liable to pay for any damages, and will automatically be referred to local authorities.
9. Elementary and Middle School students are not allowed at high school dances.

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 study hall (or the supervising teacher's room) on Tuesdays. Students will use detention time for school work 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 next Tuesday unless scheduled at another time with the principal. 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.) until the detention is served.

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.

A student with un-served detentions will not be permitted to walk across the stage at graduation or participate in open campus during semester testing. Seniors with un-served detentions will have their Senior Release suspended until all detentions are served. Students wishing to attend prom must also have all detentions served.

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.

Repeated Violations

Students who repeatedly violate the school's standards of discipline and behavior will be subject to increased consequences up to and including suspension or expulsion with the possibility of a discipline hearing in front of the school board. The principal has the responsibility of determining and enforcing the suspension or expulsion consequence. Approved by SWAC: 5/10/10

DISCIPLINE

Teachers are expected to exercise authority over all pupils of the school when the occasion demands. Students are expected to obey all teachers at all times. Teachers are not to tolerate insolence or disrespect of any kind at any time. If students are to be detained after school, they will be given one day's notice to make arrangements with their parents.

DISHONESTY AND CHEATING (Portions of this policy taken directly from NICC handbook)

Academic dishonesty will not be tolerated in any course. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

Plagiarism includes, but is not limited to the following:

*use direct quotes without quotation marks and textual citation of the material;
*paraphrase without crediting the source;
*present another's ideas as their own without citing the source;
*submit material developed by someone else as their own (this includes purchasing or borrowing a paper or copying a disk);
*submit a paper or assignment for which so much help has been received that the writing is significantly different from their own.

(The teachers have at their disposal an electronic way to prove plagiarism; students must do their own work in every instance.)
Cheating includes, but is not limited to, the following:
*copy someone else's exam or homework
*purposefully allow another student to copy their work or submit work they have written as their own;
*refer to a text, note, or other material during an exam without authorization to do so:
*submit a paper or assignment for which so much help has been received that the writing is significantly different from his/her own
*possess a test copy and/or test answers without authorization;
*pass test answers to another student before, during, or after a test.
For all classes, students must adhere to MLA/APA guidelines for proper quoting, paraphrasing, and citing. Students are responsible for checking their work for issues of plagiarism and should utilize turnitin.com's services to do so.
Whenever a student is guilty of cheating/plagiarism, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The parent shall be notified that a second offense will bring automatic suspension from the class.

DISMISSAL FROM CLASS
This should be the last option used by a teacher to discipline a student. The student should be sent or when possible escorted to the office. A decision will be made by the teacher, student, and principal for further action. Further action could include a student having to complete the class in the principal's office during the scheduled time.
Students removed from class due to behavior will not be allowed to participate in any extracurricular or co-curricular activity that day.
Three-Step Removal Procedures from Class
1. Removal from class – detention assigned and parents informed through discipline referral form.
2. Second Removal from class – second detention assigned and parent conference required for readmission.
3. Third Removal from class – one day in-school suspension and removal from class with failing grade.

DISPLAY OF PUBLIC AFFECTION
Students should refrain from displays of affection while at school. We want students to respect themselves and each other. Public displays of affection are inappropriate for school. There will be consequences for failure to comply with requests to end inappropriate displays of affection.
DRESS CODE
Students may not wear clothing with pictures and/or slogans that promote or imply products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying or implying obscene material in any way, shape, or form (Hooters t-shirts are not appropriate).
No sports bras are allowed as an outer garment. All tops must touch the top of the short, pant, slack, or skirt. No spaghetti straps are allowed: to clarify, the straps must be at least one inch wide; no strapless tops. No, rip-torn, sleeveless shirts that exposes underwear, chest, bellies, or backs are allowed. Teachers may require students to wear long pants or long-sleeved shirts if they feel there is a safety need for them in their classes. No sunglasses or hats/bandanas are to be worn after entering the school building. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students inappropriately dressed will be required to change their clothing (in some cases, the student may be sent home to change). Further violations of the dress code will result in detention and, in extreme cases, suspension.

DUE PROCESS
Students may ask for a conference with school officials for counsel and a final ruling on any questions about decisions based on regulations.
Decisions in the school may be appealed to higher authorities in the school district organizational pattern, as well as the State Superintendent and the courts. Questions about this or legal action regarding suspension or expulsion may be directed to the High School Principal.

EARLY GRADUATION
Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the high school principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent, principal, and the board. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for prom and graduation ceremonies.

