South Winneshiek

Middle School Handbook

Updated

May 2024

Principal's Message

Welcome to South Winneshiek Middle School! Education is designed to meet the needs of each individual student. As educators, we recognize the unique developmental and academic needs of our students. We accept the responsibility to challenge and prepare students to be productive members of our global society.
It is our belief that you are a unique and special individual who can learn. Our role as facilitators is to provide an environment in which you can reach your maximum potential. We are committed to providing opportunities that will assist you in making self-directed and responsible decisions when solving problems.
We are proud of our school and are excited to have you as a student and family. Let's work toward a successful and productive year at South Winneshiek Elementary/Middle School. We encourage you to be active learners and participants in all that we do. I hope you will strive to be the best student and person you can be. I wish you an exciting, enriching, and enjoyable school year! Communication is vital between home and school. Please do not hesitate to call or email us with any questions or concerns you may have.

Jason Halverson, ELMS Principal

Foreword

The purpose of this handbook is to acquaint you with the expectation for your school life and activities. This handbook is an extension of board policy and is a reflection of its goals and objectives. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.
The South Winneshiek Community School district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the building principal.

Vision

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

Table of Contents

Academics

Academic Classes/Class Changes
Artificial Intelligence
Assemblies
Assignment/Test Make-Up
Attendance and Absences
Band & Vocal Music
Field Trips/Special Activities
Grading System
Guidance
Homework Helper
Library/Media Center
Progress Reports
Physical Education
Special Education
Student Assistance
Textbooks

Conduct & Behavior

Book/Duffel Bags
Care of School Property
Cell Phones
Cheating/Plagiarism
Detention
Discipline Policy
Dress Code
Good Conduct Eligibility
Guideline for Success – "Pillars of Character"
Locker
Lunchroom Guidelines
Suspension and Expulsion
Tardiness
Tobacco/Alcohol/Drugs/Vaping

Communication

Conferences
Educational Records
Freedom of Expression
Interrogation by Outside Agency
Moving
Student Concerns

Health + School Safety

Accidents and Illness
Anti-Bullying/Harassment Policy
Asbestos
Bus Expectations and Safety
Breakfast/Lunch Program
Communicable Diseases
Emergency Forms
Entrance to the Building
Fire Procedures
Illness and Injury
Immunizations
Inclement Weather
Level One Investigator & Level II Investigator
Medication
Tornado Procedures

Activities + Extracurriculars

Academic Eligibility
Athletic/Activity Participation
Wednesday Nights
Use of School Facilities

District Policies

Citizenship
Equal Educational Opportunity
Fines-Fees-Charges
McKinney-Vento Homeless Education Assistance Act
Multicultural and Gender
Notice of Nondiscrimination
Open Enrollment
Search and Seizure
Title IX Statement
Tobacco/Alcohol/Drugs
Weapons

ACADEMICS

Academic Classes/Class Changes: All students will take the following required classes during the year: English, mathematics, science, social studies, art, physical education, and exploratory classes. In addition, students have the opportunity to participate in chorus and band. Exploratory classes will run for nine-weeks for seventh and eighth graders. Students will follow the schedule they receive at the beginning of the year unless otherwise arranged. In the case of chorus or band, students will remain in the course for an entire semester.

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 behavior matrix.

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

Assignment/Test Makeup: Students are responsible for arranging to make up schoolwork and are required to make up the work within the time allowed. Students have two days for each day absent to make up schoolwork upon returning from the absence. Students who know they are going to be absent prior to an absence should make arrangements with teachers in advance to make up schoolwork. Teachers, at their discretion, may expect some work completed prior to the scheduled absence and may require some work (for example, tests) to be completed after returning from the absence.

Attendance and Absences: Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education provided. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Regular attendance and preparedness for class helps students in school as well as prepares students for adulthood and the world of work.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents (guardians) must notify the office via email or phone (563-532-9365) on the day of the absence prior to **8:30 A.M.** Voicemail is also available. If notification is not received, the office will contact the parents at their emergency number. A student shall be considered unexcused if the parent (guardian) does not notify the principal's office prior to the absence or prior to **8:30 A.M.** on the date of the absence.