ELEVATOR
The elevator is to be used by students or visitors who have difficulty managing the stairs or for the transportation of large or heavy objects. Students are to receive permission from the office or supervisor before they use the elevator during school or school sponsored events. Students using the elevator without permission will receive detention.

EMAILING TEACHERS
All parents are encouraged to communicate with teachers of their students when the need arises. When an e-mail is sent to a teacher, please allow 24 hours for a response.

EMERGENCY/HEALTH FORMS
At the beginning of each school year, parents must file an emergency form with the office providing the emergency phone 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 gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. **Information on the emergency/health form 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 form changes during the school year. It is the parent's/guardian's responsibility to notify the school immediately when any of the contact information changes.**

EXTENDED LEARNING PROGRAM
South Winneshiek High School's Extended Learning Program (formerly known as Talented and Gifted) seeks to collaborate with students, parents, and teachers to adjust the pace of instruction that is realistic and desirable for advanced learners. This instruction provides an appropriate level of challenge, and can reduce the time period necessary for students to complete required coursework. Instructional enrichment opportunities are provided for those students that desire additional learning opportunities in an area of interest such as projects for competitions, educational conferences, or a mentorship. There are also situations in which such modifications are insufficient. Thus, personal adaptations such as content-based acceleration may need to be considered. A student will be considered for acceleration if a student scores 40-50 points on the Acceleration Matrix. Further information about the ELP can be obtained from the ELP advisor or the principal or counselor.

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 on field trips or excursions are considered excused absences.
While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, bus drivers, and guides with respect and courtesy.
Prior to attending a field trip, students must return a form/note signed by the student's parents in order to attend.

FIGHTING
Student fighting in the school building or on the school ground will be suspended for up to three days.

FINANCIAL LITERACY
To meet the state's 21st Century Goal pertaining to financial literacy, all students will complete the financial literacy course known as EverFi or some other comparable course.

FINES ON TEXTBOOKS
Payment for book damage will be determined by the teacher of that course in conjunction with the high school office, based on the amount of damage done to the book. If a book is lost, the student will reimburse the school for that book.

FIRE DRILLS
The fire alarm will be intermittent blasts over the intercom system. Two fire drills per semester will be held so that all students and teachers will be able to familiarize themselves with the escape procedures. Students are to stay with their teacher or proctor.

FIREWORKS
The use of fireworks or firecrackers within the school building or on school grounds will result in automatic suspension and will be dealt with directly by local officials.

GRADING AND EVALUATION
Grades will be issued each quarter. Grades will be forwarded from the teacher through JMC by a date and time specified by the office. Report cards will be e-mailed to parents if possible; those homes that do not have e-mail addresses will receive the cards through the mail.

GUNS and WEAPONS
A student shall not possess, handle, or transmit guns, knives, or any other object that can reasonably be considered a weapon by Iowa Code.
Code No. 502.5 in Board Policy Book:
The board believes weapons and other dangerous objects and look-a-like objects in the 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 and look-a-likes. Weapons and other dangerous objects and look-a-likes 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 or look-a-likes 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. Showing of weapons for demonstration purposes must be approved by the principal.

HALL PASSES
Students must have a hall pass when they are in the hall during class time. If a student does not have a hall pass, a detention will be issued and the student may be escorted back to the classroom to acquire a pass.

HARASSMENT/INITIATIONS/HAZING
Harassment and bullying of students, staff, and volunteers 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. The Board prohibits harassment, bullying, hazing, and any other victimization, of students, based on any of the following actual or perceived traits or characteristics: 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, socio-economic status, or familial status.
The complete policy and procedures will be handed out to each parent/guardian when the student is registered for school. Any questions concerning this policy can be addressed to the South Winn building principals or the superintendent.

HOMECOMING PROCEDURES
1. King and queen ballots will be counted by the Student Government Advisor and the Senior High Office to avoid any problems and/or questions.
2. The principal's office is responsible for reviewing and sending out any public relations notices or releases for the school regarding Homecoming activities.
3. Fifty dollars will be allowed per class or student organization for float construction. Float construction will take place on Homecoming Day at the football field or on school grounds, although students are encouraged to work on floats off-site prior to Homecoming. Students will be allowed some time on the day of Homecoming for final float construction. The school is not responsible for accidents or injuries that occur during off-site construction or transport.
4. Classes will be held on the morning of Homecoming Day with lunch being served before final work on floats can begin/ a 2:00 early out may be observed. The pep rally and coronation times will be announced by the Homecoming sponsor by at least the week prior to Homecoming.
5. The parade time will be announced as well at least one week prior to Homecoming Day. Only school-authorized organizations will be entered in the parade. After the parade, each class may park their float at the football field for display (as long as the floats are removed from the field and deconstructed immediately following the football game or with permission, early the following day). In the case of inclement weather, the parade will be cancelled and not rescheduled.

HOMEWORK
Homework is expected at the high school level. In order to support students in learning the subject content, homework should be completed in a timely manner.

INCLEMENT WEATHER
When school is canceled because of inclement weather prior to the start of the school day or during the school day, students and parents are notified over the following stations: KDEC-Decorah-FM 100.5; KVIK-Decorah-FM 104.7; KCRG-TV Channel 9, KWWL-TV Channel 7, and also through JMC (student record management system). All attempts will be made to notify parents by the above method prior to 6:30 a.m.

INCOMPLETES
Incomplete grades should be granted only because of extended illness--not for simply neglecting to get school work done. Incomplete grades become zeros if work is not completed within two weeks after the start of the next quarter, or within two weeks after the end of the fourth quarter. Extensions may be granted by the teacher with the permission of the principal.

INDEPENDENT CLASSES
Independent class can be done with instructor and principal permission. This will be done only under special circumstances.

LAPTOPS AND ACCEPTABLE USE AGREEMENT

At the time of school registration, students and parents will be asked to sign an "Internet Acceptable Use Agreement". This form only needs to be signed once during the student's attendance at South Winneshiek.

LOANING OF EQUIPMENT

School equipment is not to be loaned to persons or organizations without prior authorization from the principal.

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.

Locker Search: A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules and regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials.

Locker Inspections: may be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Students will be present when their locker is being inspected for this purpose.

All lockers in the building are the property of the school district and remain school property even though they are temporarily assigned to students. Lockers may be subject to inspection at any time for health or safety reasons, to check for missing school or personal property, or evidence of vandalism. Law enforcement personnel, including police dogs, may be used to determine if illegal material is present.

Keep your locker locked. Responsibility for the safe-keeping of valuables does not reside with the school, but with the student. Personal locks not belonging to the school will not be allowed on hall or physical education lockers, and will be removed with bolt cutters.

In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for the location and discovery of alcoholic beverages, drugs, pornographic materials, tobacco, weapons, explosives, poisons, and stolen property. SUCH ITEMS ARE FORBIDDEN AND ARE NOT TO BE PLACED IN LOCKERS UNDER ANY CIRCUMSTANCES. Students who place such items in a desk or locker shall be subject to disciplinary action that may include suspension from school, expulsion, and/or referral to the proper authorities.

LOCKER ROOMS

After students are dressed to go to their next class, EVERYONE will report to their instructor in the hall until dismissed.

LUNCH PERIOD / CLOSED CAMPUS

Every student will be assigned a specific lunch period on their computer schedule. No switching of lunch periods will be allowed. Students will have one 22 minute lunch period. No student will be allowed to be in the lunchroom two or more lunch periods.

South Winneshiek Senior High operates on a closed-campus basis and, therefore, students will not be allowed to go up town or home to eat. Students abusing this policy will be issued at minimum a detention. Menus are published monthly, so if you do not wish to eat what is on the menu, you may bring your lunch from home (meals brought from home must be consumed in the lunchroom).

All food is to be eaten in the lunchroom.

LUNCHROOM PROCEDURES:

All students must come to the lunchroom for their assigned lunch period so that attendance can be taken. They may check out/ leave only if they have a pass. Each individual must have their own pass.

OPEN ENROLLEMENT

17.3(2) School district responsibilities. The board of the resident district shall take no action on an open enrollment request except for a request made under rule 17.5(282) or 17.14(282). The board of the receiving district shall act on an open enrollment request no later than June 1 of the school year preceding the school year for which the request is made.

The receiving district superintendent shall provide notification of either approval or denial of the request to the parent/guardian and to the resident district within five days of board action.

As an alternative procedure, the receiving board may by policy authorize the superintendent to approve, but not deny, applications filed on or before March 1. The board of directors of a receiving school district may adopt a policy granting the superintendent of the school district authority to approve open enrollment applications submitted after the March 1 deadline, but the board of the receiving district shall take action to approve the request if good cause exists. The board shall have the discretion to determine the scope of the authorization. The authorization may be for regular applications filed on or before March 1, good cause applications, kindergarten applications and continuation applications filed on or before September 1, or any