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

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

Field Trips/Special Activities: There are opportunities during the school year when students may go on a school-sponsored field trip. During that time students are representing the school. All school expectations will be in effect. Our expectations are that students will represent our school in a positive manner. Parent permission forms should be signed at the beginning of the school year via JMC. These will be kept on file for the year.

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

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

A student receiving special honors will have attained a 4.0 average.
A - Honor Roll (3.7 - 3.99), B Honor Roll (3.00 - 3.69).

Guidance: The School Counseling program at South Winneshiek is a developmental, proactive model focusing on academic, career, and social/emotional development provided to all grade levels. Small group and/or individual counseling is available to students upon student, parent, teacher, or principal request.

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

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

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

Physical Education: Public law requires that all students take physical education. The only acceptable excuse is a statement from the family physician stating the student's physical limitation. This physician's note will be filed in the nurse's office.
If a student receives an injury that is temporary, he/she will still report to the gym along with his/her regular class, even though participation may not be possible. Excuses written at home for such things as colds, sore throats, etc. will no longer be acceptable.

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.

Student Assistance: Students may experience a number of personal, social/emotional, behavioral, or medical problems that can have an effect on their behavior, conduct or academic performance. If students need help, they can contact the teacher, the principal, or the school counselor. Students can also make a referral for a friend in need. Referrals can be made through teachers and the school counselor.

Textbooks: Students are to bring their textbooks to class every day unless the teacher asks for some other arrangement. Students are responsible for the textbooks and library books that are issued to them. The student will pay for lost or damaged textbooks.

CONDUCT AND BEHAVIOR EXPECTATIONS

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

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

Cell Phones: Students are not allowed to use their cell phones during the school day. Students may store their phones in secure pocket charts in their first-period classes and may pick them up at the end of the day. In case of emergency, please call the school office to communicate with your child. Cell phones/camera phones are not permitted in the locker rooms.

Cheating/Plagiarism: Students are expected to do their own schoolwork. Cheating by looking at or copying another student's schoolwork, having someone else complete the work for you, plagiarism/copying from the internet or other sources, or similar cheating is not tolerated. Cheating/plagiarism will result in detention and a parent contact and may result in the loss of credit.

Detention: Detention is an extension of the regular school day for the students concerned; therefore, all rules and regulations in effect during the school day also apply during the detention period. Detentions will be served after school from 3:20 p.m. - 4:20 p.m. in the supervising teacher's room on Tuesdays. Students will use detention time for schoolwork or silent reading. Detentions take priority over all practices and activities. Students are ineligible to compete on the night of their detention. Transportation arrangements following a detention are the student's responsibility. Parents will be notified, and students will be expected to serve detention on the next Tuesday.

Failure to report for detention without prior communication to the principal 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 will be ineligible to participate in all school activities (including Homecoming activities, athletics, fine arts activities, dances, etc.) and will have three days of lunch/recess detention.

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

Discipline Policy (Behavior Matrix): South Winneshiek Middle School utilizes a behavior matrix for discipline procedures. The matrix guides our decision making and ensures all students are held to the same standards. The full matrix is available upon parent request. To help provide the best learning environment possible, students are expected to demonstrate: Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship. If students are not able to follow these expectations they may have consequences such as detention.

Dress Code: There is research that supports a connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to wear clothing that is appropriate to their age level, display modesty, and not disrupt the school or education environment. The principal makes the final determination of the appropriateness of the student's appearance.

Cutoffs, short shorts, halter tops, crop tops, and tops with spaghetti straps are not considered appropriate for school wear. Students are prohibited from wearing clothing/accessories advertising or promoting items illegal for use by minors including, but not limited to alcohol, tobacco, or drugs; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, anything having an inappropriate double meaning, anything making reference to prohibited conduct or similar displays.

Shorts may be worn to school year round. Shorts that are worn in PE classes should not be ragged or torn. In PE classes and sports practices/activities, participants will not wear a top that exposes their bra/sport bra. Students will not go shirtless.

Students may wear caps and sunglasses when entering or leaving the building. While in the building, students are to place all caps and sunglasses in their lockers.

Good Conduct Eligibility: Any activities or events which do not take place during the school day and in which students make a choice to participate or attend shall be considered extracurricular. Participants are governed by our Good Conduct Policy, which outlines expectations for conduct/behavior. Students and parents must read and sign the Good Conduct Policy each year before participation can begin.