combination that the board determines. The same timelines for approval, forwarding, and notification shall apply.
The parent/guardian may withdraw an open enrollment request anytime prior to the first day of school in the resident district. After the first day of school, an open enrollment request can only be changed during the term of the approval by the procedures of subrules 17.8(3) and 17.8(4).
The board of the receiving district shall comply with the provisions of rule 17.11(282) if the application for open enrollment is for a pupil requiring special education as provided by Iowa Code chapter 256B.
By September 30 of each school year, all districts shall notify parents of the following:

a. Open enrollment deadlines;
b. Transportation assistance;
c. That within 30 days of a denial of an open enrollment request by a district board of education, the parent/guardian may file an appeal with the state board of education only if the open enrollment request was based on repeated acts of harassment or a serious health condition of the student that the district cannot adequately address; and that all other denials must be appealed to the district court in the county in which the primary business office of the district is located; and
d. Possible loss of athletic eligibility for open enrollment pupils.

This notification may be published in a school newsletter, a newspaper of general circulation, or a parent handbook provided to all patrons of the district. This information shall also be provided to any parent/guardian of a pupil who enrolls in the district during the school year.

OPEN NIGHT

Wednesday night is designated as Open Night. The school does not schedule school functions or permit practices or games after 7 p.m. on these nights. The only exception occurs when an agency outside the school schedules tournaments or meetings to be held on Wednesday nights.

PARENT-TEACHER CONFERENCES

The school calendar identifies the dates for the regular parent-teacher conference days. In addition to these conferences, arrangements may be made for special conferences at any time the need is evident. The school encourages parents to come for a conference or visit any other time at their convenience during school hours. Conferences will be scheduled on-line.

PARKING

Students are to part in designated parking areas around the school grounds. They are not to park in the north parking lot that is reserved for faculty and visitors. Violators will be issued a detention. Repeat violators will be turned over to the proper authorities.

PHONES

The office phones are available for student use in cases of emergency only. The office reserves the right to restrict calls made on office phones. Parents should call with messages only when it is absolutely necessary. Phone calls where messages must be delivered disrupt classes and causes inconvenience for all concerned. The general policy is that a student will not be called from class unless it is an emergency. Messages not of an emergency nature are discouraged, and will be given only when it is convenient and will not disrupt a class or activity. Parents are asked not to call their student's cell phone during class or lunch time. The office will deliver emergency messages. Students receiving cell phone calls during class time will receive detention. Students are not to text or call parents during class time. Students may return calls and texts from parents between classes or at lunch time (calls during lunch should be returned from the office area).

PHYSICAL EDUCATION

Public Law requires that all students take physical education. The only acceptable short-term excuse is a statement from the family physician stating the student's physical limitation. This physician's note will be filed in the principal's office with copies to the physical education instructor and the school nurse.
Students with temporary injuries will still report to P. E., even though participation may not be possible.
Students excused from P. E. by a doctor, as per P. E. instructor's direction, may be required to do assignments or projects to fulfill the physical education requirement:
Excuses written at home for such things as colds, sore throats, etc. will not be acceptable.

PORTABLE MUSIC DEVICES

Portable music devices will **not be allowed in classrooms** or the library unless specifically allowed by the supervising teacher or staff member and under limited use. They are allowed in study hall and lunch unless the devise becomes a disruption to the learning environment or the study hall or lunch room supervisor forbids their use.

POSTING INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities.

POST-SECONDARY

*Students in grades 10-12 interested in post-secondary classes should contact the counselor for details. No credit will be given

for comparable classes of the high school, nor will the school pay for comparable classes. Classes will be paid for during the school year and not those taken in the summer. Students failing a Placement In College Credit (PICC) classes will be billed for the class.

*Concurrent Enrollment courses are recognized as both high school and college credit. The school will cover extra administrative costs and book fees. These courses will be taught by South Winneshiek faculty.

The book will be the property of South Winneshiek upon completion of the course unless purchased by the student.

*Classes taken through the ICN classroom will transfer into the high school and possibly NICC. You should talk to the counselor.

*Health classes will be charged the cost of any textbook that they write in; some of these texts are consumable which students may wish to purchase.

*Classes under Post-Secondary Option are limited to a total of $250 that can include tuition and books. In most cases after the course, the books become the property of South Winneshiek.

Talk to the counselor about more expectations on this subject and on the charge for any textbook used for college credit.

Any student wishing to take Senior Year Plus NICC classes must first show proficiency to be eligible to take these courses. See the counselor for the proficiency requirements and for the recommended IA Assessment scores to determine eligibility.

PROFANITY/PORNOGRAPHY

Obscene language will not be tolerated and will be dealt with by the teacher and/or principal. Students may be given detention and/or suspended from school (in-school suspension/out-of-school suspension) for using obscene language and/or gestures. This may also be the case if students are found to have pornographic materials in their possession, whether of a commercial nature, self-drawn, or written. The school reserves the right to confiscate any such pornographic material or to charge the student for any school materials that are defaced. Any offense may include reprimand, suspension from class/other, loss of privileges, detention time, and/or parental phone contact. Repeat offenders of personal teacher/administrator abuse: Suspension (in/out of school) for 1-3 days and parental contact.

PROM RULES

1. All school rules apply no matter where the prom is held.
2. Once people arrive at the prom, they must remain. No one will be allowed to leave and return again. Grand March will be held before the dance starts.
3. The dress code should be appropriate and consistent--formal dress is customary.
4. Those attending prom must be a member of the junior or senior classes or a guest of one of them (The minimum grade level for all guests is ninth grade and all guests must be under the age of 21. Only one guest will be allowed per SW student. Photo ID's may be required).
5. Guests who are not presently members of the South Winn. junior or senior classes must be signed up in advance in the office. This includes guests who are members of the South Winneshiek sophomore or freshman classes, as well as anyone who does not attend South Winn. High School
6. Elementary and Middle School students are not allowed at high school dances.
7. Students involved in theft, damage, or vandalism will be liable to pay for any damages, and will automatically be referred to local authorities.
8. No smoking, alcohol, or illegal drugs will be allowed at the prom.
9. The Law Officer on duty will have the authority to arrest anyone in possession of or who has consumed alcoholic beverages or who has taken illegal drugs; and students involved will face suspension from school.
10. Prom decorations are to be torn down only after the prom is over, by the clean-up committee. Students will not be allowed to tear them down before that time. All decorating and clean-up must be chaperoned. No decorating by any students will be done on school time.
11. Students and/or guests who display inappropriate conduct at the prom will be asked to leave.
12. Juniors will not be excused to decorate or run errands for the prom any time during school time.
13. All items purchased must first be requisitioned. When the approved purchase order comers through, it will be given to the class representative requesting it. Do not pay any money for prom items. When you present the purchase order to the store, the store will then bill the school.
14. All detentions must be made up in order to attend prom.
15. Students must be in school all day the day before prom unless he/she has a pre-approved absence with the principal.

RELEASE OF STUDENT INFORMATION

The following information may be released to the public in regard to any student of the school district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school that the student is attending. It is necessary to renew this objection at the beginning of each school year.

Name, address, telephone listing, date and place of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended by the student, photograph or likeness, and other similar information.

Public Law 93-380, regarding the "Release of School Record" has been modified by SC 102, Article 5, Privacy of Pupil

Records, 10947 that reads:
"A school district is not authorized to permit access to pupil records to any person without parental consent or under judicial order except that access shall be permitted to the following: officials and employees of other public schools or school systems including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, where the pupil intends to or is directed to enroll, subject to the rights of parents is provided in Section 10939."

REPORT CARDS

Students receive progress reports in the form of report cards at the end of each quarter and semester; report cards may be in electronic form through the JMC gradebook program. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of school announcements. School announcements are made at the start of the day followed by the Pledge of Allegiance.

SCHOOL DAY

Students may be present on school grounds before 8 a.m. or after 3:25 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 25 minutes of dismissal.

SCHOOL EXPULSION

By a majority vote, the Board of Education may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered detrimental to other students for the purpose for which school is conducted.

The building administrator responsible for the origin of the recommendation for expulsion of a student shall have the authority to suspend said student from attendance until such time as a special meeting of a majority of the members of the Board of Education can be held to weigh the charges, act upon them, and notify the student and his/her parents or guardians of its decision. The student and/or the school may be protected from further unpleasant or harmful consequences of the incident that prompted the expulsion request. In cases where there is to be unusual delay in assembling the Board, the superintendent, at his discretion, may place the student on probationary status and allow him to return to classes pending the arrangement of a meeting of the Board as mentioned above. Every effort shall be made to hold such meeting within five days following the incident or action that led to the proposal of expulsion. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension. Such education shall be of a type which will guard against the loss of credit for classes missed, should the hearing prove him/her guiltless.

When it is felt that sufficient reasons exist for calling a meeting of the Board to consider the expulsion of a student, the student and parents/legal guardians, of said student shall be notified of the place and time at which the Board will hold said meeting. Furthermore, the above mentioned student and parent/ legal guardians, shall be made aware of their right to have themselves represented by counsel and their right to have present at such meeting witnesses who, in their opinion, may have vital information material to that specific consideration of expulsion.