Proper use of Social Media is part of Good Conduct Eligibility. Students who misuse social media at or out of school can and will be subject to Good Conduct Eligibility.

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

Guidelines for Success "Pillars of Character" South Winneshiek utilizes Positive Behavior Intervention Supports (PBIS) as the foundation for the expectations throughout school to help build character and positive leadership skills. Students are expected to follow PBIS expectations on the bus, playground, classroom, lunchroom and hallways.

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

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

Lunchroom Guidelines:

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

Suspension and Expulsion: Students will automatically be suspended for the following:

*Possession of a controlled substance (drug, alcohol, tobacco, vap, etc.)
*Verbal threats of violence
*Physical aggression toward staff
*Possession of or threat with a weapon
*Sexual misconduct

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

Tardiness: Students are expected to be at all classes on time. Teachers will record tardiness. Chronic tardiness will result in an intervention plan.

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

COMMUNICATION

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

Educational Records: Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office. Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent education institution attended, year in school, dates of attendance, and heights and weights of athletes.

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

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to discipline measures. Employees shall be responsible for insuring the students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

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

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

Student Concerns: It is the goal of the district to resolve students' concerns at the lowest level. Students are encouraged to address problems to their teacher or other licensed employees, other than the administration, for resolution of the concern. If the teacher cannot resolve the issue, the student may discuss this matter with the principal within 10 days. If the principal cannot resolve the matter, the student may discuss it with the superintendent within 10 days after speaking with the principal.

HEALTH AND SCHOOL SAFETY

Accidents and Illness: In case of illness or injury of a student, parents will be notified. No child, sick or injured, will be sent home unless accompanied by an adult. If parents or the emergency contact cannot be reached and medical care is urgent, the school will assume responsibility for safe transport to a doctor's office or hospital. If your child has a fever over 100 degrees, your child is not to return to school for 24 hours without medication.
If your child has vomited, your child needs to be home for 24 hours and have kept down a meal before returning to school. If your child has been to a doctor and been given antibiotics, your child needs to be on the antibiotics for 24 hours before returning to school.

Anti-Bullying/Harassment Policy: Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.
Harassment and bullying by the staff, students, and volunteers which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment.
This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.
Harassment and bullying means any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

activities, or privileges provided by a school.

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

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

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

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

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

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

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

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

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

the Board on the progress of reducing bullying and harassment in the district. The Board will annually publish this policy. The policy may be publicized by the following means:

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

Individuals may request a copy by contacting the district office at 563-562-3269

Asbestos: Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A copy of the management plan is available for inspection in the superintendent's office.

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

Respect:	Responsibility:	Relationships:
Follow the driver's directions Keep in your personal space Respect all property	Keep hands and feet to self Stay seated at all times Use an inside voice and kind words	Use Kind words Be willing to sit with anyone/anywhere

- At the discretion of administration, all passengers are required to wear seatbelts if the bus is equipped with seatbelts.
- State law mandates: No books or other property in aisles.
- School buses cannot "sit" on the highway waiting for students.
- Those students who do not behave may be subject to consequences and may be suspended from the bus if necessary. Parents will be notified when a bus write-up occurs.

Breakfast/Lunch Program: A balanced breakfast and lunch is served in school every day. Breakfast starts at 7:30 each morning. Money to be deposited in accounts should be brought to the office window as soon as you arrive in the morning. You may also use the JMC login to check your student accounts and deposit funds. Please note that whatever amount is brought in must be deposited in the account - no change is given. If you bring a cold lunch from home and would like to drink milk with it, you may purchase a carton and have it deducted from your meal account.

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

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse. Their personal physician shall determine the health risk to immuno-depressed students. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be

determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.
A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties. It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.
NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of blood borne pathogens.
Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable disease, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

Emergency Forms: At registration, parents must file an emergency form providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person or emergency care personnel in the event the parents cannot be reached. Parents must notify the office when the information on the emergency form changes during the school year.

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

Fire Procedures: Fire drills are held four times during the school year. Students should be aware of the procedures to follow in case of a fire evacuation. All students are to follow these basic rules: No talking, listen carefully to directions, stay together, meet at an assigned area during the fire drill.