At the hearing the Board shall have in attendance the person(s) who primarily initiated the request for the student's expulsion and such other persons as it may wish to call as witnesses.

All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parent(s) or guardian(s), and the representatives of the student.

The Secretary of the Board of Education shall be responsible for seeing that the minutes of the meeting are completely and accurately recorded.

Within ten calendar days of the hearing the Board will mail or have delivered to the student and his/her counsel a written statement of the Board's decision and the factual basis for it.

When expelled by the Board of Education, a student may be readmitted only by the Board of Education.

SCHOOL FEES

The school district charges fees for certain items. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance per open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. This waiver does not carry over from year to year and must be completed annually. This can also be applied at any time during the school year.

SCHOOL OFFICE

The principal's office is open from 7:30 a.m. until 4 p.m. On Friday office hours are 7:30 a.m. until 3:30 p.m.
Summer hours are: M-Th: 7:30 a.m. to 4:00 p.m. and F from 7:30 a.m. to 1:30 p.m.

SEARCH AND SEIZURE

Search and seizure will follow the South Winneshiek School District Board Policy.

SENIOR RELEASE

Only seniors with study halls qualify. Release time can be used for any reason, including work. Eligibility for Senior Release will be determined quarterly. First quarter of a senior's year will be determined by the fourth quarter of their junior year. Being on the quarterly honor roll will be the criteria for senior release. A signed agreement must be made between the school authorities and parents regarding the time the student arrives or leaves school grounds and the means of transportation. This signed parent release remains good for the year as long as the student remains eligible, but Senior Release must be reapplied for one the student loses eligibility. Applications will occur at the quarter only. No re-arrangement of schedules, dropping of courses will be made to accommodate students. Students must be on credit track with their classes for graduation to start or continue with this program. If the program is determined to have an adverse effect on the academic progress of the student, the program will be terminated. Student may not have any Good Conduct violation their junior or senior year to start or continue with the program. Each student will be required to sign in and out at the office. If you are not attending school on that day, a parent must call the office by 8:30 a.m. to report your absence. It's the student's responsibility to arrive at school on time, including mornings of delayed starts. Any disturbance, unnecessary driving around, loitering on the school grounds will not be tolerated. Students must sign into the office before first bell and be into their class at the start of second hour (last bell) for a.m. release. Students in co-curricular activities that leave may not re-enter the grounds or building until 3:15 p.m. If students do not adhere to all regulations outlined in the policy contract, the release will immediately be revoked. Students cannot apply for senior release again during the semester it was revoked; they are eligible again the following semester. Reinstatement to the program will take place at semester time only. The principal can revoke a senior release for cause (example: the student has outstanding detentions to serve or the student is ineligible either academically or due to infractions of the Good Conduct Code). A custodial parent can ask to have the senior release contract revoked at any time. Permission for reinstatement will be granted for semester time only. Approved by SWAC 2010.

SPECIAL EDUCATION

South Winneshiek's Special Education program is to serve students who are eligible due to specific student learning needs. A team approach is used to determine the best ways to help students who struggle. MTSS (Multi-tiered systems of support) are used to determine interventions and supports for students. If a team feels that a student needs Special education, a Disability Suspect meeting can be called and held to determine the next steps. If a student qualifies for special education there are annual meetings held with IEP (Individual Education Plan) teams. Goals are set and growth is determined to decide the effectiveness of the IEP. When the support is no longer needed, students may be exited from the special education program.

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 to comply with state law. Students are tested unless they are excused by the principal. The Iowa Assessments are given to all students in grades 9, 10, and 11. Measures of Academic Progress (MAP) tests are also administered twice during the school year to determine student growth in the areas of literacy, language arts, science, and math. Other tests that may be given and the results recorded for individual students are ACT, SAT, and PSAT results.

STUDENT MEETINGS

All efforts should be made to avoid the necessity of having club or organization meetings during the school day. If it is absolutely necessary, it must be cleared by the advisors with the principal at least two days in advance.

Only Teachers, Coaches, or Advisors may schedule student meetings during the school day. Students are not allowed to hold meetings without an adult present.

STUDENTS WHO LEAVE A SCHOOL EVENT (GAME, DANCE, CONTEST, ETC.):

The school's responsibility for a student who voluntarily leaves a school-sponsored event early or at the end of the event, ends at the time that the student leaves. Example: If a student leaves a dance early or a game early, the school is no longer responsible for that child.

SUSPENSIONS--(In-school or Out-of-school)

A student will be suspended from school for the breaking of rules and policies or repeated violation of any one rule or combination of rules.

A school building administrator may suspend a student from school temporarily for a violation of the rules and regulations approved by the Board of Education, or when that student's actions vary radically from patterns necessary for maintenance of a proper educational environment. Suspension may also be used in conjunction with procedures for expulsion.

Before suspending a student, the school administrator shall afford the accused student an opportunity to speak in his/her own defense, explaining the facts from his/her own point of view.

A parent conference shall be held when deemed necessary by either the administrator or the student and his/her parents. When deemed necessary, the school administrator may establish a parental conference as a prerequisite for readmission.

For the duration of the suspension, the student will be prohibited from participating in any school activities.

The following are reasons that may result in suspension: smoking, alcohol, narcotics, fighting, vandalism, protest demonstrations, insubordination, threats to students or staff, truancy, and others as determined by the administration.

Three suspensions that fall into the above categories will result in the student and his/her parents meeting with the Board of Education.

TECHNOLOGY LITERACY

To help meet the state's 21st Century Goal pertaining to technology literacy, all student will be issued a school owned laptop to assist them in their learning and to help develop their computer/technology skills.

TEXTBOOK USE AND CARE

Students are to bring their textbooks to class every day unless the teacher specifies another arrangement.

THEFT AND VANDALISM

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism will not be tolerated. Students found to have destroyed or otherwise harmed school property will be liable to pay for any damages. They may be suspended, or depending on the situation, referred to the local police. The school board will seek out full legal and school punishments on all persons found to be involved in an act of vandalism against the school or school personnel. Students stealing will be disciplined according to the amount stolen.

TOBACCO, ALCOHOL, DRUGS

By law, tobacco, alcoholic beverages (this includes powdered alcohol or alcohol substitutes), and drugs are not permitted on school property and/or school activities or in a visiting school setting.

1. Tobacco--No smoking or use of chewing tobacco or snuff or other forms of nicotine products such as e-cigarettes, sticks, strips, and orbs is permitted within a two-block radius of the school grounds or in the school building. Visible display of tobacco in any form shall constitute the same offense. The preceding violation will result in application of the Good Conduct Rule and possible suspension:

First Offense--one day suspension
Second Offense--two days suspension
Third and subsequent offenses--three days suspension

2. **Alcoholic Beverages**--Use of alcoholic beverages (including powdered alcohol or alcohol substitutes) is prohibited at all times in the school buildings/grounds, on school-sponsored trips, or at school-sponsored activities. Students arriving after consuming intoxicating beverages, found in possession of, or consuming intoxicating beverages, will result in application of the Good Conduct Rule, suspension, and may be referred to legal authorities. The same suspensions used for tobacco may apply for violations of the rules for alcoholic beverages.
3. **Drugs**--The use of illegal drugs, or the possession thereof, or the furnishing or sale of same to others, either on school property during school or school-sponsored activities by a student at any time is prohibited. Such offenses are punishable by suspension, application of the Good Conduct Code, or expulsion, and may be referred to legal authorities. This also includes look alike substances. The same suspensions used for tobacco may apply for violations of the rules for drugs.

School activities, at home and away, are to be considered as an extension of the school day. All of the above during activities are in effect for all students the same as during the normal school day.

Illegal Items Found in School or in Student's Possession

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 are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

TORNADO DRILLS

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.

UNAUTHORIZED PERSONS - CRIMINAL TRESPASS

The principal has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution." This includes students who are under suspension or expulsion and awaiting readmission. This also includes any registered sex offender who has not followed proper procedures to be on school property. The principal has the authority to tell unauthorized persons that they cannot come onto school property at any time, thus barring them from school premises. This can include all school activities.

If a person has been barred by the principal, he is subject to immediate arrest if he fails to leave or returns after being told by the principal that he is barred. Staff members may ask for identification from any person and may ask them why they wish to come onto school property. Further, they may ask unauthorized persons to leave. If a person not previously barred by the principal is asked to leave by a staff member, he must do so or be subject to arrest.

VISITORS/GUESTS

Visitors to the school grounds must check in at the principal's office. Students are not to bring guests to school; school is about the business of educating students, guests often disrupt this process. Rare exceptions (for educational enhancement) must have the approval of the principal.

South Winneshiek CSD Good Conduct Policy

The South Winneshiek Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Policy.

Any student who is found to have violated the following provisions or admits to have violated the following provisions shall be declared ineligible and suspended from all interscholastic activities, whether listed here or not.