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

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

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

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

Medication: Students may need to take prescription or over-the-counter medications during school hours. Both prescription and over-the-counter medications must be supplied by the student/parents. Parents must provide written instructions and parental authorization for all medications administered at school.
When a student receives medication at school the following protocol must be followed:

- Parent's written instructions must include: name of the medication, indication for medication, route, dosage, duration, and frequency.
- If a physician or prescriber requests a medication be left in charge of a nurse or school official to be given to a student at a prescribed time during school hours, the medication must be in its original container, labeled with the student's name, name of the medication, dose of medication, route of medication, time of administration, and name of prescriber. A form is available in the nurse's office and on the school's website.
- No medications (prescribed or over-the-counter) will be furnished by the school.
- No medications will be administered at school unless all of the above information is complete.

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

ACTIVITIES + EXTRACURRICULARS

Academic Eligibility: Middle school students must pass all academic subjects. Students who are failing one or more classes will be declared ineligible for a minimum of one week. They may be required to miss practices and are not allowed to participate in games/meets until they obtain a passing grade. Students participating in the middle school play will also need to meet academic eligibility requirements at designated checkpoints. The principal shall contact the students and parents notifying them of their son/daughter's ineligibility. Middle School students who fail a semester of a core class *will* be required to earn a passing grade through an online course during the summer. This will be at the discretion of the principal.

Athletic/Activity Participation: When students enter 7th grade for the first time they are automatically eligible to participate in athletic activities. Sixth grade students are not allowed to participate in athletic activities however; they may be a manager for any of the sports.

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

School Attendance Prior to Activity/Practice: To be eligible to participate in an extracurricular activity or

performance on the evening of a school day, a student must have attended both the morning and afternoon sessions. The students must attend the p.m. session in order to attend a practice session. The principal and coach will review exceptions to this expectation. The parent must inform the principal, in order to obtain an exception to this rule.

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

Use of School Facilities: School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings. (Board Policy No. 1004.3R).

DISTRICT POLICIES

Citizenship: Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role, quality citizens play in their country, state and school district community.

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, language, gender, sex, marital status, sexual orientation, gender identity, familial status, physical and mental ability, disability, age, religion, creed, physical attributes, ancestry, socioeconomic status, political party preference, or political beliefs in its educational programs or employment practices. There is a grievance procedure for processing complaints of discrimination by students, employees, parents, and community members. If you have questions or a grievance related to this policy, please contact Mr. Jason Halverson, Equity Coordinator, South Winneshiek Community School District, P.O. Box 430, Calmar, Iowa 52132, 563.562.3269, jhavlerson@swinn.k12.ia.us.

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

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: Mary Kleve, (563) 562-3226

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

Notice of Nondiscrimination: It is the policy of the South Winneshiek Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its educational programs or employment practices. There is a grievance procedure for processing complaints of discrimination by students, employees, parents, and community members. If you have questions or a grievance related to this policy, please contact Mr. Jason Halverson, Equity Coordinator, South Winneshiek Community School District, P.O. Box 430, Calmar, Iowa 52132, 563.562.3269, jhavlerson@swinn.k12.ia.us. (Iowa Code 280.3).

Open Enrollment: Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Parents who wish to open enroll their child to another school district must apply by March 1, of the preceding school year. Parents interested in open enrolling their child out of the school district must contact the Superintendent's Office.
Parents or guardians who are requesting open enrollment for the first time have until the first day of school to rescind the request. Notifying both districts in writing can do this. No board action is necessary. A student attending a school under open enrollment may return to his/her district or residence at any time by notifying both districts in writing prior to the change. Again, no board action is necessary.

Search and Seizure: School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and

protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

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

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

Weapons (502.6): Gun Free Schools - The Iowa law is very specific about guns in schools and states that school districts must expel students for a minimum of one year for bringing a weapon to school or for possessing a weapon at school. Therefore, if students are expelled in Oct. 2008 the student cannot return until November 2009. "Weapon" is defined as a firearm, which includes guns and bombs. A knife or other dangerous object is not considered a weapon for which the mandatory expulsion applies

If a student has been expelled or suspended from school and has not met the conditions of the expulsion or suspension and if the student or the parent or guardian of the student changes districts or residence, the student shall not be enrolled in the new district of residence until the board of directors of the new district of residence approves by a majority vote, the enrollment of the student.

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

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

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.