A. Good Conduct Provisions

1. A student will not use, possess, or purchase tobacco/nicotine products (smoking or chewing) such as e-cigarettes or vaping devices, sticks, strips, and orbs regardless of age. Nor will a student use or possess alcohol, controlled substances, prescription pills without a prescription, mind-altering substances, or drug paraphernalia as defined by Iowa Code.

2. A student will not violate any Iowa Criminal Code, excluding minor traffic violations.

3. A student will not engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act (s).

4. A student who places or forwards inappropriate posts on social media.

5. If a student is (suspended/expelled from school) for violation of the harassment/bullying policy, it will serve as a good conduct violation.

B. Penalties—Athletics, Cheerleading, and Trap Shooting. Time served is not credited toward the total until completion of the season/s to the satisfaction of the coach or sponsor. In the case of a third offense, the student need not attend practice through the twelve (12)

month suspension.

1. First Offense --The student will serve a three (3) week suspension from interscholastic competition. *The penalty will be enforced starting on the date of the first scheduled interscholastic event; it will only apply to weeks wherein at least one event is scheduled.

Things like soap games, jamborees, and team scrimmages are not considered interscholastic competitions and do not count.

2. Second Offense – The student will serve a suspension of eight (8) weeks from interscholastic competition, starting on the date of the first scheduled interscholastic event.

3. Third Offense – The student will be suspended from interscholastic competition for one (1) calendar year from the date of the reported violation. The penalty will be enforced starting on the date of the first scheduled interscholastic event.

4. Fourth Offense – The student will not be allowed to participate in any interscholastic competition for the duration of their high school career.

*In the event of a violation, students may present the results of a breathalyzer test of zero to receive a reduction in penalty. This only applies to first offenses; there is no reduction of penalty for subsequent offenses. First violation will be one (1) week rather than three (3) weeks. A breathalyzer test from a law enforcement official is the only accepted evidence to receive a reduced penalty.

C. Penalties – FFA and Fine Arts (including the musical, the play, large group speech, individual speech, pit band, honor band, jazz band, color guard, solo/ensemble contest, show choir, honor choir, and All State Musical Festival). Time served is not credited toward the total until completion of the season/s to the satisfaction of the coach or sponsor.

1. First Offense – The student will serve a suspension of two (2) events with time credited from the first extracurricular fine arts/FFA event/contest in which he/she is participating.*

2. Second Offense – The student will serve a suspension of eight (8) weeks with time credited from the first extracurricular fine arts event/contest in which he/she is participating.

3. Third Offense – The student will serve a twelve (12) month suspension with time

credited from the first extracurricular fine arts event/contest in which he/she isparticipating.

4. Fourth Offense – The student is suspended from fine arts/FFA extracurriculars for the duration of their high school career.

*In the event of a citation, students may present results of a breathalyzer test of zero to receive a reduction in penalty. This only applies to first offenses, there is no reduction of penalty for subsequent offenses. First violation will be a suspension of one (1) event rather than two (2) events with time credited from the first extracurricular fine arts/FFA event/contest in which he/she is participating. A breathalyzer test from a law enforcement official is the only accepted evidence to receive a reduction penalty.

D. In the event a student is involved in fine arts/FFA and athletics, he/she will remain ineligible in both areas until he/she has fulfilled the penalty for one.

E. Process for Assigning Penalties

1. The AD and/or principal can became aware of violations by:

    a. Student self reports

    b. Report by school district personnel

    c. Notification from law enforcement, juvenile court services, or any other court process.

    d. Report by parents or other community members (s).

2. The AD or principal will inform students of the alleged violation of the Good Conduct Code and assign the suspension.

F. Due Process

1. The student will be provided a hearing if there are concerns on the charge or penalties imposed by the AD or principal. An appeal will start with a written request to the principal. The principal will then call together a committee composed of the principal, AD, and a coach/sponsor/director not currently involved with the student's sport or activity. This committee will conduct an appeal hearing within three (3) working days after receipt of the appeal request. Charges will be explained to the student, and the student will be given an opportunity to respond. The committee will submit a decision in writing within three (3) working days, which may affirm or modify the previous decision.

2. The student and parent/guardian may appeal within three (3) working days to the superintendent or his designee by delivering a written notice of appeal. The superintendent will conduct an appeal hearing within three (3) working days, which may affirm or modify the prior decision.

3. The superintendent's decision may be appealed within three (3) working days to the Board of Education by delivering a written notice of appeal to the board secretary. The secretary will schedule the appeal for a regular or special meeting of the Board, which will be held within three (3) working days after receipt of the appeal notice. The decision of the Board of Education will be set forth in the written minutes of the Board and may affirm or modify the previous decision.

All suspensions will be in force through the appeal process.